

## **Guidance for applicants on communication with the NIEHS Advisory Council (NAEHS Council)**

Information Letters, Appeal Letters and Grievance Letters are due via email to the Program Officer listed on the Summary Statement for an application three weeks in advance of the next NIEHS Advisory Council (NAEHS Council) meeting after the Summary Statement is received. If the due date is missed, letters may go to the next Council meeting. NAEHS Council meeting dates can be found here: <https://www.niehs.nih.gov/about/boards/naehsc/agenda>

**Information Letters:** Principal Investigators (PIs) of NIEHS applications may wish to provide additional information through a Letter of Information (LOI) to the NIEHS program staff and the NAEHS Council. Prior to submitting such a letter, PIs are highly encouraged to discuss this option with their program officer whose name appears on the summary statement. Most grant applications presented to the NAEHS Council are not accompanied by an LOI. LOIs are not required and do not guarantee funding.

**Appeal Letters:** PIs of NIEHS applications may wish to submit an Appeal Letter to the NIEHS program staff and the NAEHS Council. Prior to submitting such a letter, PIs are highly encouraged to discuss this option with their program officer whose name appears on the summary statement.

An Appeal Letter should be:

- Responsive to the comments raised in the summary statement.
- Ideally, no more than 3 pages long.
- Received as soon as possible following receipt of the summary statement and discussion with the program officer but no later than three weeks prior to the Council meeting.
- Counter-signed by the principal investigator and the university business official (authorized organizational representative; AOR) and emailed to the NIEHS program officer.
- Adhere to all other NIH general guidance on Appeal letters (see Guidance below)

**Grievance Letters:** PIs of NIEHS applications may wish to submit a Grievance Letter to the NIEHS program staff and the NAEHS Advisory Council. Prior to submitting such a letter, PIs are highly encouraged to discuss this option with their program officer whose name appears on the summary statement. NIH defines Grievance Letters as letters that do not meet the criteria for an Appeal letter and/or do not include the concurrence of the AOR (see additional Guidance below).

### **Key NIH Guidance related to Appeal and Grievance Letters:**

- <https://grants.nih.gov/grants/guide/notice-files/not-od-11-064.html>
- [https://grants.nih.gov/grants/policy/nihgps/html5/section\\_2/2.4.2\\_appeals\\_of\\_initial\\_scientific\\_review.htm](https://grants.nih.gov/grants/policy/nihgps/html5/section_2/2.4.2_appeals_of_initial_scientific_review.htm)