

September 20, 1994

Reviewer name and address

Dear Dr. _____:

I greatly appreciate your willingness to serve as a Federal Government consultant for the evaluation of the enclosed applications for support of research training through the K08 or T32 award mechanisms. As a member of the NIDDK Special Emphasis Panel to review these applications, you have been assigned certain applications for which you should provide written reviews. You are urged to read any and all of the other applications and join in the discussion of them during our meeting in November. I have enclosed guides for the written reviews of these applications, plus the formal descriptions of these training programs. The essential aspect to keep in mind about the Clinical Investigator Development Award applications (K08) is that these describe a proposal for training in basic research. The scientific aspects of an application are important, but the training aspects merit considerable attention on your part. The **primary reviewers** should address all review considerations described in the GUIDE FOR REVIEWER'S WRITTEN COMMENTS. **Secondary reviewers** should comment about specific strengths and weaknesses relating to all aspects of the proposed training, but need not provide a description of the application.

Most of you will find that, at least for your primary assignments, the scientific area in the proposal matches your area of scientific expertise. You should feel comfortable with both the science and the training aspects of these applications. Many of you will find you have secondary assignments in less familiar scientific areas. If so, please do your best with the science, but stress the training aspects in your written and oral comments.

I have enclosed a 3 1/2" diskette upon which you should save copies of your written comments to bring to the meeting. Please create a separate file, by applicant name, for each review. It would be most helpful if you would use IBM-compatible hardware and WordPerfect 5.1; we can, however, handle other word processing software and Macintosh formatting without insurmountable difficulty. Remember that the applicants will receive your comments virtually unedited, cleansed of obvious indicators of your identity. You may modify your comments at the meeting on your portable computer if you bring one. If not, I can incorporate any additions or deletions you make on printed copies, which you should also bring to the meeting.

As I mentioned in my letter confirming your willingness to participate in this review, the meeting will be held at the (SITE TO BE ANNOUNCED PRIOR TO 10 JULY 2002), MD, where a reservation has been made in your name at a rate of \$100.00 plus tax. You should confirm the reservation, directly with the hotel, in order to guarantee the availability of your room (#####). Our group # at the hotel is ###. If you must cancel, please call the hotel to prevent being billed. The meeting will begin at 8:00 am. on July 10th and should be completed by 6:00 pm

You will be reimbursed as follows for attending this meeting: round trip air fare (economy class), ground transportation (save receipts for amounts over \$25.00), per diem up to \$151.00 per day (hotel and meals) and a consultant fee of \$200.00 a day for official business. Please retain your airline ticket and a copy of the hotel bill to submit along with the signed voucher, which will be handed out at the meeting.

If I may be of further assistance before the meeting, or if you discover you are in real or apparent conflict of interest with an application to which you have been assigned, please call me at (301) 435-8685.

Sincerely yours,

S. Charles Selden, Ph.D.
NIH Extramural Staff Training Officer

Enclosures