**Civil Right Protections Letter for NIH Grants Template**

For some NIH grants, there is the requirement that a letter safe-guarding Civil Rights Protections be sent to the Program Officer in charge of the specific award.

You can use this Civil Right Protections Letter for NIH Grants Template for that purpose.

1. Input your specific information in the letter.
2. Delete these instructions and all yellow highlights.
3. Send the letter through [Docusign](http://www.docusign.net/) for signature to Farin Kamangar, Assistant Vice President for Research (farin.kamangar@morgan.edu).
4. Once signed, the letter can be emailed directly to your Program Officer.

For the following letter:

The yellow highlights need to be replaced with your specific information (please see worksheet below).

**Please remember to delete this instructional coversheet and the highlights before submitting this letter with the accompanying documentation requested above.**

You will need the following information to fill out the following Civil Right Protections Letter for NIH Grants Template:

|  |  |
| --- | --- |
| **Field** | **PI Response** |
| *Program Officer’s Information* |
| Program Officer’s Full Name |  |
| Program Officer’s Title |  |
| Program Officer’s Department |  |
| Funding Agency |  |
| Program Officer’s Street Address |  |
| Program Officer’s City, State, Zipcode |  |
| Program Officer’s Email |  |
| Program Officer’s Honorific | *Dr.Ms.Mr.Mx* |
| Program Officer’s Last Name |  |
| *Award Information* |
| Award Number |  |
| PI’s Full Name |  |



February 21, 2023

ProgramOfficer’sFullName
ProgramOfficer’sTitle
ProgramOfficer’sDepartment
FundingAgency
ProgramOfficer’sStreetAddress
ProgramOfficer’sCitySTZipcode
ProgramOfficer’sEmail

**Re: Award #AwardNumber; PI: PI’sFullName**

Dear Dr.Ms.Mr.Mx. ProgramOfficer’sLastName,

I am writing this letter to affirm that Morgan State University (MSU), a historically black university in Baltimore, MD, has clear policies and procedures to:

(i) Prevent discriminatory harassment and other discriminatory practices;

(ii) Respond swiftly and appropriately to allegations of discriminatory practices; and

(iii)  Request NIH prior approval of a change in the status of the Program Director/Principal Investigator (PD/PI) or other senior/key personnel for any reason, including administrative or disciplinary actions that may impact the ability of the PI/PD to serve in their role on the NIH award.

Please do not hesitate to contact me if I can be of any assistance.

Sincerely,

Farin Kamangar, MD, PhD

University Distinguished Professor

Assistant Vice President for Research

Morgan State University

Email: farin.kamangar@morgan.edu

Cell Phone: 301-655-9280