Cancer Prevention Initiative (CPI) 2023-24 Research Grants
Request for Proposals
Letter of Intent (LOI) Phase

LOI Due Date: October 15th, 2023, 11:59 p.m. Eastern Time (ET)

LOI Application Detailed Instructions

Login to ProposalCentral at **https://proposalcentral.altum.com/**. First time users of ProposalCentral are required to register as a new user. Refer to "How to Register as a ProposalCentral user" below for instructions.

Once logged in, click on the "Grant Opportunities" tab. Search for "Cancer Prevention Initiative" and click the "Apply Now" link to start the application.

Complete each of the LOI Sections listed below. Mandatory sections are identified with an asterisk.

1. Title Page:
  *Project Title - Enter a descriptive title for your proposed project.
  *Choose type of project proposed – choose one from the drop-down menu.
    Basic Research, Developmental, Pre-clinical, Clinical, Data analysis
  *Project Budget
    Enter the total Amount Requested. Awards are limited to a maximum total of $450,000.
    Budget Note: Indirect costs are not allowed. CPI will consider exceptions to this policy for research projects with a budget of more than $150,000 on a case-by-case basis but indirect costs may never exceed five percent of the total budget. Requests for indirect costs must be approved in advance and must be justified based on the research necessitating increased organizational overhead.
  Project Period
    *Start Date: 6/1/2024 (Default start date)
    *End Date: Project duration can be up to 3 years

2. Applicant/Principal Investigator (PI): This section will be populated from your ProposalCentral profile.

3. Institution: Enter applicant/PI's institution information. If your institution is not listed, refer to instructions "How to Register your Institution with ProposalCentral" below.

4. Co-PI and other Key Personnel: Enter additional key personnel (beyond the applicant/PI) and collaborators. To add individuals, enter the e-mail address twice and click the Add icon. Complete the required information on the new window. Co-PI and other Key Personnel are not required to have an account on ProposalCentral.

5. Enable Other Users to Access this Proposal: Optional. Other Users will need to register with ProposalCentral.

6. Abstract: Abstracts are limited to 3,000 characters.
    General Audience Summary: Optional at LOI phase.
    *Scientific Abstract: Required.

7. Download the Templates and Instructions: All instructions and templates can be downloaded from this section.

• LOI Narrative Template - Formatting guidelines and instructions for LOI Narrative can be found here
• Biosketch template (Applicant/PI and Key Personnel) (NIH format)
• LOI Instructions
• LOI Detailed Instructions

8. Upload Documents: Documents need to be uploaded in PDF format. Click on 'Attach Files' button. In the new window select 'Attachment Type' (*Biosketch, Budget justification, *LOI Narrative, or *References) from the drop-down menu.

*   **Biosketch:** A Biosketch in NIH format must be uploaded for each key personnel. Name each biosketch with the last name of the individual followed by _Biosketch. For example, the biosketch of Dr. Smith would be named Smith_Biosketch.
*   **LOI Narrative:** Follow the formatting guidelines listed in the downloadable LOI Narrative Template. Name the document with the last name of the applicant/PI followed by _LOI Narrative. For example, Dr. Smith's LOI Narrative would be named Smith_LOI Narrative.
    The LOI Narrative is limited to <u>two (2) pages</u> and <u>must include</u> all the following sections (A-D):
    A. Research Question: Hypothesis and Objective
    B. Background and Significance:
        1. Background
        2. What CPI Funding Priority will this proposal address?
        3. Describe how the completion of the proposed research project could provide a definitive resolution of the hypothesis and/or advances the field of cancer prevention
    C. Feasibility: Briefly describe the scientific basis for the proposed research and the feasibility for achieving a successful outcome
    D. Specific Aims & Timeline: Describe the research aims and timetable for completion, including intermediate milestones
*   **References:** Only include the most relevant references. References are limited to one (1) page. Name the document with the last name of the applicant/PI followed by _References. For example, Dr. Smith's References would be named Smith_References

9. Validate: Use "Validate" to check for any missing required information or files. ProposalCentral will indicate the incomplete sections. You will not be able to submit the application until all required sections are filled and required documents uploaded.

10. Submit: Once completed, "submit" the application. Under the "Proposals" tab the application will show as "submitted." You may view the application at any time through the "manage proposals" tab. Confirmation of receipt will be emailed to you within 1 (business) day. Contact us at Grants@CancerPreventionInitiative.org if you do not receive a confirmation.

You may refer to the below ProposalCentral tutorials for detailed instructions.
How to Create an Application Using ProposalCentral
How to Register as a ProposalCentral User
How to Register your Institution with ProposalCentral User

For grant inquiries, contact the CPI team via email at Grants@CancerPreventionInitiative.org.

For assistance using ProposalCentral, contact ProposalCentral customer support via email at pcsupport@altum.com or by calling toll-free (800) 875-2562 (U.S. and Canada) or 1-(703) 964-5840 (international direct dial). ProposalCentral support hours are from 8:30AM to 5:30PM EST