



## 2023-24 Research Grants Request for Proposals Letter of Intent (LOI) Phase

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

### Letter of Intent (LOI) Application Instructions

LOI application should be submitted electronically through ProposalCentral at <https://proposalcentral.altum.com/>. Applicant must be registered at ProposalCentral to initiate an application.

#### **LOI must include:**

- Descriptive title of the proposed research project.
- Applicant/Principal Investigator (PI) information.
- Information of other key personnel involved in the project (beyond the PI) and collaborators.
- Participating institution(s).
- Biosketches of all key personnel in NIH biosketch format. The template can be found below or downloaded through ProposalCentral once a project is initiated.
- Budget: Include the total budget. A detailed budget is not required at the LOI phase of the application. The budget can be up to \$150,000 per year, up to a period of three (3) years. Awards are limited to a maximum total of \$450,000.
- Proposed start and end dates: Default start date is June 1, 2024. The duration of the project can be up to three (3) years.
- Abstract: A scientific abstract is required. A general audience summary is optional at the LOI phase. Abstracts are limited to 3,000 characters.
- LOI Narrative: Follow the formatting guidelines listed in the downloadable LOI Template. The LOI Narrative is limited to two (2) pages and must include 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: Include only the most relevant references. References are limited to one (1) page.

Formatting guidelines:

Use the templates provided for the LOI Narrative and Biosketches. They can be downloaded once a project is initiated on ProposalCentral.

Biosketches, LOI Narrative, and References must be uploaded in PDF format. Please use the naming convention indicated for each document type:

- LOI Narrative: Last name of the lead investigator followed by \_LOI-Narrative.
- References: Last name of the lead investigator followed by \_References.
- Biosketches: Last name of the individual followed by \_Biosketch.

Once submitted, confirmation of receipt will be emailed to you within 1 (business) day. Contact us at [Grants@CancerPreventionInitiative.org](mailto:Grants@CancerPreventionInitiative.org) if you do not receive a confirmation email.

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For grant inquiries, contact the CPI team via email at [Grants@CancerPreventionInitiative.org](mailto:Grants@CancerPreventionInitiative.org)

For assistance using ProposalCentral, contact ProposalCentral customer support via email at [pcsupport@altum.com](mailto: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.