

## LETTER OF INTENT (LOI) INSTRUCTIONS

Each institution may submit only one LOI/application in each funding category, with a few exceptions that are mentioned in the [Grant Guidelines](#). Often institutions will coordinate internal competitions leading up to the deadline, in cases where more than 1 applicant are interested. Please contact your Institution's Grants Department with questions.

Applicants for St. Baldrick's Foundation funding must submit a Letter of Intent (LOI) through *ProposalCENTRAL* at <http://proposalcentral.com>. Hard copies will not be accepted. (First time users must register as a new user in *ProposalCENTRAL* to begin the LOI/application process). The applicant who submits the LOI must be the same applicant who submits the application. Access can be granted to other users by using the "Enable other users to access this proposal" link.

Applicants do not need to complete the LOI in one session; a partially completed application can be saved and completed at any time prior to the deadline. **In addition to the items below you will be required to enter lay and scientific abstracts (200 words or less), and keywords in ProposalCENTRAL. Scientific reviewers are matched based on these keywords. You will also be required to upload a biosketch, please use the current NIH template.**

Scholar applicants are also required to complete an eligibility checklist. The Scholar eligibility checklist document is available in *ProposalCENTRAL* upon starting the LOI.

LOI's can be addressed to the St. Baldrick's Scientific Advisory Committee.

It is the responsibility of the applicant to ensure and to verify that the online application is received by the deadline date/time and that the application is complete and correct prior to submission. Times listed are Eastern U.S. When the applicant's LOI is approved, e-mail notification will be sent to the applicant, granting access to complete the full application at *ProposalCENTRAL*. Hard copies of the application will not be accepted.

**The LOI must be no more than one page and contain the following information.** References cited *only* may be included on a second page. Use *Times New Roman font (minimum 11 pt), 0.5 inch minimum margin*:

- Name and contact information (complete mailing address, phone number, fax number and email address) of the applicant
- Name of the institution(s) involved in the proposal
- Title of the proposed research project
- Area of focus of the research project (childhood cancer type or other research focus)
- Relevance of the proposed research project to the mission of St. Baldrick's, to cure childhood cancers
- Brief rationale for the proposed research project.
- Brief timeline of the progression of research
- The letter must include a statement that the applicant followed institutional limited submissions and is the selected applicant to move forward. The Foundation reserves the right to reject any LOIs not approved by institutional limited submissions personnel.
  - EX: I acknowledge St. Baldrick's Foundation's limited submissions policy and have worked with my institution to submit this Letter of Intent.