Letter Of Intent (LOI) Instructions

St. Baldrick's Foundation Scholar Awards

Please review the Grant Guidelines for eligibility and limited submission rules. Only applicants who submit an LOI and are approved may submit a full application. The PI will be notified via email if the LOI is approved or rejected. If approved, the PI will then have access to the full application in ProposalCentral. Often institutions will coordinate internal competitions leading up to the deadline, in cases where more than the allowed number of applicants are interested. Please contact your institution's Grant Department with questions.

An LOI, limited to one page, is required and must be uploaded through ProposalCentral. First time users must register as a new user in ProposalCentral to begin the LOI/application process. The PI who submits the LOI should be the same PI that submits the application. Access can be granted to other users by using the "Enable other users to access this proposal" link.

LOI Guidelines

LOI's can be addressed to the St. Baldrick's Foundation Scientific Advisors. The one-page LOI should briefly describe:

- 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 find cures for childhood cancers and give survivors long and healthy lives
- Brief rationale for the proposed research project
- Brief timeline of the progression of research (gantt charts preferred)
- The letter must include a statement that the PI 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.

In addition to the one-page LOI, applicants are required to complete the following sections in ProposalCentral:

- Enter the project title
- Complete a general audience/lay abstract
- Select research focus keyword(s) and general keywords (Scientific Reviewers are matched based on these)
- Provide PI past and existing Support if applicable
- Upload PI and Sponsor Biosketch; please use the current NIH template
- Complete Applicant Eligibility Checklist
- Provide PI demographics

Format/Type Requirements

The LOI must be no more than one page. References cited may be included on a second page.

- Times New Roman font (minimum 11 pt)
- 0.5 inch minimum margin
- Only PDF files are accepted

Contact

ProposalCentral customer support: pcsupport@altum.com (800) 875-2562
St. Baldrick's Foundation: Grants@stbaldricks.org (626) 792-8247