

## Letter Of Intent (LOI) Instructions

### St. Baldrick's Foundation Research Grant, Supportive Care Research Grant and Consortium Research Grant Awards

Each institution may submit one LOI/application each funding category, with a few exceptions that are mentioned in the [Grant Guidelines](#). 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.

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 (gant 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)
- Upload PI Biosketch; please use the current NIH template
- 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](mailto:pcsupport@altum.com) (800) 875-2562

St. Baldrick's Foundation: [Grants@stbaldricks.org](mailto:Grants@stbaldricks.org) (626) 792-8247