

## LETTER OF INTENT (LOI) INSTRUCTIONS – Fall Infrastructure Awards

Each institution may submit only one Infrastructure LOI/application. The St. Baldrick's Grant Guidelines are available at [http://www.stbaldricks.org/file/website\\_content/see\\_the\\_impact/SBF-Grant\\_Guidelines.pdf](http://www.stbaldricks.org/file/website_content/see_the_impact/SBF-Grant_Guidelines.pdf).

Applicants/principal investigators for St. Baldrick's Foundation funding must submit a Letter of Intent (LOI) through *ProposalCENTRAL* at <http://proposalcentral.altum.com>. Hard copies will not be accepted. (First time users must register and fill out a Professional Profile 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 a lay abstract (200 words or less), and keywords in *ProposalCENTRAL*. You will also be required to upload a biosketch/curriculum vitae, please use the current NIH template.** 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:*** 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/principal investigator
- Name of the institution involved in the proposal
- Title of the proposed project
- Area of focus of the submission
- Brief rationale for the proposed project
- Relevance to the mission of St. Baldrick's, research to cure childhood cancers

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