

Guidelines for USAFP Research Grant Letter of Intent

IF YOU ARE APPLYING FOR A SMALL GRANT (up to \$1500), the LOI will serve as the grant application.

IF YOU ARE APPLYING FOR A LARGE GRANT (from \$1500 to \$5000), USAFP will accept an initial Letter of Intent (LOI) as a precursor to a full grant application. This LOI is used to determine if the proposed project is appropriate for funding by the USAFP. If the project is judged appropriate and it is for a large grant, the principal investigator will be asked to submit the grant application provided on the website (www.usafp.org).

REGARDLESS OF WHETHER YOU ARE APPLYING FOR A SMALL GRANT OR A LARGE GRANT, THE LOI FORMAT AND ELEMENTS ARE THE SAME AND ARE LISTED BELOW.

LENGTH/FORMAT: the LOI should be no more than 3 pages in length and in MS-WORD format.

SUBMISSION: the LOI should be addressed to CAPT Michael Arnold, MD, Chair of the Clinical Investigations Committee and emailed to Dianne Reamy at direamy@vafp.org as an attachment.

SUGGESTED CONTENT: A Letter of Intent is an abstract of your research proposal. It should both concisely explain your project and describe why you should get funding from the USAFP. The following is a synopsis of the essential contents of your LOI:

- Describe the background and long-term objectives of the project.
- State the specific aims and hypotheses of the project.
- Describe any human use aspects of your project.
- State the names/locations of the investigator(s).
- State IRB approval status – *USAFP requires projects to be IRB approved before they can be considered for final funding.*
- Make reference to how this project is related to Family Medicine and the USAFP.
- Describe the experimental design and methodology concisely.
- Describe the approximate anticipated duration of the project and an initial estimate of the amount of funding required. (If matching funds are available – so state).
- Indicate if you are applying for a small grant (up to \$1500) award or a large grant (\$1500 to \$5000) award.
- Provide good contact information.