

INSTRUCTIONS FOR LETTER OF INTENT SUBMISSION

The deadline for Letter of Intent submission is Friday, December 9, 2016, 5:00 PM Eastern Time

Accessing the Letter of Intent Application in proposalCENTRAL:

Prospective applicants must submit a letter of intent (LOI) using the LOI application via [proposalCENTRAL \(pC\)](#). To start an application in pC, users must first login to their pC account.

If You Need to Create a New Account in pC

To create a new account, go to <https://proposalcentral.altum.com/> (pC) and click CREATE ONE NOW under APPLICATION LOGIN. Fill in the required fields, check the boxes to agree to pC's Terms of Service and Acceptable Use Policy and then click SAVE. For the next steps, see the If You Have an Existing Account in pC section below.

If You Have an Existing Account in pC

For all users with a pC account, log in under APPLICATION LOGIN at <https://proposalcentral.altum.com/> and select CREATE NEW PROPOSAL or click on the GRANT OPPORTUNITIES tab. Scroll down to SIMONS FOUNDATION and then click APPLY NOW for the Simons Foundation Autism Research Initiative-Pilot or Research Award program in order to start the proposal and access the templates. After all sections are completed, you will be able to click on the SUBMIT button.

LOI Requirements and Submission Instructions

To submit a letter of intent (LOI), the following proposalCENTRAL sections must be completed:

1. **Title Page:** Please provide the following information
 - a. Project title
 - b. Estimated annual budget
 - c. Indicate use of SSC or Simons VIP samples/phenotypic data
 - d. Select a primary category. Please note a secondary category is not required.
2. **Download Templates & Instructions:** The following templates are available for download:
 - a. Letter of Intent (LOI) Instructions
 - b. SFARI Policies
 - c. RFA
 - d. LOI Template
 - e. PI Biosketch
3. **Enable Other Users to Access This Proposal:** Complete this section to give administrators or collaborators access and to allow other users to submit the LOI on your behalf.
4. **Applicant/PI:** The Principal Investigator (PI) should be listed here. For grants with multiple PIs, the contact PI should be listed here.
5. **Organization/Institution:** Enter the lead institution. Contact information for the signing official and financial/fiscal officer from your institution is required; select the correct person or enter new names in this section.
6. **Key Personnel:** Indicate key personnel, including but not limited to: principal investigators, co-investigators, consultants, postdoctoral research associates and others. In rare circumstances, the applicant organization may designate multiple individuals as PIs who share the authority and responsibility for leading and directing the project, intellectually and logistically. For more

information on the responsibilities of PIs, please refer to the personnel definitions in the SFARI RFA FAQ and Glossary.

7. **Attach Letter of Intent:** The following documents are to be uploaded in the ATTACH LETTER OF INTENT section, where they are also available for download:
 - a. **LOI:** The LOI narrative should not exceed three (3) pages of single-spaced, 11-point text, 0.5 margins, describing the research project description, including specific aims, significance, preliminary data (as applicable), experimental approach, potential impact on autism research, novelty, milestones and timeline. Figures, figure legends, tables and references are included in the page limits and should be included in the narrative PDF document. Applicants are strongly encouraged not to devote too much space to the introduction; there is no need to provide a scholarly review of autism.
 - b. **PI(s) Biosketch:** Please upload a biosketch for all PIs listed on the project as separate PDF attachments.
8. **Validate:** You must click the VALIDATE button below to check for any missing required information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.
9. **Submit:** You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Please note that LOIs exceeding the three (3) page limit, including references and figures, will not be reviewed.

Review of applications

Each LOI is evaluated by at least two members of the SFARI science team, with additional advice from outside advisers as needed. A committee of peers will review applications at the full-proposal stage and make recommendations to the SFARI science team. A list of SFARI reviewers from previous years can be found [online](#). Applications will be judged on the excellence of science, relevance to autism and appropriateness of budget. The SFARI science team makes final funding decisions, taking into account the peer-reviewer evaluations outlined above as well as programmatic and budgetary considerations.

Deadline and notification schedule

Application Available	LOI Deadline	LOI Notification	Full Proposal Deadline	Award Notification	Award Start Date
September 15, 2016	December 9, 2016	February 15, 2017	March 22, 2017	Mid-June, 2017	August 1, September 1, October 1 2017

Contacts:

Administrative inquiries:	grants@simonsfoundation.org	646-654-0066
For scientific inquiries and requests regarding budgets over \$275,000:	sciencerfa@simonsfoundation.org	646-654-0066
proposalCENTRAL:	pcsupport@altum.com	800-875-2562
SSC and Simons VIP collection and recruitment questions:	collections@sfari.org	646-654-0066