

# Guidelines

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July 1, 2018 – June 30, 2019 Funding Cycle

## PLEASE NOTE PROCEDURE

Due to the overwhelming response of our exceptional New Investigator Research Program, the Leukemia Research Foundation has implemented a 2-step application process:

### 1. LOI - Letter of Intent - Due February 1, 2018

(Deadline is 11:59 p.m. Central Daylight Time - See specific instructions below)

### 2. Notification sent for Request for Full Proposal - February 15, 2018

If you are notified and invited to submit a full proposal, the full application will be due March 15, 2018

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**All submissions are required to be in one (1) pdf document titled Last Name, First Name, Middle Initial**

A Letter of Inquiry allows the Leukemia Research Foundation to quickly assess if there is a good match between LRF's goals and the project. If it appears to be a good match, we will request a full proposal.

#### Technique

Letters of Intent or Inquiry are generally 2–3 pages.

#### Please Follow This Format:

**Include cover sheet with the LOI (click here**

**([http://cfly.trustedpartner.com/docs/library/LRF2016/Application\\_18%20cover-only\\_fill-in.pdf](http://cfly.trustedpartner.com/docs/library/LRF2016/Application_18%20cover-only_fill-in.pdf))**

#### 1. Abstract (250 words)

- *The abstract is the most important component of the LOI. Spend time developing the best possible title. **The length must be no more than 250 words.***
- *Use bold subheadings. Include highlights in the topic sentence in each section of the LOI.*
- *What will be done, by whom, how, over what period of time? What is the problem/need? Who will the outcomes benefit?*

#### 2. Statement of Need: The "why" of the project. (1–2 paragraphs)

- *What is the issue that you are addressing and why does it matter?*
- *Why is what you propose necessary? What is the void in knowledge?*
- *Who benefits? Indicate the public good, not just the effect on campus.*
- *Why hasn't this issue been addressed sufficiently in the past? Who else is working in this field, what have they done, and why isn't that enough? Demonstrate your knowledge of the field.*
- *Provide convincing evidence that what you are proposing does not duplicate other work. Replication of someone else's work in a new environment or larger scale may be fundable.*

#### 3. Project Activity: The "what" and "how" of the project. (The bulk of your letter)

- *Why did you choose to address the issue in the manner that you have? Are there other approaches? If so, why aren't they appropriate to the situation?*
- *What are the specific activities involved? Who will do them?*
- *Present a timeline of activities. Tables and charts work best here. They crystallize data, break up pages of narrative, and convey extensive information well in a limited space.*
- *What specific outcomes will be achieved? What will change?*

- *Why are you/your organization the best one to do what you propose to do? Is it an extension of successful, innovative work or a pilot project you already completed?*

**4. Outcomes/Evaluation (1–2 paragraphs; before or after the Project Activity)**

- *Essential piece that should be both quantitative and qualitative, if feasible.*
- *Outline clearly the methodology that you will use to assess the project's success.*

**5. Credentials (NIH biosketch (<http://cfly.trustedpartner.com/docs/library/LRF2016/biosketch-blankformat-Forms-D.docx>))**

**6. Budget (click here ([http://cfly.trustedpartner.com/docs/library/LRF2016/UPDATED%20New%20Budget%202017%20nih\\_fp4.doc](http://cfly.trustedpartner.com/docs/library/LRF2016/UPDATED%20New%20Budget%202017%20nih_fp4.doc)))**

**7. Current and pending grant support**

**8. Closing (1 paragraph)**

**9. Email completed LOI to [Grants@LRFmail.org](mailto:Grants@LRFmail.org) (<mailto:Grants@LRFmail.org>)**



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## QUICK LINKS

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