

LETTER OF INTENT (LOI) SUBMISSION GUIDELINES

Procedure

The LOI must state the relevance of the application to pulmonary vascular disease. The LOI must be submitted electronically. Applicants will click on the LOI submission link and complete the form in accordance with the accompanying LOI application guidelines.

The following information must be included in the LOI submission:

- Project title and research focus
- Contact details and biographical sketch for the principal investigator, the mentor, and the co-investigators (if applicable). No more than 4 pages per biographical sketch.
- Institution and geographic location where the project will be conducted
- Estimated commencement and completion dates
- Applicant must have a firm commitment from their home institution for mentored career development
- Research proposal, including the introduction, background, the hypothesis and objectives, and specific aims
- Proof of citizenship or permanent residency (copy of your passport or green card)

The length of each LOI section should not exceed:

- Introduction: 50 words
- Background: 250 words
- Hypothesis and Objectives: 50 words
- Specific Aim 1, 2 and 3: 50 words per section (total maximum: 150 words)

The completed form should be submitted with the following documents to comprise the LOI submission packet:

Mentor

Having a mentor based at a different institution as the YI is not strictly prohibited, but mentorship, career development, and academic/departmental support are important factors in considering merit for a YI award.

Biographical sketch for the PI, mentor and co-investigators (if applicable).

- No more than 5 pages per biographical sketch
- Include career goals and objectives and career development and training activities
- Personal details and details on academic and professional experience of the PI, mentor, and co-investigators-consider quality of postdoctoral training
- List of publications (PI only)

Proof of citizenship or permanent residency (copy of your passport or green card)

Additional details

No references need to be cited in the LOI submission phase.

The LOI submission packet, including the required forms, should be submitted within the specified deadline and in accordance with the application guidelines presented on the ENTELLIGENCE Web site.

After completing the LOI, applicants can save their LOI on the website. Once the LOI is saved, the applicant can go back and modify their application. When the LOI is complete, applicants need to submit the application with complete contact information through the online interface. Please note that, LOI applications cannot be modified once they are submitted. Submissions will be allowed only during the predetermined submission period. Once your LOI packet is submitted, you will receive an email confirming your submission.

If you do not receive a confirmatory email within 5 minutes of submission, please try to submit again and/or contact the program administrator. Applications will not be considered if they are late, incomplete, or submitted by any means other than the provided Web site form.

By submitting the completed LOI application form and packet, the principal investigator admits to having read and understood the Application Guidelines and the ENTELLIGENCE Grant Process, as these documents are presented on the ENTELLIGENCE Web site, and acknowledges the content of these documents and the conditions stated.

The submission of an LOI does not guarantee approval or funding of a proposed research project. Submission of an LOI is the first step in the review and evaluation process. Grants are only awarded to those projects ultimately selected by the Steering Committee.

Letter of Intent Review

The Steering Committee will evaluate submitted LOI applications according to the application guidelines. Submitted applications and evaluations will be reviewed and discussed by the Steering Committee and a decision to accept or reject a full application will be made.

- Each LOI will be reviewed according to a number of criteria, including: eligibility, applicant qualifications, potential for applicant to develop as an independent researcher, quality of applicant's mentor, quality of applicant's environment, project impact, appropriateness for the program and feasibility.
- Selected LOI applicants will be sent an email invitation to submit a full grant proposal within 6 weeks from notification. The email will provide further detailed instructions for the grant proposal submission.
- LOI applicants not selected will be notified via email accordingly.

Due to a large number of LOIs received, it is not possible to provide specific feedback for individual applicants.

Re-applying

If your LOI is not selected for full grant submission, and you still meet the eligibility requirements, you may submit a proposal again in the future. Should you choose to apply again, please consider all of the eligibility and merit criteria carefully, particularly feasibility and eligibility. As noted elsewhere on the ENTELLIGENCE website, if the Steering Committee believes that you have already received funding to establish your career and/or are no longer considered a young investigator near the beginning of your career, they are not likely to consider your proposal to be competitive with other proposals. Thus, applicants who have had extended training, multiple degrees and/or multiple fellowships, current or prior research awards, or numerous publications may have their LOI rejected. In addition, if the project is not likely to be completed by the end of the 1-year funding period, the LOI may be rejected. Please review the [FAQ page](#) and the [Guidelines for LOI Submission page](#) for more details.