

NNE-CTR Pilot Projects Letter of Intent Submission Instructions

Instructions: Applicants for NNE-CTR Pilot Project funding must complete and upload an initial Letter of Intent (LOI). LOIs must be submitted electronically.

Please note: All Project Leads and proposed key personnel must be registered members with the NNE-CTR prior to application. If you are unsure about your NNE-CTR registration status, or have other questions about the LOI submission process, please contact us via nne-ctr@med.uvm.edu

Please be prepared to answer the following questions before you enter the system to submit:

1. Title of Proposed Research Project:
2. What is the award category (or categories) of the proposed research project?
 - a. Addiction Medicine/Science (Y/N)
 - b. Research that addresses health care issues relevant to rural communities and/or our vulnerable populations (Y/N) update
 - c. Cardio Vascular Disease (Y/N)
 - d. Chronic Diseases (Y/N)
 - e. Cancer (Y/N)
 - f. Health Equity and Health Care Disparities (Y/N)
 - g. Diabetes & Metabolic Disorders (Y/N)
 - h. Other (please specify) _____
3. Has this proposal been submitted previously? (Please mark “yes” only if the proposal has previously been submitted under the same title with the same research team). (Y/N)
4. Will the project involve key personnel from multiple institutions? (Y/N)
5. Did the Project Lead or other team members use Research Navigation services to assist in the preparation of this LOI? (Y/N)
6. Does the PI intend to use Research Navigation services to prepare the full proposal for this project? (Y/N)
7. How did you hear about this pilot project funding opportunity? (drop down list)
8. Please indicate the NNE-CTR core services you will be utilizing in developing this proposal (drop down list)

Key Personnel: Please complete the full set of questions for each key personnel, beginning with the Project Lead. The first key personnel listed will serve as the primary contact for communication related to this proposal. All proposed key personnel should be registered members of the NNE-CTR prior to submitting the LOI. Senior/Key personnel are investigators who have responsibility for the project at their site, if it is a collaborating project. Other members of the team, including mentors and consultants or collaborators, should be listed under “Significant contributor.” **Note:** It is required that at least one member of a Pilot Project team hold a faculty or affiliate faculty appointment. If junior faculty are submitting an application, please include their mentor(s) as a “significant contributor.”

Project Lead:

First Name:

Last Name:

Title:

College:

Department/Division:

Email Address:

Phone #:

Highest Degree:

Is Project Lead currently receiving research

mentoring? Y/N Name of PI Mentor:
Project Lead Current Investigator Status (drop
down menu) With what institution is PI primarily
affiliated?
Which department/division?

If you have additional key personnel, or significant contributors, you will need to enter their information into the system as well.

Additional Questions for Consideration as you prepare your application:

Do any of the investigators have current or pending awards for this or similar research projects? (Y/N)

Which regulatory approvals will be necessary? (drop down menu)

Has regulatory submission been initiated? (drop down menu)

Will assistance with the IRB process be needed? (Y/N)

Which NNE-CTR shared resources will be used? (drop down menu)

Please provide a three to four sentence description of the proposed research that summarizes the focus and relevance of the project to the NNE-CTR mission in non-scientific terms (that might be used for a general interest announcement).

UPLOAD YOUR LETTER OF INTENT:

The LOI is limited to one page; *should be formatted in Arial font 11 point with one-half inch margins*, and should include:

- Names of Project Lead, Co-Leads, and/or Mentors and their institutional affiliations
- Title of Proposal
- Brief statement describing rationale for study and hypothesis to be tested
- List Aims of Study. For each aim, indicate the question being addressed, the proposed approach, and the intended outcome
- Impact, deliverables and/or other key details

Following submission, the Project Lead will receive a confirmation at the email address provided. If a confirmation email is not immediately received, check the 'spam' folder associated with the Project Lead's email account. If the Project Lead has not received an email within 24 hours of submission, please contact us for further assistance, with the subject line "PPP LOI assistance".

Contacts

General Information nne-ctr@med.uvm.edu

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