

LETTER OF INTENT

Guidelines

- 1) Provide a letter of intent to complete the CAB "Bond" Grant Application by November 1 and be matched with a mentor. The mentor will be available to support the applicant's grant writing process. Letter of Intent may be provided via email to Foundation@tshp.org.
- 2) Although a letter of intent is not required, is not binding, and does not enter into the review of a subsequent application, it will help applicants get mentorship to guide writing. The information that it contains allows TSHP staff to estimate the potential review workload and plan the review.
- 3) **Format:**
 - a. *Signed letter placed on official letterhead of PI institution/department*
- 4) **Content:**
 - a. *Address all fields below*
- 5) *When letter is complete:*
 - a. *Copy text onto official letterhead of Contact PI*
 - b. *Save file as "Letter of Intent" and email to Foundation@tshp.org.*

[PUT ON OFFICIAL LETTERHEAD]

[INSERT DATE]

RE: The CAB Bond Memorial Research Grant

Dear TSHP R&E Foundation,

We are submitting this letter of intent to indicate our plans to submit a proposal for the CAB Bond Memorial Research Grant. The requested LOI information is listed below.

Project Title:

Participating Institution(s):

The Contact Principal Investigator is:

NAME, Title, Institution. Address; Phone Number.

The Multi-PI(s) on this proposal is:

NAME, Title, Institution.

Additional Key Personnel will be:

Name, Title, Institution.

Name, Title, Institution.

Name, Title, Institution.

Name, Title, Institution.

Name, Title, Institution.

OPTIONAL: 1 Paragraph about goals/aims/relevance to funding agency.

Sincerely,

[INSERT SIGNATURE BLOCK OF CONTACT PI]