

## Instructions for Letters of Intent (LOI) 2023

**SUBMISSION DEADLINE: September 8<sup>th</sup>, 2023; 5pm Eastern Standard Time**

Letters of intent (LOI) should be submitted through FPWR's on-line applications system at ProposalCentral (<https://proposalcentral.altum.com/>). Additional information about the 2023 Request for Applications, can be found at: <http://www.fpwr.org/request-for-applications/>

For grant related questions, please contact [Jessica.Bohonowych@fpwr.org](mailto:Jessica.Bohonowych@fpwr.org)  
For technical questions regarding using ProposalCentral, please contact:

[pcsupport@altum.com](mailto:pcsupport@altum.com)

800 875 2562 (Toll-free U.S. and Canada)

+1 703 964 5840 (Direct Dial International)

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### FORMAT

Please include the following in the Letter of Intent. Margins should be at least 5/8" around, and the suggested font is Arial, 11 point. Forms for the application can be accessed through FPWR's on-line applications system at ProposalCentral (<https://proposalcentral.altum.com/>). The institutional signature page is not required for the LOI stage.

#### 1. Face Page

The face page should include the following information:

- \* Title of the Project
- \* Principal Investigator and Title, Degree
- \* Principal Investigator Contact Information: Mailing Address; Phone Number; Fax Number; e-mail address
- \* Estimated budget request: estimate the total budget to be requested (up to \$150,000 total direct costs for the first 18 month period, indirect costs may be requested at 8%).
- \* Anticipated project duration - 18 months (with possibility of a 2nd period of 18 months upon competitive renewal)
- \* Indicate if human subjects and/or animals are to be used.  
Other Key Personnel: Please name and provide affiliations for other key personnel who will be involved in the project. State the role of each individual on the project (e.g., Investigator, Postdoctoral Fellow, Collaborator)

Notes about the budget: Applicants may request up to \$150,000 per 18 month grant period in direct costs. Applicants may choose to request a smaller budget and/or shorter duration, for example, for a higher risk / highly innovative project.

#### 2. Qualifications of the Principal Investigator (Biosketch)

A National Institutes of Health style biographical sketch (biosketch) of the principal investigator should be included. The information provided in the biosketch should include training, personal statement, professional experience, and relevant publications. The biosketch for this grant mechanism should also

include current and past grant support. The biosketch should follow the general NIH format (<https://grants.nih.gov/grants/forms/biosketch.htm>).

### 3. Project Summary (2 page limit not including references, please use Arial 11 point font)

#### Suggested format:

1. **Relevance and Innovation:** (suggested length, ~200 words)
  - Discuss how the proposed study will address an important problem in PWS
  - Discuss how the research is innovative – how does the proposed work use novel concepts, approaches, methods or interventions? Will the research explore new or understudied areas?
2. **Rationale / Hypothesis / Specific Aims** (suggested length, ~500 words)
  - Provide an overview of the rationale leading to the proposed research, state the hypothesis or objective, and describe the specific aims
3. **Experimental approach / Methodology** (suggested length, ~500 words)
  - Provide a framework of the experimental plan; including cells, animals, and/or samples to be used
4. **Impact** (~ 150 words)
  - How will the successful completion of the proposed studies advance the understanding of PWS and/or lead to the goal of developing effective therapies? How are the study goals are consistent with the mission of FPWR?

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#### Proposal Submission:

The LOI should be submitted through FPWR's on-line application system at ProposalCentral (<https://proposalcentral.altum.com/>)

LOI Receipt Deadline: September 8<sup>th</sup>, 2023, 5pm EST.

Full grant proposal deadline for invited applicants: November 17<sup>th</sup>, 2023, 5pm EST.

**Questions** regarding the grant application and review procedures, or the suitability of a project with respect to FPWR priorities, can be sent by email to Jessica Bohonowych, Associate Director of Research Programs [Jessica.Bohonowych@fpwr.org](mailto:Jessica.Bohonowych@fpwr.org), or Theresa Strong, Grants Program Director at: [grants@fpwr.org](mailto:grants@fpwr.org) or by contacting FPWR (contact information at [www.fpwr.org](http://www.fpwr.org)).

PIs and organizations identified in the LOI should be the same as those intended for the subsequent application submissions. If any changes are necessary after submission of the LOI, the PI must contact Jessica Bohonowych at [Jessica.bohonowych@fpwr.org](mailto:Jessica.bohonowych@fpwr.org). No change in PI will be allowed after the invitation to submit a full proposal.

***Thank you for your interest in PWS research!***