



**2009/2010 ACT RESEARCH GRANTS PROGRAM  
LETTER OF INTENT**

**GUIDELINES FOR PREPARING A LETTER OF INTENT**

The submission of a Letter of Intent (LOI) is required for each grant category. The ACT Research Grants Program Review Panel evaluates each LOI to determine the appropriateness and relevance of a proposed topic for funding. An applicant is not obligated to submit a grant application if an LOI is submitted. However, an applicant must submit an LOI in order to submit a grant application. A grant application that is submitted without a LOI will result in an automatic denial of funding and the application will be returned to the investigator.

**REQUIREMENTS FOR A LETTER OF INTENT**

The requirements pertain to the 2009/2010 ACT Research Grants Program. The LOI must comply with the following core requirements:

- Typed in Arial font, 12 point.
- Maximum 4 pages (*not including Literature References*).
- Provide the name of the principal investigator, position title and applicant organization.
- Provide the principal investigator's mailing address, telephone number and email address.
- Provide a brief description of previous funded projects including principle investigator, title of project, grant title, funding amount, co-investors: please provide first and last names, year(s) of project.
- Provide the proposed project's title.
- Indicate the grant theme to which your LOI applies.
- Provide proposed projected project start and end dates.
- Provide a brief description of the proposed research (*1 page of total 4 page submission*).
- Provide an abbreviated key project team member description, including name, email, academic rank (if applicable), current position title, affiliation/organization and role in project.
- Indicate if your project requires an ethics review, if so, include the name of the ethics review body and status of ethics review.
- Indicate the estimated draft budget including total amount to be requested, potential matching/in-kind funding partners. This should focus on high level budget categories that apply to your project. Please see the template below (*maximum ½ page of total 4 page submission*).
- Literature References - please provide a listing of up to 15 references that have informed your project and/or have been cited in the LOI (*maximum 1 page beyond 4 page submission*).

**DEADLINE FOR SUBMISSION:**

Submit one electronic version of the LOI to Nicole Beben, Executive Director Care to Know Centre, at [nbeben@saintelizabeth.com](mailto:nbeben@saintelizabeth.com) by Friday, November 13, 2009, 5pm EST. If an LOI does not meet the content and format requirements as previously stipulated, the LOI will not be reviewed and it will be returned to the applicant. **Applicants will be advised of the status of their LOI by December 23, 2009.**

**PRELIMINARY TIMELINES:**

<b>Activity</b>	<b>Deadline*</b>
LOI Launch	August 17, 2009
LOI Deadline for Submission	November 13, 2009
LOI Feedback to Applicants	December 23, 2009
Request for Proposals (RFP) Launch	December 23, 2009
RFP Deadline for Submission	February 26, 2010
Review Panel Meeting	April 9, 2010
Notification to Applicants	April 19, 2010

\*Timelines beyond the LOI deadline for submission date are subject to change.

Note: If you have any questions or require additional information, please contact Nicole Beben, Executive Director Care to Know Centre, at 905-968-6546 or via email at [nbeben@saintelizabeth.com](mailto:nbeben@saintelizabeth.com).

**BUDGET TEMPLATE:**

Please provide general estimates of project expenses. Specific details are welcome if available at this time.

Expense (1) (see notes)	Source of Contribution				
	CTKC Grant	Matching Funding and In-kind Contributions (2)			
		Sponsor Organization	Amount of partner/collaborator/ donation etc. (cash or in-kind contribution) (3)	Planned or Confirmed	Total
<i>(Example)</i> Project Support	\$5000	Home Health Care Association ABC	\$1500	Planned	\$9000
		Corporate Partner 123	\$2500	Confirmed	
<i>(Example)</i> Knowledge Transfer	\$4000				\$4000
<b>Total Cost of Project</b>	Maximum \$50,000		\$xx,xxx		\$xx,xxx

**NOTES**

- (1) The above expense item is an example only – specify categories and expenses specific to your project.
- (2) Matching funding and in-kind contributions – specify source and nature of contribution (cash or in-kind).
- (3) Complete a column for each matching funding or in-kind contributor that are planned and/or confirmed.

Please note that this budget is intended to provide estimates of expenses, a more detailed budget is required for the Request for Proposal submission.