

Letter of Intent Instructions

Individuals interested in submitting a project proposal for funding under the small grants program must first submit a Letter of Intent (LOI). LOIs are due by **11:59 pm Atlanta/EST on August 15, 2020**. Both the Letter of Intent and project proposal must be submitted in English.

Your LOI should also include a one-page description of the proposed project that must contain the following information:

- Project title
- Name and affiliation of Principal Investigator (applicant)
- Expected collaborators and significant institutional participants
- The proposed project (i.e. description of your project)
- Goal and main objectives (stated as public health purpose of the project)
- Data and human subject involvement (i.e. describe type and source of data collected)
- Reporting (i.e. what do you expect to report and to whom)

Please limit the Letter of Intent to no more than 2 pages – 1 page for the letter and 1 page for the one-page summary. Please use the templates that have been provided.

How to Apply

Letters of Intent should be submitted online via the TEPHINET website. Please follow this web link to the application form: <https://bit.ly/3eqYtNw>

You must be logged into the TEPHINET website with your TEPHINET account to access the application form. You can log in here: <https://www.tephinet.org/user/login>

If you do not already have a TEPHINET account, then you must first create a new account and register here: <https://www.tephinet.org/user/register>

If you have an existing TEPHINET account but have forgotten the password, you can recover your password here: <https://www.tephinet.org/user/password>

If you have any questions or have problems submitting the application online, please email Lara Pereira at lpereira@tephinet.org or Mahamadou Dao at mdao@tephinet.org

Applicants whose LOIs are selected to submit a full proposal are expected to be notified by **September 15, 2020** and will receive instructions on how to submit their full proposal through the TEPHINET website submission system.

<Date>

Project Manager – Small Grants Program
TEPHINET – Task Force for Global Health
325 Swanton Way
Decatur, GA 30030
USA

Sub: Letter of Intent for <CVD/Hearts Technical Package> Small Grant

Dear Sir/Madam:

This letter has been prepared by <country> to indicate intention to apply for a <CVD/Hearts Technical Package> small grant. The title of the proposed project is <write your proposed project's title here> and it is a <surveillance activity or program evaluation activity or public health program activity>.

The Principal Investigator (PI) for the Project is a current FETP resident/trainee in the <state year of program, e.g. 1st, 2nd, etc.> year of the <country FET program name> program.

A one-page summary of the proposed project is attached with this Letter of Intent.

Sincerely,

<Principal investigator name and signature>

Encl.: One-page summary of proposed project

**One-page summary of proposed project
(Word Limit: 500 words, single spaced page layout)**

Project title

State your proposed project's title here.

Name and affiliation of Principal Investigator (PI)

State the name and institutional affiliation of the applicant (who is also the PI).

Expected collaborators and significant institutional participants

State the name(s) of individual(s) and institution(s) that you expect to collaborate with and/or whose participation will be key to the success of your proposed project. **Do NOT** include the name(s) or contact info for your in-country subject matter expert (SME) or US CDC Resident Advisor here.

Proposed project activity

Give a brief description of your proposed project here.

Goal and main objectives

State the goal and (up to 3) main objectives of your proposed project here in terms of public health purpose of the project.

Data and human subject involvement

Give a brief description of the type of data you will collect and the source(s) of these data. Identify if you will use primary data or secondary data or both.

Reporting

Describe what do you expect to report and with whom will these results be shared.

