

## 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 22, 2022**. 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 and field question(s) addressed)
- 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 cover page to one page and the summary to one page. Please use the templates that have been provided and follow the file naming convention (Surname\_Type of Document. For example: Pereira\_Letter of Intent). Additional documents required include a letter of recommendation/support, documented proof of IRB application, and, if applicable, written support of the FETP program director for residents/trainees who graduate during the application or implementation period (i.e. during July 25, 2022 to August 31, 2023).

### How to Apply

Letters of Intent should be submitted online via the TEPHINET website. Please follow this web link to the application form: <https://www.tephinet.org/now-accepting-letters-of-intent-for-the-2022-2023-cardiovascular-disease-cvd-small-grants>

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](mailto:lpereira@tephinet.org) or Mahamadou Dao at [mdao@tephinet.org](mailto:mdao@tephinet.org)

Applicants whose LOIs are selected to submit a full proposal are expected to be notified by **September 12, 2022** 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 the focus is on <select one: Evaluating cardiovascular disease prevention, control, and treatment efforts ;or Assessing cardiovascular health information systems >.

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

A one-page summary of the proposed project, a letter of recommendation/support, and documented proof of IRB application are attached\* with this Letter of Intent.

Sincerely,

<Principal investigator name and signature>

Encl.: One-page summary of proposed project, letter of recommendation/support, and documented proof of IRB application.

*\*Note: If graduating during the application or implementation period, a letter of support/approval from the FETP Program Director must also be attached.*

**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 and the field question(s) being addressed here. Clearly state if the question is from the provided list of field questions.

**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.