Letter of Intent

Individuals interested in submitting a proposal must first submit a Letter of Intent (LOI) for each mini grant application. Your LOI should include:

- A descriptive title of the proposed project
- Indication of the specific area that your proposed project falls under (choose one from list below):
  - Air Pollution
  - Birth Defects
  - Cancer
  - Emergency Response
  - Environmental Health
  - Heart disease & Stroke Prevention (e.g. hypertension prevention and control)
  - Injury
  - Maternal & Perinatal Health
  - Nutrition
  - Physical Activity & Obesity
  - Tobacco
- A brief summary of the injury/tobacco/cancer/MCH or other NCD related issue and how you plan to address/study the issue
- Anticipated outcomes and/or impact of the project
- The names of participating institutions (e.g., Ministry of Health, University)
- Contact information for the FETP resident principal investigator (name, address, and e-mail address)
- Current year of FETP trainee (1st or 2nd)
- If a CDC Resident Advisor is present, contact information for the RA (name, address, and email address)
- Contact information for in-country mentor(s) for proposed project (name, job title, physical address, and current working relationship with applicant)

Please limit the Letter of Intent to no more than 2 pages. Letters of Intent should be submitted online by 11:59 PM EST on Friday, November 9, 2018.

Please note that we will only accept letters of intent and proposals in English.

If you have any questions about how to submit the application online, please email Khurram Butt at kbutt@tephinet.org.

Note: You must create an account at www.tephinet.org and be logged in to access the application form.
Dear Mr. Butt:

This letter has been prepared by <country> to indicate this group's intention to apply for an <e.g. Injury> mini grant. The title of the proposed project is, <e.g. Evaluation of District level Injury Surveillance System>.

We are interested in <e.g. determining if the surveillance system is effective and providing information that is being used by public health officials to prevent and also treat non-communicable diseases in the community>. Our intent is to <state purpose, anticipated outcomes and/or impact of proposed project>. The results of our project will be presented to <e.g. community leaders, medical and public health leaders, and the Ministry of Health>.

The participating institutions include <e.g. the Ministry of Health, Field Epidemiology Training Program, and the District health centers - support letters from the Ministry of Health and other supporters should be uploaded as appendices>.

The Principal Investigator for the Project is a current FETP <state whether 1st year or 2nd year> trainee in <country or program name>. The Principal Investigator’s contact information is:

<Principal investigator name>
<Mailing address>
<Email address>

Contact information for the CDC Resident Advisor (if available) and for in-country mentor is:

<Name>
<Mailing address>
<Email address>

Sincerely,

<Principal investigator name>