**Letter of Intent**

Individuals interested in submitting a project proposal for South Caucasus Small Grants Program funding must first submit a Letter of Intent (LOI). LOIs are due by **11:45 pm Atlanta/EST on September 15, 2021**. Both the LOI 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)

If the applicant is submitting two LOIs, each LOI must include the above mentioned.

The LOI must not exceed 2 pages – 1 page for the letter and 1 page for the one-page project summary. Please use the templates that have been provided.

The LOI should be submitted online via the TEPHINET website. Please follow this web link to the application form: [https://www.tephinet.org/2021-2022-south-caucasus-small-grants-program-call-for-letters-of-intent](https://www.tephinet.org/2021-2022-south-caucasus-small-grants-program-call-for-letters-of-intent)

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](https://www.tephinet.org/user/login)

If you do not already have a TEPHINET account, then you must first create a new account by registering here: [https://www.tephinet.org/user/register](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](https://www.tephinet.org/user/password)

If you have any questions or encounter issues submitting the application online, please contact Mahamadou Dao at mdao@tephinet.org.

Applicants whose LOIs are selected to submit a full proposal are expected to be notified by **October 1, 2021** and will receive instructions on how to submit their full proposal through the TEPHINET website submission system.
Sub: Letter of Intent for “Emerging and Re-emerging Infectious Diseases” South Caucasus Small Grant Program

Dear Sir/Madam:

This letter has been prepared by <applicant/PI name> to indicate intention to apply for an “Emerging and Re-emerging Infectious Diseases” 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 from <Georgia/Armenia/Azerbaijan/Ukraine> and is a graduate of <SC FELTP or Georgia Frontline Program or graduate from Frontline FETP> who graduated in <state year of graduation>.

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
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.