

# Clinical and Translational Research Funding Program

## Letter of Intent (LOI) Instructions

The LOI has 2 components: 1) LOI Form and 2) LOI REDCap Survey.  
(The LOI Form is uploaded through the LOI REDCap Survey.)

1. Complete the LOI Form and save the document as a PDF. Submission of the LOI will be electronic via a REDCap survey. Details regarding information that the applicant will be required to provide on the actual LOI REDCap Survey can be found in the document titled “LOI Information Required”. *This document is provided only to inform applicants of the questions they must be prepared to respond to on the survey during the submission process.*
2. Access the online REDCap survey submission site through the following URL:  
<https://is.gd/2017CTRFundingProgram>
3. Complete all of the survey input fields.
  - a. To return to a previous section of the survey, click the “Previous Page” button. **Do NOT** click the web browser “back” button.
  - b. To save a partially completed survey, select the “Save & Return Later” button. Be sure to record the validation code presented once your survey is saved.
  - c. To return to a partially completed survey, select the blue “Returning” link in the upper right section of the survey and enter your validation code.
4. Once the survey input fields are completed, attach the 1-2 page “LOI Form” that you saved as a PDF in step 1.
5. **Click “Submit”**. The LOI will NOT be submitted until the “Submit” button is selected. The system will *display* a notification of receipt which can be printed. The LOI must be ***received no later than 5:00 p.m. (CT)*** on July 26, 2017. You will not receive an email verifying the submission.
6. Based on this LOI submission, the Program Committee will determine the eligibility of the PI and whether the anticipated project is relevant to clinical and/or translational research and is within the scope of the RFA.
7. You will be notified of the outcome by August 02, 2017 and, if approved, you will be sent application instructions and the link for online submission.