**APP Research Grant**

**Letter of Intent Guidance**

Thank you for your interest in the Sue Reeves Advanced Practice Provider (APP) Grants. We request that you review the Foundation’s website to familiarize yourself with our [mission](https://www.dartmouth-hitchcock.org/hitchcock-foundation) and APP Grant funding goals. If you feel your project aligns with this funding opportunity, we invite you to submit a Letter of Intent (LOI) for review.

LOIs are received and reviewed once per year. Please refer to the [Applications Deadline](https://www.dartmouth-hitchcock.org/hitchcock-foundation/application-deadlines) page for dates.

Below, please find guidance on formatting your LOI, along with a submission checklist. There are no font requirements, but the font size should be at least 10 pt. Once complete, the LOI package should be formatted into one pdf document for submission via email. The presentation, as well as the content, of your LOI will be considered during the review.

The LOI submission will consist of three sections:

1. Cover Sheet

* Principal Investigator’s name and title
* Department (if you are a member of a Section, please include the Section and the Department; e.g. Section of Gastroenterology, Department of Medicine)
* Dartmouth Health (D-H) Address
* Department Chair’s and Section Chief’s name(s)
* Approximate Budget (not to exceed $30,000). For the LOI, the budget does not need to be detailed, but please review the allowable expenses below to be sure they meet the project’s needs.
  + Grant funds **may** be used for direct costs including the following:
    - Up to 10% FTE (four hours per week) of the investigator’s time, including salary and fringe
    - Technical and support personnel
    - Patient stipends
    - Equipment
    - Supplies
  + Grant funds **may not** be used for the following:
    - Indirect costs
    - Salaries other than those listed above
    - Tuition
    - Computer hardware
    - Publication costs
    - Travel
    - Living expenses
    - Animal research
* Other funding sources: Current and pending applications (if any)
* Co-Investigator’s name(s) and title(s)
* Mentor’s name and title
* Proposal Title
* Additional Information re: human subjects and protected health information (PHI) uses
* Principal Investigator’s signature and date

1. Letter of Intent (LOI).

* Summary Statement (approximately one paragraph). This opening paragraph should stand alone and tell the reviewers what you want to do.
* Scientific Summary (approximately 1 page). This section should provide a clear and concise description of the hypothesis, specific aims and outcomes of the project. Describe your plans for generating the data, and the populations and settings to be studied. Figures and tables may be included.
* Closing (approximately 1-2 paragraphs). This section should connect your project to the Hitchcock Foundation’s mission statement and APP Grant funding goals. It should also discuss the importance of the data to be gathered from this project.

1. Attachments

* References cited in the LOI
* Biosketches of the investigator, co-investigators and mentor presented in the NIH format. The NIH Biosketch format and instructions can be found [here](https://grants.nih.gov/grants/forms/biosketch.htm).

Reminders:

* Submissions are due by 12 PM (Noon). Please don’t wait until the last minute, as no extensions or exceptions will be granted. Late submissions will not be accepted.
* Eligibility
  + Advanced Practice Provider with a valid New Hampshire APRN or Physician Assistant license.
  + Full-time employee of a member of the Dartmouth Health System.
  + Committed to Dartmouth Health and its patients as evidenced by two (2) years of continuous full-time employment.
* Budget – Eligible APPs may apply for up to **$30,000**
* Awards are approved for a period of one year.
* An investigator (PI or co-investigator) may submit only one LOI and one application per grant cycle. A co-investigator may not be listed on more than one LOI or grant application per cycle.
* Biosketches may not exceed five (5) pages

Checklist:

🞏 Cover Page is complete, signed and dated

🞏 LOI is complete, including the Summary Statement, Scientific Summary and Closing as outlined above

🞏 References are attached (as needed)

🞏 NIH Biosketches for the investigator and co-investigators (not to exceed five (5) pages each) are attached

🞏 All sections of the LOI submission are formatted into **one pdf document**

🞏 Email to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) and [Tracy.L.Ostler@Hitchcock.org](mailto:Tracy.L.Ostler@Hitchcock.org) by 12 PM (Noon) of the deadline date