**Pilot Research Grant**

**Letter of Intent Guidance**

Thank you for your interest in the Hitchcock Foundation’s Pilot Research Grants. We request that you review the Foundation’s website to familiarize yourself with our [mission](https://www.dartmouth-hitchcock.org/hitchcock-foundation) and [Pilot Research Grant funding goals](https://www.dartmouth-hitchcock.org/hitchcock-foundation/pilot-research-grants). 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 twice 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

* Proposal Title
* Additional Information re: human subjects, protected health information (PHI) and animal uses
* Approximate Budget (not to exceed $50,000). 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:
    - Salaries of technical and support personnel at Dartmouth Health or Dartmouth College (e.g., research coordinator, lab technician, data analyst, etc.)
    - Salaries/wages of graduate students
    - Purchase of equipment (title to vest with PI’s department/section)
    - Supplies, including drugs and services
    - Patient stipends
    - Animal purchase and care
    - Software purchase or software license for the term of the project
    - Other specifically authorized direct expenses, outlined in the approved budget, as may be essential to carry out the project
  + Grant funds **may not** be used for the following:
    - Indirect costs
    - Salaries other than those listed above (e.g., salary for personnel at institutions outside of Dartmouth Health or Dartmouth College)
    - Salaries for investigators or sub-investigators
    - Computer hardware
    - Tuition
    - Stipends or tuition remission of graduate students (Pilot Research Grants shall not be used as Training Grants)
    - Living expenses
    - Publication costs
    - Public information programs
    - Costs of routine patient care
    - Costs for travel to scientific meetings except by special approval of the Scientific Review Committee
    - Books and publications
* Other funding sources: Current and pending applications
* Principal Investigator’s name and title
* Department (if you are a member of a Section, please include the Section and the Department)
* Department Chair’s and Section Chief’s name(s)
* Sub-Investigator’s name(s) and title(s)
* 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 Pilot Research Grant funding goals. It should also discuss the importance of the data to be gathered from this project and how it may support a subsequent application for external funding.

1. Attachments

* References cited in the LOI
* Biosketches of the investigator and sub-investigators 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
  + All health and biomedical professionals of Dartmouth Health and the Dartmouth College academic community are eligible to apply**.**
    - Senior faculty and established researchers are eligible to apply with the understanding that preference and priority will be given to well-written and independently conceived proposals submitted by junior faculty, fellows, residents, early career investigators and those who have not yet gained outside funding.
  + People with temporary or term appointments (residents, fellows, post-doctoral fellows) who wish to apply must have a sub-investigator who is a member of the permanent staff or faculty of Dartmouth-Hitchcock Medical Center or Dartmouth College.
  + Medical students, graduate and undergraduate students are not eligible for Pilot Research Grant awards.
* Budget. Applicants may apply for up to $50,000.
* Awards are approved for a period of one year.
* An investigator (PI or sub-investigator) may submit only one LOI and one application per grant cycle. A sub-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 sub-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