

## **Information needed for Step 1: Letter of Intent**

- **Active CSRS Member name and email address**
- **Names and emails of all investigative team members**
- **Proposal Title**
- **Hypotheses:** State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the result support. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
- **Study Proposal/Methods:** Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Provide description of planned statistical analyses and sample size estimate along with the statistical power calculations.
- **Significance of Project:** Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice.
- **Previous Work in this Area:** Briefly describe the work that you or your co-investigator(s) have done that clearly demonstrates your team's ability to perform the proposed project. This is especially important for projects where human subjects are placed at some risk, where animals are used for experimentation or where there is a laboratory methodology with which the research team has not had well documented experience. If your team's proposed methods are well-established, then a very brief summary citing your references is sufficient. Also, provide a brief description of the resources and equipment that are available and required to complete the proposed project.
- **Approximate Itemized Budget, ending with total amount requested** (Do NOT include indirect costs or investigators' salaries)
- **Proposed realistic timeline** (with acknowledgement that awarded funds arrive mid-October to mid-November)
- **References** (word doc or PDF)
- **Tables, Figures, Illustrations** (optional)
- **Abbreviated Curriculum Vitae:** Provide a brief CV for each investigator, listing only the information that is relevant to this project. (do not exceed 1 page for each CV)
- **Significance and Historical Review:** Explain in more detail the importance of the proposed project and how the project relates to the relevant literature on the subject:
- **Disclosure forms for all investigative team members** (done in submission portal after LOI application officially submitted)