



## **THRIVE Research Grant Application: 2024 Letter of Intent Instructions**

The HESI-Pardee THRIVE Grant Program has a two-step application process. A letter of intent is required in advance of submitting a full grant application. The 2024 deadline for letters of intent is **08 April 2024**.

The following instructions are for investigators who are interested in being considered for THRIVE's Research Grant Program. Only investigators who have submitted a letter of intent and have been invited by the THRIVE review board to submit a formal grant application will be considered for funding.

### **Letter of Intent Requirements**

The letter of intent is designed to provide a general overview of the proposed research study with sufficient detail to allow for the evaluation of the scientific merit and feasibility of the study. Two pages (letter of intent form and research abstract) are required for submission and the remaining pages (biographical sketch and publication list) are optional.

The letter of intent should be submitted through Proposal Central ( <https://proposalcentral.com/>). The platform will prompt you for the following information:

- 1. Letter of Intent Form** (~1 page)

- 2. Research Abstract** (~1 page)

The abstract should summarize the research project and describe what issue(s) the study addresses, the study's specific aims, relevant literature or prior research, how the study will be conducted and evaluated, and why the work will aid in the characterization or prediction of when and how adverse effects may occur in patients who have received cancer treatment and/or supports the development of approaches to avoid or lessen these effects. Preference will be given to studies in which both a non-clinical and clinical researcher are engaged in either design, conduct, or analysis of the study results.

- 3. Supporting Documents**

The following supporting documents are optional but may be submitted with the letter of intent and research abstract.

- Biographical sketch: This should include education and training in chronological order, positions and honors in chronological order, and past and current research support for the past three years.
- Relevant publications: This should be a short---list of peer---reviewed publications from the past 5 years that are relevant to the proposed research topic.

## **Letter of Intent Submission**

To start a Letter of Intent, go to the ProposalCentral website at <https://proposalcentral.com/>. If you are a new user to ProposalCentral, follow the Need an account? link and complete the registration process. If you are already a registered user, login at <https://proposalcentral.com> with your username and password. If you have forgotten your password, click Forgot your Password? Link.

Once you are logged in, please click the “Professional Profile” tab at the top and complete steps 1-10 or update with current information. Information on several of the pages (Applicant/PI and Applicant/PI Institution) in the Application will be pulled from the Professional Profile.

If you would like to link your ORCID account, go to your Professional Profile, towards the top and middle of the screen, find the ORCID ID symbol. This will show if you have previously linked your ORCID or need to login to link your ORCID to your ProposalCentral account. Once linked, it will automatically populate in the LOI and Application.

To start a Letter of Intent, select the Grant Opportunities tab and a list of applications will be displayed. Find HESI Thrive – Health and Environmental Sciences Institute and click the Apply Now link next to the THRIVE Research Grant to create your Letter of Intent.

No extensions of the deadline can be made. Once submitted, a confirmation email will be sent to the investigator. For questions about submitting a letter of intent, please contact [research@hesithrive.org](mailto:research@hesithrive.org).

## **Review and Notification Process**

Each letter of intent is carefully reviewed by THRIVE’s Advisory Board to determine if the project is in line with the goals of the THRIVE award program. Preference will be given to innovative studies in which both a non-clinical and clinical researcher are engaged in either design, conduct, or analysis of the study results. Investigators will be notified by email no later than 24 May 2024 as to whether they have been approved to submit a full grant application. For eligible investigators, the submission deadline for full grant applications is 24 July 2024.

**All decisions made by the THRIVE Advisory Board are final and are not subject to appeal**