

# Applicant Instructions

HOW TO SUBMIT A  
LETTER OF INTENT

**DEADLINE:**  
**APRIL 08, 2024**



**THRIVE**

Innovating translational research  
Improving quality of life after cancer

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.