

Letter of Intent

As the first step in the application process, qualifying Investigators are asked to submit an initial, formal Letter of Intent detailing their proposed project objectives and need for support (**electronically**). Submitted Letters of Intent are then reviewed internally by CRICO to determine alignment with CRICO's mission and focus areas. Those deemed most congruent will be invited to submit a full length, detailed proposal. All Letter of Intent and appendix materials initially submitted will then become part of the Principal Investigator's final grant application.

INSTRUCTIONS FOR LETTER OF INTENT

The Letter of Intent (LOI) must be **completed in our electronic portal** not exceed two pages (items B-F below) using 12-pt font, 1.5 line spacing, and 1 inch margins. Please include the following information in your submission:

A. Cover Page

1. Name of Principal Investigator (PI), degree(s), title
2. Applicant Institution, Department, Mailing Address
3. PI's email address and office phone number
4. Administrative Contact Name, email, phone number
5. Title of proposed Project (15 words or less)
6. Dates of proposed budget period (earliest start: July 1st)

B. Specific malpractice/patient safety issue addressed:

1. Select one CRICO approved Focus Area
2. Identify the target population
3. Evaluate the importance of the problem, risk, or critical barrier to patient care being investigated
4. Describe how the project is original and innovative

C. Specific Aims

D. Overview of Methodology

E. Impact Statement

1. What impact will these results have on mitigating malpractice risk and improving patient safety?
2. How will this project advance the department/institution or contribute broadly to the field of malpractice risk mitigation and patient safety?
3. How will this project affect how care is delivered by provider members?

F. Header or Footer on *all* documents submitted, including:

1. Name of Principal Investigator
2. Title of proposed Project
3. Applicant Institution
4. Page numbers
5. Use PI's last name in the saved file-name

REQUIRED APPENDIX

As an additional requirement, please submit the following information outlined below as an appendix to your Letter of Intent. Please use CRICO templates where indicated.

A. Detailed Budget of all proposed direct and indirect costs.

Please use the CRICO-template spreadsheet provided and submit a separate detailed budget for all subcontract or consortia costs (if applicable). **See Budget Guidelines*

B. Budget Justification explaining all budget line-items including a brief description of any Significant Contributors, subcontractors, partnerships, or other project affiliations.

C. Curriculum Vitae (max. 5 pages each) or NIH Biosketch of PI and all other Key Personnel, including subcontractors.

D. Active Other Support of all Key Personnel including the project title, annual effort, award amount, and start-end dates.

E. Letters of Support

1. Please submit at least **two** Letters of Support obtained from senior staff at the applicant Institution and any partner organizations listed in the LOI stating that:
 - i. The organization supports the Principal Investigator's proposed project and request to obtain CRICO support.
 - ii. The organization(s) involved are fully capable of providing the necessary resources to undertake this proposed project plus any obligations that might exceed CRICO financial support, if awarded.
2. This letter should be written on the organization's letterhead, dated, and contain the following signatures:
 - i. Division/Department Chief or Chair
 - ii. Division/Department Chief or Chair of any collaborating departments or institutions whose efforts are critical to the success of this project or which the project has significant dependencies or is committing substantial resources during the conduct of this project.