



RESEARCH GRANTS COMPETITION

LETTER OF INTENT

Please submit your Letter of Intent by e-mail to the CFFAR Grants Coordinator:
researchgrants@fasdfoundation.ca

Phone: (647) 338-8595

Letters of Intent must be received by 5:00 p.m. (Eastern Standard Time) on January 10th of each year. If this date falls on a weekend, the deadline is the next business day.

If the Letter of Intent is approved, an invitation to submit a full application will be sent **by the end of February**. Applicants will then be required to submit the full application by May 1.

The results of each annual competition, including the names of the successful applicants, will be announced at the Fetal Alcohol Canadian Expertise (FACE) Research Roundtable, held each year on or around September 9th, International FASD Day. Successful applicants will be asked to present their protocols and preliminary results at the FACE Research Roundtable the following year, and upon completion of the project, their final results a year later at the subsequent Roundtable.

IMPORTANT: This form is not to be used per se but should be replicated by the applicant. The outline with numbers and headings shown below should be followed. Please use Arial or Helvetica font, no smaller than 11 point. The total length of the Letter of Intent **must not exceed 2 pages**. Letters of Intent that exceed the two page limit will not be accepted.

A. BACKGROUND INFORMATION

I. TITLE OF PROJECT

II. NAME(S) & ADDRESS(ES) OF PRINCIPAL INVESTIGATOR(S) AND CO-INVESTIGATOR(S):

Include the following for each investigator:

- title (e.g. Associate Professor)
- name of institution
- department name
- full mailing address, including a room number if applicable
- phone number
- fax number
- e-mail address

III. EXPECTED DURATION OF PROJECT: *(Include start date - estimate if necessary)*

IV. TOTAL BUDGET: *(include total budget for each year but not a budget breakdown)*



B. PROJECT

V. PROPOSAL SUMMARY

Provide a brief outline of the project, including the objectives, the potential outcomes and any critical information necessary for Scientific Review Committee to make a preliminary assessment of the project's scientific validity. While Letters of Intent are not judged on scientific merit, the Committee must be reasonably assured of the scientific feasibility of the proposed project.

VI. RELEVANCE TO THE MANDATE AND CRITERIA OF CFFAR

Letters of Intent will be screened primarily upon the basis of their relevance to Fetal Alcohol Spectrum Disorder and the assessment criteria contained in the CFFAR Request for Proposals.

VII. REFERENCES

References must be submitted in the style established by the International Committee of Medical Journal Editors (ICMJE).

For books:

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

For standard journal articles (list the first six authors followed by et al):

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. Brain Res. 2002;935(1-2):40-6.

For further information on Reference style, see ICMJE Sample References at www.nlm.nih.gov/bsd/uniform_requirements.html