**Letter of Intent Instructions and Template**

**Project Title** (line 1)

Principal Investigator – University – Contact information (line 2)

**Instructions**

This Word file is a template to aid in writing your two-page Formatted Letter of Intent LOI) for submission by the deadline.

**Notes**:

* Begin by using [this link](https://redcapedc.rti.org/seed/surveys/?s=39WPKM3L99EXELJR&hub=0RKJU2HBF5RW325&preapp=1) to open a LOI application as a REDCap “Survey”:
( <https://redcapedc.rti.org/seed/surveys/?s=39WPKM3L99EXELJR&hub=0RKJU2HBF5RW325&preapp=1> )
	+ Once you begin the application process, REDCap will generate a custom URL that is unique for your application. Bookmark that URL so that you can later return to the application.
	+ The custom link has a form like: https://redcapedc.rti.org/seed/surveys/?s=1ABcDeFghiJklMN
* The second-to-last entry on the form is
 
The 3,500 characters (~ 450 words) of this Project Description is the text that makes up the body of your Formatted Letter of Intent.
* The body of the text of the Formatted LOI must be copied word-for-word from the text box of the online Project Description.
	+ Exception: You can add formatting (underline, italics, bold, superscript, subscript) and symbols ( for alpha, etc.).
	+ Exception: A single figure can be added to page 1 of the LOI. Multiple panels are okay; a Table may serve as the figure or as a figure panel. The figure legend should be no smaller than 10 points, and is limited to 300 characters (spaces included). See example (next page).
	+ No hyperlinks are permitted.
	+ References are added as a separate section of the formatted LOI (see page 2).
	+ The following formatting must be used:  l Margins are 0.5 inches, all around | l Type should be 11 point or larger of any common font that isn’t “Narrow” | l No tighter than single spacing.
* The Project Description and the Figure MUST be limited to the first page of the LOI – *if text flows over onto the LOI’s second page, it will be rejected without consideration*.
* The second page of the 2-page LOI can only contain three items: (1) the listing of Team Members, (2) the References, and (3) a Response to Reviewers (if this is a re-submission).
* This template includes a Word “Page Break” hidden formatting character to mark the end of Page 1. To see hidden characters in Word, click the symbol circled in red:
 
* **You may use this Word Document as an LOI template. To do so, select and delete this Text Box** (its background is set to light green).
* **You must submit your Formatted LOI as a PDF file uploaded to** [**The Application Website**](https://redcapedc.rti.org/seed/surveys/?s=39WPKM3L99EXELJR&hub=0RKJU2HBF5RW325&preapp=1)**.**

Page 2 of the Formatted LOI

The content of Page 2 of the Formatted LOI is limited to three items.

1. Team Members:
	* For each key Team Member, provide a brief two or three line (maximum 300 character) sketch that includes their name, project title, institutional affiliation, and role in the project. See example for one approach.
	* A team must have a single Lead P.I. It may also include a single Co-P.I. An Investigator may have the project title of P.I. or Co-P.I. on only one UM-BILD Pilot Project or Pilot Project application (LOI) at a time. Team members may hold other roles (e.g. Co-Investigator, Collaborator, Consultant, Technician) on an unlimited number of UM-BILD projects.
2. References (optional):
	* Literature, patents, and other web references may be listed in any standard citation format; hyperlinks are permitted here. No more than 5 references may be included. See examples.
3. Response to Reviewers (only for resubmissions):
	* In 1,000 characters (~150 words), state reviewers’ main criticisms and summarize how you have addressed them in this resubmission.
* **Note:** *If text from the Project Description flows over onto the LOI’s second page, the LOI will be rejected*.
* The sample Figure is located on Page 2 for illustrative purposes only. *Be sure to place your Figure on Page 1!*
* **You may use this Word document as an LOI template. To do so, select and delete this Text Box** (its background is set to light blue).



 

**Sample Figure. Top:** Our prototype advanced molecular 3-D printer. **Bottom:** Artist’s renditions of patients wearing X-Ray Vision glasses. **Notes:** Your figure must be placed on Page 1 of your LOI. Figure legends are limited to 300 characters including spaces; this legend contains 295 characters.

**Team Members:** (examples)

* **Lead PI -- Matthew Meselson, PhD** is an Associate Professor at UMBC. His longstanding interest in the synthesis of biomolecules led him to pursue this project on the semi-conservative replication of DNA.
* **Co-PI – Franklin Stahl, PhD,** UMBC Postdoctoral fellow, proposed ultracentrifugation as a means of distinguishing 14N DNA from 15N DNA. He will prepare the cesium chloride solutions and pour the density gradients.
* **Technician – Jerome Vinograd, PhD**, UMBC Research Associate. Dr. Vinograd will configure the lab’s ultracentrifuge for equilibrium density gradient centrifugation and perform spectrophotometric analysis of gradient fractions.
* **Co-Investigator -- Giuseppe Bertani, PhD**, UMBC Professor. Dr. Bertani will explore how semi-conservative replication of DNA may open commercial opportunities in molecular diagnostics.

**References** (examples)

1. Meselson M & Stahl FW. The Replication of DNA in Escherichia Coli. *Proc Natl Acad Sci USA* 44: 671-82 (1958). [doi: 10.1073/pnas.44.7.671](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC528642/).

2. Watson J. & Crick F. Molecular Structure of Nucleic Acids: A Structure for Deoxyribose Nucleic Acid. *Nature* 171, 737–738 (1953). [doi: 10.1038/171737a0](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://dosequis.colorado.edu/Courses/MethodsLogic/papers/WatsonCrick1953.pdf&ved=2ahUKEwjgxqqU1M2HAxUZL1kFHZ5qLOsQFnoECBwQAQ&usg=AOvVaw1NGsJUkszoDXMKLaBuYewk).

3. Bastian H, Gauch S, Colpan M, & Feuser P. Process for separating double-stranded/single-stranded nucleic acid structures. EPO Patent EP0743950B1 (2001). [Google Patents](https://patents.google.com/patent/EP0743950B1/en).