

## LETTER OF INTENT GUIDELINES AND REQUIREMENTS

Each letter of intent (LoI) submitted to the ASF, Pedersen Family, and KFOC Alport Syndrome Research Funding Competition must be no more than 2 pages in length; single sided, using a font size of 12 points, and with margins of one inch excluding official letter heads and footers. In addition to the 2 pages of content, each LoI **must** contain the following elements to be considered complete:

1. A succinct, properly descriptive title for the research project for which funding is being requested.
2. For the individual who be the principal investigator:
  - a. A complete standardized NIH (National Institutes of Health of the United States of America) format Biographical Sketch (“Biosketch”).
  - b. Their name, title, address, email address, telephone number, and institution.
  - c. A dated signature.
3. A list of three individuals (names, titles, addresses, email addresses, telephone numbers) who would be appropriate reviewers for this research. These individuals must be qualified to review the application, have not worked with the principal investigator during the last three years, and do not have a conflict of interest.

The 2-page (maximum) body of the LoI is **suggested** to contain the following descriptive elements:

1. Why the work is important to advancing novel treatments of individuals with Alport syndrome.
2. What is the objective and/or what hypotheses will be tested in the research.
3. How will the research be accomplished?
4. Why is the principal investigator’s lab or proposed resources particularly well suited to conduct the research?
5. Reference background work that this research potentially builds upon.

The clarity, organization, and final presentation of the LoI will be considered an important aspect in the review process. While the independent peer reviewers of the LoI will be, by definition, research peers, it is recommended that the content of the LoI remain accessible to a lay reader with some familiarity of Alport syndrome.

Please take careful note of the following conditions in **bold type**:

**Only LoIs written in English can be considered.**

**Incomplete LoIs will not be accepted.**

**Submission of an LoI is not a submission of a full research proposal.**

**Submission of an LoI is a prerequisite to candidacy for invitation to submit a full research proposal.**

**Only those applicants who are successful at the Lol review stage will be eligible to submit a full research proposal.**

**Submission of a full research proposal will not be considered a substitute for submission of an Lol.**

Send a completed Lol in \*.pdf format via email to André Weinstock PhD, Research Committee Chair, Board of Directors, Alport Syndrome Foundation, [research@alportsyndrome.org](mailto:research@alportsyndrome.org) by 5:00PM (Massachusetts Time/EST) on Friday, February 8, 2019.

**THERE WILL BE ABSOLUTELY NO EXTENSIONS OF THE DEADLINE.**

**Submission by fax will not be accepted.**

Acknowledgement of receipt of the Lol will be sent to by the Alport Syndrome Foundation by email to the principal investigator within 14 days of the receipt of the Lol.

Lols will be reviewed by a special joint peer review committee. The Lols will be scored on the basis of:

1. Importance and Impact: The extent to which the research outlined could make a significant contribution to improving the lives of patients and families with Alport syndrome.
2. Feasibility: The qualifications of the investigator(s) to carry out the proposed work based on expertise, experience, commitment; as well as the availability of all the elements required for the project (such as technology, reagents, and human and/or animal subjects).
3. Prospect of Long-Term Funding: The likelihood of subsequent funding (governmental, industrial, or private) for any potential follow-on work if appropriate.
4. Early stage or new investigators with meritorious scores will be prioritized.

Notification of the decision regarding whether an invitation to submit a full research proposal will be sent by email by March 1, 2019.

Full research proposal applications, for those invited to submit, will be due April 26, 2019

**We request no telephone inquiries.**

**All decisions are final.**

**Guidelines and requirements for a full research proposal are NOT THE SAME as those of an Lol.**