

Guidelines for a Letter of Intent (LOI) for Project submission

(A LOI is also known as a Letter of Inquiry or a concept paper)

1. Opening Paragraph: Your summary statement.

It should be able to stand alone. If the reviewer reads nothing else they should know what you want to do from reading this paragraph. Make it clear what you want the reader to do; for example, consider funding the project.

Example: "The Principal Investigator ---- from department ----- of SKNMC, Pune seeks support for Project ----- that will be useful ----- for teachers/ clinicians/ society in ----- services. We are requesting Rs 50,000 over a ----- period."

2. Statement of Need: The "why" of the project. (1–2 paragraphs)

- Explain what issue you are addressing.
- Explain why you have chosen this set of issues.
- Who benefits? What public good achieved?

3. Project Activity: The "what" and "how" of the project. (The bulk of your letter)

- Give an overview of the activities involved.
- Highlight why your approach is novel and deserving of the special attention that funding connotes.
- Indicate if there will be collaboration with other organizations and what their roles will be. Be specific about who does what.

4. Outcomes (1–2 paragraphs)

- State the specific outcomes you hope to achieve.
- Indicate how evaluation is part of the project. How will you know you've achieved these outcomes?

5. Credentials (1–2 paragraphs)

- Brief CV, Your experience in the field.

6. Budget (1–2 paragraphs)

General description of the projects funding needs and total amount of request.

7. Signature of Principal Investigator