

## Your Letter of Intent

### Drafting a Letter of Intent for Research Funding

- The letter of intent (LOI) is used by many funders as the *first step* in requesting funding. After the LOI is submitted, the funder generally decides whether they would like to see a full proposal or not.
- To write an LOI, you will need to get clear on three key components of your project: *The Why, The How, and the Who, When, & How Much.*
- Your final draft LOI (typically 2-3 pages) will be tailored to each funder's specific mission, interests and formatting specs. But, much of it can be recycled for different funders - so, it's a great place to start on the funding path!

### Three Key Components | A Build-Your-Own Worksheet

#### The Why ~½ page

- *What problem needs to be solved? How will this study solve it?*
- *How will your organization use the findings from this research to make decisions?*
- *How might the findings be interesting to other people in your professional community?*
- *How does the problem and the question connect to things that the funding organization cares about?*

#### The How ~1.5 pages

- *What research questions will you ask?*
- *What data will you use to answer those research questions? How will you get access to the data? What are the strengths of the data for this purpose?*
- *What analytic methods will you use? What are the strengths of the analytic methods for this purpose?*

#### The Who, When, & How Much <½ page

- *Who is on the team? What roles will they play? What skills & expertise do they bring to the project?*
- *What is the general timeline for the project?*
- *What is the overall budget request and how will it be divided between institutions, people, and other materials?*