

Competitive Grant Opportunity: Improving Pneumococcal Immunization of Adults with Immunocompromising Conditions

All About Letters of Intent (LOI)

Alliance Hospital and Health Systems and Medical Schools
Member Sections Benefit

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What is a Letter of Intent (LOI)?

A LOI is a non-legally binding document which includes an introduction to your project, a statement of need, your methodology and/or achievable solution to the need, a brief discussion of other funding sources and a final summary.

Letters of Intent: Getting Started

Before starting,
we recommend you compile the information
you will need by reviewing the application
question examples on the following slides.

Informational outline also contained [here](#).

Please refer to the Request for Proposal (RFP) posting for further details around
what information should be captured in the fields

What to Include: Contact Information and Organizational Detail Examples

- Project Lead - contact information
 - Must be an Alliance member
- Organizational Details
 - Have your organization tax i.d. #

What to Include: Overview Examples

- Project Type Selection - Indicate which of the following most accurately represents your project
 - Education / Education Research
 - Quality Improvement
- Primary Area of Interest Selection -
 - Vaccine Preventable Disease - Pneumococcal
- Therapy Types/Classes of Treatments/Targets/Biomarkers/Other Oncology Sub-topics Selection -
 - Geriatrics
- Competitive Grant Program name Selection -
 - Improving Pneumococcal Immunization of Adults with Immunocompromising Conditions
- Grant Request Type Selection –
 - Funding

What to Include: Letters of Intent Details

This information is listed in the Appendix of the [RFP](#) posting

- Please describe your project's objectives/goals
- Assessment of Need for the Project
- Describe the primary audience(s) targeted for this project. Also indicate whom you believe will directly benefit from the project outcomes. Describe the overall population size as well as the size of your sample population
- Project Design and Methods
- Innovation
- Please describe how you plan to evaluate the effectiveness of your project
- Anticipated Project Timeline

What to Include: Organizational Details

- Describe the attributes of institutions/organizations/associations that will support or facilitate the execution of the project and the leadership of the proposed project
 - Project must be lead by an Alliance member
- Articulate the specific role of each collaborator/partner in the project and the nature of the relationship
- Letters of support from each collaborators/partner organization will be required during the full proposal stage.

What to Include: Budget Details Examples

- Currency (must be in U.S. Dollars)
- Requested amount for project
- Total project budget
 - For LOI – only the total amount is requested
 - If your project is selected for full grant proposal, a detailed budget will be needed
- Please read carefully the following content and check “agree” or “disagree”
 - Food and beverage
 - Items of value
 - Capital expenses
 - In-house services

What to Include: Compliance Commitment

- Please read the following terms and conditions carefully. You must agree to all before you can submit your LOI
- You will need to certify your agreement by clicking "I agree"
- Your certification, if you agree, confirms that Pfizer has had no involvement in the creation of this project
- Your certification, if you agree and if approved, states you must disclose the source of all support from commercial interests in all publications and presentations. When commercial support is "in-kind" the nature of the support must be disclosed to learners
- Your certification, if you agree and if approved, states you will provide Interim Reports every six months throughout the lifecycle of the project, as well as a Final Report at the conclusion of your project
- Your certification, if you agree and if approved, states you will provide monthly patient enrollment reports for clinical studies involving human subjects

Letters of Intent (LOI) Tips

- Make sure your project can be accomplished within the time and resources you are proposing. Please note the timeline in the RFP
- Make sure you have adequate baseline data so you will be able to demonstrate change
- Consider asking experienced grantees and colleagues who might be able to review a draft of your LOI and provide feedback
- Build in extra time into your project for unforeseen circumstances (e.g. equipment issues, personnel issues, IRB Review, etc.)
- We recommend working on your LOI early to ensure you meet the deadline. Compiling your LOI can take more time than you anticipate

Letters of Intent (LOI) Tips

- Consider
 - Engaging interdisciplinary and interprofessional teams
 - Creating knowledge that builds capabilities and capacity
 - Quality improvement efforts which are system focused
 - Educational efforts that demonstrate public health improvement activities around adult immunization
- The External Review Panel (ERP) will give careful consideration and priority to:
 - The intended outcome(s) of the project and project goal(s)
 - Projects with the maximum likelihood of directly impacting patient care

**Letters of Intent (LOI) must be received by
11:59 PM ET March 18, 2019 to be considered**

Letters of Intent – More Questions?

Q. How can I continue working on an application I already started?

A:

- Follow the directions below to continue working on a previously started but unsubmitted application. Login with the email address and password that was used to create the application
- Under 'Applications Requiring Action,' at the bottom of the Welcome Page, look for the application you wish to continue
- Click the 'Continue' link next to that application

Q. How can I delete an application I no longer need?

A.

- An application can only be deleted if you have not submitted it. Click the "Trash Can" icon next to the project title of the application
- Confirm the deletion on the following page

Q. How can I move between sections of the application without completing all required fields first?

A.

- Clicking the links in the timeline located at the top of each page will allow you to jump to different sections and it will also save the data you have entered in the current section

Letters of Intent – More Questions?

Q. How can I print my application?

A.

- *Printing from the Review Page*
The best way to view your application and print is on the 'Review Your Application' page. Complete all required fields on the application
- Click the "Save and Proceed" button on the last section to bring yourself to the 'Review Your Application' page
- Go to 'File' and then 'Print' on your browser toolbar. Please note: You may need to change the orientation of your page setup from Portrait to Landscape
- *Printing page by page while working on the application*
Use this option while still working on the application. Following these instructions will print the page exactly as seen on the screen. Print out each page by clicking 'File' and then 'Print' on your browser toolbar. Please note: You may need to change the orientation of your page setup from Portrait to Landscape
- Click the section link in the timeline at the top of the page in order to move to the next section
- *Printing a submitted application*
Use this option if you would like to print a copy of your submitted application. At the bottom of the Welcome Page, click the 'View' link located next to the application you want to print
- Go to 'File' and then 'Print' on your browser toolbar. Please note: You may need to change the orientation of your page setup from Portrait to Landscape

Letters of Intent – More Questions?

Q. How do I delete an uploaded file?

- A.**
- Click the 'Delete File' link located next to the uploaded file
 - On the screen that comes up, choose delete
 - Click "Done" on the next screen

Q. How do I submit my application once I am done?

- A.**
- In order to submit your application: Click the "Save and Proceed" button at the bottom of each page to get to the end of the application
OR
Click the last link in the timeline at the top of the page. When you get to the last section, click the "Save and Proceed" button
 - You are brought to the 'Review Your Application' page. (You cannot proceed to this page until you have completed all required fields.)
 - Click the "Submit" button
 - Once submitted you can no longer make any changes

Letters of Intent – More Questions?

Q. How do I upload a file?

A.

- Single click on the 'Upload File' link. Please note: This is a pop up window if you have a pop up blocker you will need to disable it in order to proceed
- Click the "Browse" button in the File Upload window in order to select the desired file from its location on your computer
- Select the file from your computer
- Click the "Open" button
- Click "Upload File"
- The name of the file you chose will appear below the "Upload File" button
- Once you close the File Upload window, the page will refresh and the file will appear below the 'Upload File' link

Q. How will I know if you received my application?

A.

- Once you submit your application and it is received, an email confirming receipt of the application will be sent to the email address with which you logged in. You will also see the submitted application listed under 'Submitted Applications' on your Welcome Page

Letters of Intent: Ready!

- Go to www.cybergrants.com/pfizer/loi
- Sign in to submit your Letter of Intent (LOI)
 - First-time users, click “Create your password”
- Submission requirements:
 - Select the following Competitive Grant Program Name: **Improving Pneumococcal Immunization of Adults with Immunocompromising Conditions**
 - Select the following Primary Area of Interest: **Vaccine Preventable Diseases – Pneumococcal**
 - Complete all required sections of the online application and upload the completed LOI template
- If you encounter any technical difficulties please click the “Technical Questions”

IMPORTANT: Be advised applications submitted through the wrong application type and/or submitted after the due date will not be reviewed by the expert review panel (ERP).

More Questions? – Great!

- If you have additional questions regarding the Letters of Intent (LOI), please direct them in writing to:
 - Laurie Kendall-Ellis (lkendall-ellis@acehp.org)
 - Ashley Birkman (abirkman@acehp.org)

Include the subject line “Improving Pneumococcal Immunization”