

2017 HOPA RESEARCH FUND AWARD

Request for Letter of Intent (LOI)

Interested applicants for the HOPA Research Grant are required to submit a Letter of Intent (LOI). The LOI should follow the format below and will serve to permit assessment of eligibility for the award and the identification of qualified reviewers for the HOPA Research Grant Panel.

Letters of Intent must be received by e-mail to the administrator of the grant, no later than **Friday, June 16, 2017** (6:00 pm CST). Please submit electronically as a **single PDF** file to Sarah Tiwana, (stiwana@hoparx.org) the Grant Administrator.

HOPA Research Committee
Sarah Tiwana, Grant Administrator
stiwana@hoparx.org

The Letter of Intent must be no more than a total of 4 pages in length for items 1-8 below and include the following information in this order:

1. The overall objective
2. The relevance to the HOPA Strategic Plan
3. The hypothesis or hypotheses to be tested
4. Summary of preliminary data or available literature, if any
5. Specific aims
6. A summary of the methods or procedures
7. Statistical justification for experimental design and plan for result evaluation
8. References/Bibliography

In addition, the application must include the following:

9. Current research support- list each funded grant or contract for the conduct of these projects and any potential overlap with the current proposal. If there are no other grants, state "NONE".
10. A NIH formatted biosketch should accompany the Letter of Intent for both the PI and any co-investigators. The form for the biosketch can be obtained at:
<http://grants.nih.gov/grants/funding/phs398/phs398.html> .

Format Specifications:

Font

- Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or larger. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- Type density, including characters and spaces, must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.
- Use black ink that can be clearly copied.
- Print must be clear and legible.

Paper Size and Page Margins

- Use standard paper size (8 ½" x 11")

- Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages. No information should appear in the margins, including the PD/PI's name and page numbers.

Page Formatting

- Because a number of reviewers will be reviewing applications as electronic documents and not paper versions, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.
- The application must be single-sided and single-spaced.

STRICT ADHERENCE TO THE INSTRUCTIONS ABOVE IS NECESSARY OR THE PROPOSAL WILL NOT BE REVIEWED.

HOPA will fund grants based on the stated scope of work in the RFP. A total of \$100,000 in funding is available with funding for up to three grants. The grant will cover direct costs only; no indirect fees/charges will be covered. The Principal Investigator must be a full HOPA member, and the **12-month project** must advance hematology/oncology pharmacy practice.

The Letters of Intent will be evaluated by the HOPA Research Grant Panel, and submission of full applications will be invited for eligible projects. The decision of the HOPA Research Grant Panel will be transmitted to the candidates in June 2017, and those who are invited to submit a full proposal will need to do so by September 7, 2017.

Additional ad hoc members will be added to the panel, if needed, to provide the expertise to evaluate each proposal. Applicants will be informed of the decisions regarding their applications as soon as they have been made by end of November 2017. Funding will be initiated when all approvals and signed letters of agreement are returned by grant awardees. Funds unspent 24 months after disbursement of the grant monies, must be returned to HOPA unless an extension is formally requested and approved. Any requests for extension must be made at least 6 months before the expiration of the grant.

For any questions or clarifications, please contact grant administrator, Sarah Tiwana at stiwana@hoparx.org .