GUIDELINES FOR LETTERS OF INTENT

1. **INFORMATION REQUIRED.**
   - **Title/Name** – title of research project and name of principal investigator and all other investigators.
   - **Hypothesis/Question** – rationale and objectives of your research project
   - **Research Plan/Methodology** – how do you propose to conduct your project?
   - **Analysis** – how will you assess the validity and integrity of your data?
   - **Impact/Relevance** – what is the potential benefit to the people of Alberta?
   - **Budget/Time** – an approximate budget, possible funding from other sources

2. **CRITERIA.**
   - Investigators with no more than five years research experience.
   - Studies focusing on health services or population health (CIHR pillars 3 or 4).
   - Investigators must involve a user of research as co-applicant
     (E.g. health service or population health manager or decision maker, or practitioner group).

3. **FORMAT.**
   - Letters of intent must not exceed two pages (not including references).
   - Single spaced, 12 font with 2cm margins

4. **OTHER CONSIDERATIONS.**
   - Research projects that have the potential to leverage funds from other sources will be viewed favourably.
   - At the discretion of the Board of Trustees, letters of intent and full proposals may be sent out for external review.
   - The decision of the Board of Trustees is final.
   - An award may run for one or two years – a final report is required on completion of the project. Unused funds must be returned to the Foundation.

5. **SUBMISSION/TIMELINES**
   - Eight copies of the letter of intent must be received in the Foundation office or courier –stamped by **Friday, November 30, 2018.**
   - Applicants will be notified as to the decision concerning their letter by end of January 2019 at which time successful candidates will be provided with formal application forms.
   - Eight printed copies of the full proposal must be received in the Foundation office or courier-stamped by **Friday, March 8, 2019.**