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## GUIDELINES FOR LETTERS OF INTENT

### 1. INFORMATION REQUIRED.

- **Title** – Clear title for the research project
- **Name** – name of principal investigator, University Affiliation
- **Knowledge User** – name of individual who is in a position to implement research findings
- **Co-Investigators** – names of individuals on the research team (e.g., consider a senior scientist, research mentor, other research collaborators and what role they can play on the team)
- **Early Career Investigator/Clinician Scientist** – illustrate eligibility based on criteria below
- **Hypothesis/Question** – rationale and objectives of your research project.
- **Research Plan/Methodology** – how do you propose to conduct your project? Be specific and justify the choice of proposed models/frameworks/approaches
- **Analysis Plan** – how will you assess the validity and integrity of your data?
- **Impact/Relevance** – what is the potential benefit to the people of Alberta?
- **Budget** – an approximate budget, possible funding from other sources

### 2. CRITERIA.

- Investigators with no more than five years research experience.
  - Early career investigator – within 5 years of initial academic appointment
  - Clinician scientist – within 5 years of the start of an independent research program, which could be late in the overall career
  - If you have questions about your eligibility, please contact the MSI Foundation
- Studies focusing on health services or population health (CIHR pillars 3 or 4).
- Investigators must involve a user of research as co-applicant – clearly identify that individual (s), and their contribution (E.g., health service or population health manager or decision maker, or practitioner group).
- Investigators are strongly encouraged to include people with lived experience on the research team
- Consideration, where feasible, should also be given to how research findings may be applicable across Alberta (urban, rural, and remote settings)

### **3. FORMAT.**

- Letters of Intent must use the MSI LOI Form. Any application submitted in another format will not be considered.
- Minimum font size 11, times new roman.
- Letter of Intent must not exceed three pages.

### **4. OTHER CONSIDERATIONS.**

- When all other things are equal, research projects that have the potential to leverage funds from other sources will be viewed favorably.
- When all other things are equal, investigators who do not currently hold other grants will be viewed favorably.
- Investigators must clearly demonstrate the uniqueness of their project, particularly if it is situated within a larger research study.
- Researchers are encouraged to work collaboratively with people with lived experience
- 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. Unsuccessful applicants are encouraged to reapply.
- An award may run for one or two years. A progress report must be submitted at the mid-point of the project, and a final report is required on completion of the project. Unused funds must be returned to the Foundation.
- Investigators may not hold two MSI grants concurrently.

### **5. SUBMISSION/TIMELINES**

- Electronic submission must be sent by midnight Tuesday October 31, 2023.
- Applicants will be notified as to the decision concerning their letter in December at which time successful candidates will be provided with formal application forms and timelines.