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|  |  | 12230 106 AVE NW  Edmonton AB T5N 3Z1 | Phone: 780.453.3847  Fax: 780.482.5445 | **Email:** [**info@msifoundation.ca**](mailto:info@msifoundation.ca) |

**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, itemized, budget, possible funding from other sources

1. **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)

1. **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.

1. **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.

1. **SUBMISSION/TIMELINES**

* Electronic submission must be sent by midnight Friday October 31, 2025.
* Applicants will be notified as to the decision concerning their letter in December 2025 at which time successful candidates will be provided with formal application forms and timelines.