# **NIH Letter of Intent**

******

***Guidelines***

1. *Typically due 30 days prior to application due date, however usually NOT required*
2. ***Format:***
   1. *Signed letter placed on official letterhead of PI institution/department*
3. ***Content:***
   1. *Address all fields below*
4. *When letter is complete:*
   1. *Copy text onto official letterhead of Contact PI*
   2. *Save file as “Letter of Intent” and email to Program Officer*

**[PUT ON OFFICIAL LETTERHEAD]**

[**INSERT DATE**]

[**INSERT PROGRAM OFFICER SIGNATURE BLOCK**]

RE: RFA #:       RFA TITLE:

Dr.      ,

We are submitting this letter of intent to indicate our plans to submit a proposal for the above referenced RFA. The requested LOI information is listed below.

**Project Title:**

**Participating Institution(s):**

**The Contact Principal Investigator is:**

**NAME**, Title, Institution. Address; Phone Number.

**The Multi‐PI(s) on this proposal is:**

**NAME**, Title, Institution.

**Additional Key Personnel will be:**

**Name**, Title, Institution.

**Name**, Title, Institution.

**Name**, Title, Institution.

**Name**, Title, Institution.

**Name**, Title, Institution.

OPTIONAL: 1 Paragraph about goals/aims/relevance to funding agency.

Sincerely,

[**INSERT SIGNATURE BLOCK OF CONTACT PI**]