

# Strategically Focused Research Network

## Letter of Intent Instructions

**For deadlines and dates related to a specific Strategically Focused Research Network, please refer to the RFA.**

The Letter of Intent is **not required** and it does not enter into the review of said subsequent application. The information provided in a Letter of Intent allows AHA staff to estimate the potential peer review workload and to avoid potential conflicts of interest in the peer review process. *It also allows AHA to provide applicants with updated information about the application process if necessary.*

Letter of Intent Applications to the Strategically Focused Research Network will submit one Letter jointly for each proposed Center. The proposed Center Director will initiate the Letter of Intent Application process. The Grants Officer from the sponsoring institution will be responsible for completing the submission of the Letter of Intent to the AHA.

Once you have logged into Grants@Heart, on the left hand navigation click on:

- “Application Administration.” Then click
- “Create a New Application.”
  - From the “Select a Funding Component” drop down list, select “Association Wide.”
  - From the “Select Program” drop down list, click the choice on the menu corresponding to the Network you are applying for.

For the Letter of Intent, the Center Director who initiates the Letter of Intent application in Grants@Heart must:

- Complete the Pre-Submission Questionnaire
  - The questionnaire asks a series of questions to help determine eligibility.
  - If eligibility is determined by the answers provided, you will be granted access to complete a Letter of Intent. If you miss any question, you will receive a message that you provided an unacceptable response (or responses) to the questionnaire. You will be given an opportunity to explain your response(s).
  - AHA staff are monitoring the questionnaires. Someone will be in contact with you regarding the explanation you provided to the incorrect response. If the explanation is acceptable, you will be allowed to continue with the Letter of Intent.
- Complete the Advanced Profile page
  - In this section of the application, you will provide information about you, your academic career, professional time, citizenship, location of work for the research project and college degrees. For further information on this section, please see pgs. 6-7 of the Center Director Application Instructions.
- Select a Center Title (Project Title).
  - Enter the name of your Center based on your network’s overarching theme. Do not to exceed 120 letters and spaces. Do not use abbreviations unless absolutely necessary.
- Fill out the Project Summary

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- Under the project summary section give a short description of your center. Be sure to state the specific aims of your center, followed by a list of the projects that will be submitted with the Center application. Include the name and degree of each Principal Investigator of the research project, followed by the title of the research project. These should be listed in the following format:
  - Basic Project: PI name, Degree - Title of project
  - Clinical Project: PI name, Degree - Title of project
  - Population Project: PI name, Degree - Title of project
- Select the appropriate Science and Research Classifications
  - Research Classification Type  
Select the Research Type that best fits the research being conducted in your lab. Indicate whether your research is translational in nature. These classifications are independent of each other and will not affect the peer review of your application.
  - Major Science Classification  
Choose BOTH a Major Classification 1 and a Major Classification 2. These choices will ensure that your application filters into the correct Peer Review committee. Then select up to 6 sub-classifications to match your application to the appropriate scientific expert. To view the current science classifications, visit our [website](#).  
Name three Project PIs and one Training Director
  - If the Center Director will be acting in a dual-capacity as Project PI and/or Training Director, please fill out each role with the appropriate information.
- Name a Grants Officer and Fiscal Officer from the sponsoring institution.
  - Grants and Fiscal Officers must be selected from the list of registered users. Contact your grants office to make sure you are selecting the correct person from the list. It is important to select the correct Grants Officer as they are responsible for the final submission of the Letter of Intent to the AHA.
- Upload the PDF version of your Letter of Intent (details below) under Science/Evaluation Information.
- Submit to Grants Officer

*\*Please Note: Named Project PIs will receive an email from the Grants@Heart system stating that they may log in to complete the application. They will not need to log in or complete anything in Grants@Heart in order to submit the Letter of Intent. They will need to log in to complete the full application at a later date.*

**THE LETTER OF INTENT APPLICATION MUST BE SUBMITTED TO THE GRANTS OFFICER IN ENOUGH TIME TO ALLOW THEM TO REVIEW AND SUBMIT IT TO THE AHA BY THE STATED DEADLINE.**

**Letter of Intent PDF Upload**

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The Letter of Intent (LOI) for the Strategically Focused Research Network is limited to five pages and should include the following information:

- Name, institution, address, telephone, and e-mail of proposed Center Director
- Name, institution, address, telephone, and email of proposed Center Training Director
- Names, institutions, addresses, telephones, and e-mails of proposed Principal Investigators for Center Research Projects
- Names, institutions, addresses, telephones, and emails of other Key Personnel – collaborators, consultants, etc.
- Information on any additional participating/affiliated institutions not listed above
- Brief overview of the 3 proposed projects – please label project “Basic” “Clinical” or “Population.” Include a maximum 1-2 paragraph project summary on each project along with the proposed project title.

### Format / Type Requirements

The LOI must be created as a word-processed document, converted to a Portable Document Format (PDF) file, and uploaded to Grants@Heart. Only PDF files will be accepted. When creating the LOI, you must comply exactly with the AHA's format/type requirements and page limit. Failure to comply will result in the administrative withdrawal (disqualification) of the application.

- Only Portable Document Format (PDF) files will be accepted.
- Document must be single-spaced.
- No more than 15 characters per inch (cpi) or an average of no more than 15 cpi (cpi includes symbols, punctuation and spaces).
- No less than ¾" margins allowed.
- 60 lines per page are the maximum allowed (The average number of lines per page using the font and point size below will be approximately 50-55 lines)
- Arial Font style, 12 point font size for Windows users; Helvetica Font style, 12 point font size for Macintosh users
- Figures, charts, tables, graphics and legends may be smaller in size but must be clear and legible
- Five page limit. *Note: the Grants@Heart electronic system will reject a document that exceeds the page limit.*

For questions regarding this process or for technical assistance, please contact:

#### General Questions

[sfrn@heart.org](mailto:sfrn@heart.org)

#### Technical Assistance

(214) 360-6107

[login@heart.org](mailto:login@heart.org)

#### Institutional Additions

[institutions@heart.org](mailto:institutions@heart.org)