

LETTER OF INQUIRY (less than 5 pages)

1. Executive summary (~1/2 page)

At the beginning of this section, include one or two sentences **in bold** that capture the essence of your idea. The summary should indicate what is the specific problem that the project seeks to address, what is the approach proposed to solve this problem and why the project is innovative, and what is the expected impact of the project – if successful – at the end of the grant period.

2. Goals (~1 page)

Describe the specific goals of the project and how they are responsive to the program scope and goals noted in the Request for Proposals. Indicate the specific problem that the project seeks to address and explain why the proposed solution is unconventional or creative and why it improves upon the best existing alternatives. Specify any hypotheses that will be tested. If applicable, briefly present any relevant preliminary data. Indicate what are the expected results of the project – if it is successful – at the end of the grant period. Briefly indicate what the next steps might be and how the project's results could lead to further progress and innovation.

3. Approach (~1 page)

Identify the major objectives of the project that will be pursued to reach the project's goals. Summarize the research activities for each objective. Indicate how the research activities for individual objectives will be judged successful and highlight important research milestones that will be used to track progress. Define the critical experiments that will prove or disprove the relevant hypotheses.

4. Capabilities (~1/2 page)

Summarize how the expertise and experience of the investigators and their organizations will help in achieving the goals of the project. Describe the resources and facilities available for conducting the proposed research.

5. Collaboration (~1/2 page)

If relevant, indicate the role in the project of collaboration with other individuals and organizations, including experience, resources, and facilities these collaborations would bring to the proposed research.

6. Budget (~1/2 page)

Describe how the proposed work will be performed within the budget allocated for the relevant grant type, including a summary of the budget that will be allotted to each research objective for each year of the project.