



Clinical Research Grant Program Process, LOI Instructions, Eligibility Criteria, Timeline

In 2021, NEDA will follow this process:

1. All eligible applicants (see below for eligibility criteria) are invited to submit a letter of intent (see below for the structure of the LOI). Applications are due October 22, 2021.
2. A panel of reviewers will assess the applications between October 22 – November 5th, 2021, grading them as follows:
 - a. 3 – strong approved for full submission
 - b. 2 – mild to moderate weakness, possible consideration
 - c. 1 - substantial weaknesses, problematic – unlikely to consider
 - d. 0 – do not consider
3. Invitations to the finalists will go out November 8, 2021. When the invitation goes out to the finalists, instructions for the structure of the grant will be included in the invitation.
4. Full grant applications are due back to NEDA on December 3, 2021.
5. Reviews of the full applications will take place between December 6 – 17, 2021.
6. The NEDA Board will approve the grant slate on December 20, 2021.
7. Confirmations will go out to the two awardees on December 23, 2021.

ELIGIBILITY CRITERIA

Investigators who are United States citizens or lawful permanent residents conducting research at institutions within the United States at the time of submission are invited to apply. We encourage applications from eligible individuals from groups that have been shown to be underrepresented in the biomedical, behavioral, social, and clinical sciences. The candidate's research track record and other sources of funding will be considered when selecting awards.

LETTER OF INTENT COMPONENTS

1. Opening Paragraph: Your summary statement.

2. Statement of Need: The "why" of the project (1–2 paragraphs).

- Explain what issue you are addressing.
- Explain why you have chosen to respond to this set of issues in the way that you have.
- State briefly why this matters in the area in which you will be working.
- Note who benefits. Make sure you can indicate the public good achieved.

3. Project Activity: The "what" and "how" of the project.

- Give an overview of the activities involved. Give details to the degree that space allows.
- Highlight why your approach is novel and deserving of the special attention that funding connotes.
- Indicate if there will be collaboration with other organizations and what their roles will be. Be specific about who does what.

4. Outcomes (1–2 paragraphs; before or after the Project Activity)

- State the specific outcomes you hope to achieve.
- Indicate how evaluation is part of the project. How will you know you've achieved these outcomes?

5. Credentials (1–2 paragraphs)

- Demonstrate why your institution or your staff is best equipped to carry out this activity.

6. Budget (1–2 paragraphs)

- Description of the funding needs of the project and total amount of request. Allowable costs include staff, equipment, supplies, travel, inpatient/outpatient care costs, and other expenses (direct costs). Indirect costs should not exceed 10% of the total budget.

7. Closing (1 paragraph)

8. Signature

The LOI submission should be no more than two pages.

