

Larry L. Hillblom Foundation (LLHF)

APPLICATION FOR NETWORK GRANT LOI
Letter of Inquiry (LOI)

YEAR 2008 FUNDING CYCLE

FUNDING AREAS: Diabetes ONLY for 2008
MAXIMUM FUNDING: \$100,000 per year up to \$500,000 per year
DURATION OF THE AWARD: Up to four (4) years, subject to annual Foundation Approval; thereafter, renewable only by new competitive application.
MAXIMUM ALLOWABLE INDIRECT COSTS: 10%, included in the total grant
ANTICIPATED START DATE: January 1, 2009

INSTRUCTIONS/REQUIREMENTS FOR LETTER OF INQUIRY (LOI):

- I. Complete the Hillblom Foundation Grant Application Cover Page. Do not send a scanned copy. The cover page is available on the Hillblom Foundation Grant Management System at <http://grants.llhf.org>

COMPLETE THE FOLLOWING, IN THE ORDER OUTLINED:

- II. Requirements of the Principal Investigator.
 - a. Compatibility to Larry L. Hillblom Foundation Goals (1 page maximum): Clearly elucidate how the research proposal fits within the funding areas identified by the Foundation. Specifically state how the proposed research project meets the application criteria as listed on our website (www.llhf.org) under “General Criteria for Grant Making”.
 - b. Summary of Proposal in Lay Terms (1 page maximum): Provide a summary for reviewers not trained in science, describing the network, the backgrounds of its participants and its goals, and the objectives that you hope to accomplish.
 - c. Preliminary Data/ Research Plan (4 pages maximum): Please use this space to outline how this network would operate and differ from a conventional grant application. Describe the stated research methods and statistical analysis. Explain how this network would foster training and integration of participants in the network? Explain how this plan is complimentary but distinct from the work currently

funded to the participating investigators? Please see <http://www.llhf.org> for further network grant criteria.

- d. **Program Description/Area of Research Interest** (1 page maximum).
- e. **Cited References** (2 pages maximum): Include in full, all authors and publication titles in the order they appear in the application.
- f. **Qualifications of Network Participants**: For each please include name, position title, full address, role in project (maximum of five key personnel).
- g. **Qualifications of the Organization/Facilities** (1 page maximum): Please use this space to describe the organization and infrastructure.
- h. **Published Papers**: Please add up to 10 PDF files of published papers (do not include papers in review or not yet published) by the participants in the network. The PDF files of the published papers must be submitted via the Hillblom Foundation Grant Management System (<http://grants.llhf.org>) and should **not** be included in the body of the grant application. The published papers should be submitted by the publication title of the paper.
- i. **Budget Requirements** (3 pages maximum): Provide detailed budget and budget justification, using Hillblom Budget Forms. The Hillblom Budget Forms are available on the Hillblom Foundation Grant Management System at: <http://grants.llhf.org>

III. Formatting Requirements (consistent with NIH PHS 398 Guidelines)

- a. **Font**
 - Use an *Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger.* (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
 - Type density, including characters and spaces, must be no more than 15 characters per inch.
 - Type may be no more than six lines per inch.
 - Use black ink that can be clearly copied.
 - Print must be clear and legible.
- b. **Page Margins**
 - Use *standard size (8 ½" x 11")* sheets of paper.
 - Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages.
- c. **Application Paging**
 - The application must be single-sided and single-spaced.

- **Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b).**
- **Do not include unnumbered pages.**
- d. Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes**
 - **You may use a smaller type size but it must be in black ink, readily legible, and follow the font typeface requirement.**