



CCF RESEARCH GRANT APPLICATION 2017 LETTER OF INTENT INSTRUCTIONS

The Children's Cardiomyopathy Foundation (CCF)'s Research Grant Program has a two-step application process. A letter of intent is required in advance of submitting a full grant application. The 2017 deadline for letters of intent is Wednesday, June 14 by 5:00 p.m. eastern standard time.

The following instructions are for investigators who are interested in applying for CCF's Research Grant Program. Only investigators who have submitted a letter of intent and have been invited by CCF to submit a formal grant application will be considered for funding.

Letter of Intent Requirements

The letter of intent is designed to provide a general overview of the proposed research study with sufficient detail to allow for the evaluation of the scientific merit and feasibility of the study. Two pages (letter of intent form and research abstract) are required for submission and the listed supporting documents (biographical sketch and publication list) are optional. Before submitting a letter of intent, please read the document "CCF Research Funding Considerations" to determine if your study meets CCF's research funding criteria.

The documents should be in the following format: single-sided, single-spaced, Calibri 12-point font, and 1-inch margins with page numbers at the bottom. The letter of intent should include the following:

1. **Letter of Intent Form** (1 page)

The provided cover sheet should be completed and signed.

2. **Research Abstract** (1 page)

The abstract should summarize the research project and describe what issue(s) the study addresses, the study's specific aims, relevant literature or prior research, how the study will be conducted and evaluated, and why the work is important to furthering knowledge about pediatric cardiomyopathy or improving the treatment of children with the disease.

3. **Supporting Documents**

The following supporting documents are optional but helpful in the evaluation process.

- **Biographical sketch:** This should include education and training in chronological order, positions and honors in chronological order, and past and current research support for the past three years. The NIH biosketch format is preferred. An example can be downloaded from <http://grants1.nih.gov/grants/funding/phs398/biosketchsample.pdf>.

- Relevant publications: This should be a short-list of peer-reviewed publications from the past 5 years that are relevant to the proposed research topic.

Letter of Intent Submission

A PDF copy of the letter of intent and supporting documents should be electronically submitted (email) to lyue@childrenscardiomyopathy.org no later than Wednesday, June 14, 2017 by 5:00 p.m. eastern standard time. All documents (signed letter of intent, research abstract and supporting documents) should be merged into one pdf file before sending. PDF files should be saved as "LOI_investigator first and last name_institution_2017." An example would be to name the file "LOI_John Smith_Univ of Miami_2017"

No extensions of the deadline can be made. Once submitted, a confirmation email will be sent to the investigator. For questions about submitting a letter of intent, please contact Lisa Yue at lyue@childrenscardiomyopathy.org or 866-808-2873, ext 901.

Review & Notification Process

Each letter of intent is carefully reviewed by CCF's medical advisors and CCF's Founding Executive Director to determine if the project is in line with CCF's research criteria and priorities. Preference will be given to studies on primary cardiomyopathy and where no other organization offers funding for the cardiomyopathy being studied. Investigators will be notified by email by Friday, July 21, 2017 on whether they have been approved to submit a full grant application. For eligible investigators, the submission deadline for full grant applications is Friday, September 8, 2017 by 5:00 p.m. eastern standard time.

All decisions made by CCF are final and are not subject to appeal.