Institute of Clinical and Translational Sciences

NIH Mock Study Section:
Letter of Intent Guidelines for F, K and R Applications

A letter of intent is required for any investigator interested in participating in the Office of Training Grants' NIH Mock Study Section.

The letter of intent should be no more than two to three pages and must include the following:

- Descriptive title of proposed research;
- Overall aim/hypothesis of proposed research (limit to 2-3 sentences);
- Name, e-mail address, and telephone number of the Principal Investigator(s);
- Names of other key personnel;
- Participating institutions;
- Number and title of the funding opportunity;
- Name, title and email address of 3 potential internal reviewers (*not currently associated with your application*).

For F and K applications, in addition to the above, please include the following:

- Name and signature of the primary mentor who will be included in the application
  Note: All primary mentors will be asked to serve as reviewers for other proposals submitted to the NIH Mock Study Sections

The Letter of Intent should be sent to eabente@wustl.edu no later than 5:00 PM CST on Friday, August 18, 2017.

The submission of a letter of intent does not guarantee the review of an application. The LOI will not be included with the full application for reviewers to read during the formal review process. The information that it contains allows staff to estimate the potential review workload and plan the study section. Note, unlike an NIH Mock Study Section, this study section will be open to observers for educational purposes.

All investigators who submit a LOI, will receive further instructions about the full application package by August 28, 2017. If you have further questions, please contact Betsy Abente at: eabente@wustl.edu.

Resources:

- **Grants Library:** A centralized resource for grant writers that contains awarded grants, stock language, and proposal tools: https://wustl.box.com/v/wustlgrantslibrary

- **Scientific Editing Service (SES)**: The Institute of Clinical and Translational Sciences (ICTS) has a new Scientific Editing Service (SES) available to maximize clarity and provide an in-depth editorial review of your application. For more information contact: DOM-ICTSEditor@wustl.edu.