EMZ Foundation – FAQ's for Letters of Intent (LOI's)

How do you access the LOI?
1. Log on to https://proposalCENTRAL.altum.com
2. Logon as an Applicant.
3. Click on the gray "Grant Opportunities" tab in the upper right corner.
4. In the Filter List by Grant Maker drop-down list select "E. Matilda Ziegler Foundation for the Blind, Inc."
5. The "grant application" will be listed. To access the LOI, simply click on the "Apply Now" link.
6. Enter in a "Title" and then click on "Save".   All the sections of Letter of Intent will be available.
7. Go to section 2) Download Templates & Instructions.

Who is eligible? *[see Request for Applications]*
- Tenure track or equivalent
- Assistant Professor or equivalent
    - *To clarify further, this means only junior, independent investigators with dedicated lab space and long term commitment from the institutions are eligible for grants.*
- Investigators working at institutions in the U.S. only; they do not have to be U.S. citizens.
- Not eligible, investigators who have had NIH R01 support; persons working outside the U.S.
- No age limit; "junior" investigators means in terms of academic research and NIH funding.

LOI requirements for summary?
- The summary is maximum 3000 characters. It should be a short paragraph with broad outlines of the proposal.

LOI References?
- Literature references may be included in the project summary and do not count toward the two-page limit. Reference letters (from former supervisors, etc.) are not part of the LOI application.

LOI requirements for "Current Funding", similar to the 'Other Support' Section of an NIH grant?
- You should include a description of all of your research support, like the 'Other Support' section for an NIH grant application. You may delete the research support section in your biosketch as long as you include everything in your "Current Funding" section.
- Other support should include all grants, not just those related to this application
- You do not need NIH biosketches for co-investigators or postdocs.

Do I need to download a Face Page?
A face page will be generated automatically through the proposal central system. The docs you need to upload are: biosketch, other (current) funding, and project summary.

Do I need to download signature page?
A signed signature page is not required for submission of LOI. You will not need to upload it. In the section "Print LOI attachments" it states, "Signature Page is Not Required".

Uploading docs?
You need to upload each individual file separately. We set it up that way to make sure that we receive the Biosketch, Other Support (Current Funding) and Project Summary (limited to 2 pages).