



## Instructions for Letters of Intent (LOI)

### Submission Deadline: August 15, 2018, 11:59 PM EST

Letters of intent (LOI) should be submitted through the E. Matilda Ziegler (EMZ) Foundation on-line application system at ProposalCentral (<https://proposalcentral.altum.com/>). Additional information about the 2018 Request for Applications can be found at: <http://www.emzfoundation.com>

For grant related questions, please contact [MCleary@swisher.com](mailto:MCleary@swisher.com)  
For technical questions regarding using ProposalCentral, please contact:

[pcsupport@altum.com](mailto:pcsupport@altum.com)

800 875 2562 (Toll-free U.S. and Canada)  
+1 703 964 5840 (Direct Dial International)

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#### FORMAT

Please include the following in your Letter of Intent. Margins should be at least 1/2" around, and the suggested font is Arial, 11 point. Forms for the application can be accessed through the EMZ Foundation's on-line applications system at ProposalCentral (<https://proposalcentral.altum.com/>).

#### 1. Face Page

The face page should include the following information:

- Title of the Project
- Name of Principal Investigator and Title, Degree
- Principal Investigator Contact Information: Mailing Address; Phone Number; Fax Number; e-mail address; Web site address.

**2. Biographical Sketch:** Use the new (5-page) National Institutes of Health (NIH) Biosketch format, but include a complete list of publications. The information provided in the biographical sketch should include training, personal statement and professional experience.

**3. Current Funding:** Include current funding status, the funding agency, award number, dates applicable, title, amount, and one or two sentences describing the content of the funded application/award.

**4. Project Summary:** Two-page maximum (not including references). Please use Arial 11 point font.



### **Suggested Format:**

1. **Brief summary of the background of the proposal.**
    - Briefly describe the context of the scientific problem.
  2. **Description of the Hypothesis/Specific Aims of the project.**
    - Indicate the specific hypothesis or questions to be addressed.
  3. **Rationale.**
    - Explain the rationale leading to the proposed research.
  4. **Experimental Approach/Methodology**
    - Provide a framework for the experimental plan, with references where appropriate.
  5. **Summary and Impact**
    - How will the successful completion of the proposed studies advance our understanding of vision or visual system disorders?
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### **Proposal Submission:**

The LOI should be submitted through the EMZ Foundation's on-line application system at ProposalCentral (<https://proposalcentral.altum.com/>).

LOI Receipt Deadline:	August 15, 2018, 11:59 PM EST
Full grant proposal deadline for invited applicants:	October 3, 2018, 11:59 PM EST

**Questions** regarding the grant application and review procedures, or the suitability of a project with respect to EMZ Foundation goals, can be sent by email to Marcia Cleary at [MCleary@swisher.com](mailto:MCleary@swisher.com), the EMZ Foundation Administrator, or Michael Crair at [michael.crair@yale.edu](mailto:michael.crair@yale.edu), the chair of the EMZ Foundation Scientific Advisory Committee.

PIs and organizations identified in the LOI should be the same as those intended for the subsequent application submissions. If any changes are necessary after submission of the LOI, the PI must contact Marcia Cleary at [MCleary@swisher.com](mailto:MCleary@swisher.com). No change in PI will be allowed after the invitation to submit a full proposal. Thank you for your interest in vision research!

**For more information about the E. Matilda Ziegler Foundation for the Blind, Inc., please visit <http://www.emzfoundation.com>.**