



Instructions for Letters of Intent (LOI)

Submission Deadline: Monday, October 2, 2023

Letters of Intent (LOIs) in PDF format including the information described below in the specified format should be sent by Monday, October 2, via email to Marcia Cleary, the EMZ Foundation Administrator at: mcleary@swisher.com. LOIs will be reviewed by the EMZ Foundation Scientific Advisory Committee, who will notify applicants by Wednesday, October 25, if they are invited to submit a full grant proposal application. Invited (full) applications will be due on Friday, November 17, 2023. Applicants whose applications are selected will be notified no later than December 10.

FORMAT FOR THE LOIs:

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.

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 current 5-page National Institutes of Health (NIH) [Biosketch format](#). This format includes a description of your training, a personal statement that describes your professional experience and its relevance to this project, and a description of up to 5 contributions to science with up to 4 supporting references each. Be sure to include a link to your complete bibliography. Example and template [NIH biosketch](#) format pages and instructions can be found here: grants.nih.gov/grants/forms/all-forms-and-formats.htm.

3. Current Funding ('Other Support'): Include a description of all current funding, including startup ('seed' or 'dowry') funding from your home institution, using the current NIH [Other Support format page](#). Include the funding agency, award number, dates applicable, title, amount, and one or two sentences describing the content of the funded application/award. Instructions for how to fill out an NIH [Other Support format page](#) can be found here: <https://grants.nih.gov/grants/forms/othersupport.htm>.

4. Project Summary: Two-page maximum (not including references). Please use Arial, 11-point font. Figures and tables are acceptable if they fit within the two page limit along with the text.



Suggested Format for Project Summary:

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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LOI Submission:

The LOI should be submitted directly in PDF format to the EMZ Foundation Administrator, Marcia Cleary, at: mcleary@swisher.com. There is no requirement for institutional sign-off for the LOI. Applicants invited for full applications will provide institutional sign-off at that stage.

LOI Receipt Deadline:	Monday, October 2, 2023
Notification invitees for full proposal:	Wednesday, October 25, 2023
Full grant proposal deadline for invited applicants:	Friday, November 17, 2023

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

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. No change in PI will be allowed after the invitation to submit a full proposal. Thank you for your interest in vision research!