

**Letters of Intent must be received no later than 5:00 p.m. CST on August 2, 2010.**

LOIs must be submitted on-line at <http://www.childrensdiscovery-application.org/login.php>. The CDI has launched a new grants application system, thus all users must register. The user names and passwords used for previous CDI submissions (with the exception of the fall 2009 and spring 2010 application cycles) are invalid. The new CDI system has the ability to allow PIs to select a delegate to submit the Letter of Intent on their behalf. To use the delegate option, the delegate must also register. After the delegate has registered, then the PI must go to "Designate Delegate" and select the appropriate name from the drop-down list. PIs may only designate one delegate at a time.

To initiate the LOI, click on "START a New Letter of Intent." Once a grant ID has been created for the LOI, changes to the LOI will automatically be saved upon exiting the system. To retrieve the LOI, go to the home page, find the applicable LOI under the "Letters of Intent" heading, and click the "continue" hyperlink after the title.

Competitive renewals of existing CDI awards will be considered in rare circumstances if the research proposed endeavors to answer questions of great importance to child health and to significantly further the work outlined in the initial award. Investigators submitting a LOI as a competitive renewal should follow the instructions listed below with one exception: the title should match that of the existing award and should be followed by an asterisk \*.

All CDI forms, instructions, and policies may be found at the following URL:  
<http://www.childrensdiscovery.org/content/apply.htm>.

Investigators wishing to submit proposals for Faculty Recruitment Awards or Educational Initiatives must obtain the approval of the CDI Scientific Director prior to submission. Those LOIs are also due August 2, 2010. Contact [cdi@kids.wustl.edu](mailto:cdi@kids.wustl.edu) for more information. Letters of Intent for Infrastructure and Core Large Initiatives are due February 1, 2011.

Please follow the instructions below and contact Angela Mayer at [cdi@kids.wustl.edu](mailto:cdi@kids.wustl.edu) with inquiries concerning submission.

**PIs will be notified on or before August 30 of the status of LOIs. Instructions for proposal submission will be sent at that time. Proposals will be due October 15, 2010.**

**Format Specifications:**

- The applicant's name and Grant ID (this can be found at the top of the page) must be listed as the header in the upper right corner of all documents.
- Documents should be single-spaced with one-half inch margins and Arial font size 11.
- The names of each file should begin with the last name of the PI, then an underscore, and then a one or two word description of the item. (Example: lastname\_projectsummary).
- All documents must be converted into Portable Document Format (PDF) prior to submission.

### **LOI Components for Interdisciplinary Research Initiatives:**

Up to \$150,000/yr for up to three years (includes indirect costs) is available for salary support, equipment and other research costs. CDI will pay the following in indirect costs: 20% for laboratory-based research and 10% for other research. All equipment is subject to the 10% IDC rate and is capped at \$5,000 per grant.

These initiatives may be submitted by any Washington University faculty seeking to embark on novel projects in need of initial start-up funding to enable procurement of other independent support. Projects must be relevant to one or all of the CDI Centers.

### **General Information**

1. Funding Mechanism: select Interdisciplinary Research Initiatives.
2. Center: Select the CDI Center that is most relevant to the proposed research.
3. Title of Proposal: limit to 100 characters.

### **LOI Submission**

4. Letter of Intent: limit to one page. The letter should outline the precise specific aims, describe the broad and high-risk nature of the science, state the approximate budget and duration for the proposed project, detail the role of all team members, and clearly indicate how the project will support the goals of the relevant CDI center. Letters should be submitted on the CDI continuation page. There is no need to address the letter to the CDI. Use the space to provide all of the necessary details of the project.
5. Project Summary: use the continuation page to provide a succinct (approximately 250 words) and accurate description of the proposed work and its relevance to the CDI's objectives. Language should be able to be understood by a lay audience. Do not write in the first person. If funded, this summary will be posted on the CDI's website and it may also be used in press releases, as well as the CDI newsletter (which is distributed to donors)... etc.
6. Biosketches of Key Personnel: limit to four pages each. Please use the CDI Biosketch page. Note that the CDI now accepts proposals with multiple PIs. The biosketch for the PI or contact PI should appear first, followed by the biosketches of the other PIs in alphabetical order (if submitting a multiple PI application), and then by the biosketches of all other key personnel (in alphabetical order). Please use the CDI biosketch page.
7. Letter from Department Chair: limit to one page. Letters of support should be provided on the appropriate letterhead. Address the letter to the CDI Scientific Advisory Board.

### **LOI Components for Postdoctoral Fellowships:**

Up to \$30,000/yr for up to two years (includes indirect costs) is available primarily for salary/stipend support, but may include supplies and other expenses. CDI will pay the following in indirect costs: 10% for other research. All equipment is subject to the 10% IDC rate and is capped at \$5,000 per grant. Typically, the CDI does not approve equipment purchases on fellowship awards.

These proposals may be initiated by anyone in a postdoctoral trainee role at Washington University (examples: Clinical Fellows, Postdoctoral Research Associates/Scholars) who is seeking funding to undertake innovative research relevant to one or all of the CDI Centers.

### **General Information**

1. Funding Mechanism: select Fellowship.
2. Center: Select the CDI Center that is most relevant to the proposed research.
3. Title of Proposal: limit to 100 characters.

### **LOI Submission**

4. Letter of Intent: limit to one page. The letter should outline the precise specific aims, describe the broad and high-risk nature of the science, state the approximate budget and duration for the proposed project, detail the role of all team members (if applicable), and clearly indicate how the project will support the goals of the relevant CDI center. Letters should be submitted on the CDI continuation page. There is no need to address the letter to the CDI. Use the space to provide all of the necessary details of the project.
5. Project Summary: use the continuation page to provide a succinct (approximately 250 words) and accurate description of the proposed work and its relevance to the CDI's objectives. Language should be able to be understood by a lay audience. Do not write in the first person. If funded, this summary will be posted on the CDI's website and it may also be used in press releases, as well as the CDI newsletter (which is distributed to donors)... etc.
6. Biosketches of Trainee and Sponsor/Mentor: limit to four pages each. List the trainee's biosketch first. Please use the CDI Biosketch page.
7. Letter from Mentor: limit to one page. Letters of support should be provided on the appropriate letterhead. Address the letter to the CDI Scientific Advisory Board.
8. Letter from Department Chair: limit to one page. Letters of support should be provided on the appropriate letterhead. Address the letter to the CDI Scientific Advisory Board.

### **LOI Components for Infrastructure and Core Large Initiatives:**

Up to \$1.5 million over the course of 3 years (there is no per year limit) may be requested by any Washington University faculty member for salary support, equipment and other research costs. The \$1.5 million includes indirect costs. CDI will pay the following in indirect costs: 20% for laboratory-based research and 10% for other research. All equipment is subject to the 10% IDC rate and is capped at \$5,000 per grant.

These initiatives may be submitted by any Washington University faculty seeking to embark on novel projects in need of initial start-up funding to enable procurement of other independent support. Projects must be relevant to one or all of the CDI Centers.

### **General Information**

1. Funding Mechanism: select Infrastructure and Core Large Initiatives.
2. Center: Select the CDI Center that is most relevant to the proposed research.
3. Title of Proposal: limit to 100 characters.

### **LOI Submission**

4. Letter of Intent: limit to one page. The letter should outline the precise specific aims, describe the broad and high-risk nature of the science, state the approximate budget and duration for the proposed project (maximum of \$1.5 million over the course of 3 years), detail the role of all team members, and clearly indicate how the project will support the goals of the relevant CDI center. Letters should be submitted on the CDI continuation page. There is no need to address the letter to the CDI. Use the space to provide all of the necessary details of the project.
5. Project Summary: use the continuation page to provide a succinct (approximately 250 words) and accurate description of the proposed work and its relevance to the CDI's objectives. Language should be able to be understood by a lay audience. Do not write in the first person. If funded, this summary will be posted on the CDI's website and it may also be used in press releases, as well as the CDI newsletter (which is distributed to donors)... etc.
6. Biosketches of Key Personnel: limit to four pages each. Please use the CDI Biosketch page. Note that the CDI now accepts proposals with multiple PIs. The biosketch for the PI or contact PI should appear first, followed by the biosketches of the other PIs in alphabetical order (if submitting a multiple PI application), and then by the biosketches of all other key personnel (in alphabetical order). Please use the CDI biosketch page.
7. Letter from Department Chair: limit to one page. Letters of support should be provided on the appropriate letterhead. Address the letter to the attention of the CDI Scientific Advisory Board (no address).