



## 2022 HOPA Early Career Research Grant

### Request for Letter of Intent (LOI)

Interested applicants for the HOPA Early Career Research Grant are required to submit a Letter of Intent (LOI). The LOI should follow the format below and will serve to permit assessment of eligibility for the award and the identification of qualified reviewers for the HOPA Basic and Translational Sciences and Grant Reviewers Committee.

Letters of Intent must be received by e-mail to the administrator of the grant, no later than **December 1<sup>st</sup>, 2021** (11:59 pm CST). Please submit electronically as a **single PDF** file to HOPA Staff Liaison, Hannah Lipton, ([education@hoparx.org](mailto:education@hoparx.org)).

**The Letter of Intent must be no more than a total of 4 pages in length for items 1-10 below and include the following information in this order:**

#### 1. PI Information:

Post Graduate training completed (select all that apply)	<input type="checkbox"/> PGY1 <input type="checkbox"/> PGY2 <input type="checkbox"/> Fellowship <input type="checkbox"/> other degree (MS, MPH, PhD)
Years since most recent post-PharmD clinical/research training	<input type="checkbox"/> 0-7
Has received extramural research funding of or greater than \$10,000 as a Principal Investigator	<input type="checkbox"/> Y <input type="checkbox"/> N

2. Study title and an overall objective statement
3. The relevance to the HOPA Strategic Plan
4. Specific aims, and the hypothesis or hypotheses to be tested
5. Background literature and summary of preliminary data (if any)
6. A summary of the methods or procedures
7. Enrollment plan with site-specific number and projections
8. Statistical justification for sample size, experimental design, and plan for result evaluation
9. Statement providing mentor information and mentorship plan
10. Timeline of project demonstrating feasibility of study completion within 2 year
11. References/Bibliography

In addition, the application must include the following:

11. A NIH formatted biosketch should accompany the Letter of Intent for both the PI and any co-investigators. Include current research support (list each funded grant or contract for the conduct of these projects and any potential overlap with the current proposal). If there are no other grants, state "NONE". The form for the biosketch can be obtained at: <http://grants.nih.gov/grants/funding/phs398/phs398.html> .

## Format Specifications:

### Font

Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or larger. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.

- Type density, including characters and spaces, must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.
- Use black ink that can be clearly copied.
- Print must be clear and legible.

### Paper Size and Page Margins

- Use standard paper size (8 ½" x 11")
- Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages. No information should appear in the margins, including the PD/PI's name and page numbers.

### Page Formatting

- Because a number of reviewers will be reviewing applications as electronic documents and not paper versions, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.
- The application must be single-sided and single-spaced.

**STRICT ADHERENCE TO THE INSTRUCTIONS ABOVE IS NECESSARY OR THE PROPOSAL WILL NOT BE REVIEWED.**

HOPA will fund grants based on the stated scope of work in the request for proposal (RFP). A total of \$50,000 in funding is available. The grant will cover direct costs only; no indirect fees/charges will be covered (refer to [FAQ](#) for definition of “indirect cost”). The Principal Investigator must be a [full HOPA member](#), and the **24-month project** must advance hematology/oncology pharmacy practice in alignment with the HOPA strategic plan.

The Letters of Intent will be evaluated by the HOPA Basic and Translational Sciences and Grant Reviewers Committee, and submission of full applications will be invited for eligible projects. The decision of the Committee will be transmitted to the candidates in **January of 2022**, and those who are invited to submit a full proposal will need to do so by **April 1, 2022**.

Additional ad hoc members will be added to the HOPA Basic & Translational Sciences and Grant Reviewers Committee's review panel, if needed, to provide the expertise to evaluate each proposal. Applicants will be informed of the decisions regarding their applications as soon as they have been made in **May of 2022**. Funding will be initiated when all approvals and signed letters of agreement are returned by grant awardees. Funds unspent 24 months after disbursement of the grant monies, must be returned to HOPA unless an extension is formally requested and approved. Any requests for extension must be made at least 6 months before the expiration of the grant. Progress reports are due to HOPA Staff on a quarterly basis.

For any questions or clarifications, please contact HOPA Staff at [education@hoparx.org](mailto:education@hoparx.org).