**Letter of Intent – Developmental Studies**

**Instructions for using this template.**

**This template must be used to create your Letter of Intent (LOI) narrative. You should:**

* Save this template as a separate file before you begin, so you have the instructions available at all times.
* Complete the identifying information shown below this block of instructions.
* Describe your project under the headings listed in the template below.
* Applicant LOIs are expected to submit a brief discussion of each of the areas described in the CFP selection criteria. This template includes headings for each of these criteria, along with detailed instructions and page length recommendations for each heading.

**SAMPLE - PAGE 10 OF 11**

* Delete all blocks of instructions, which are indicated with Blue font, before uploading your LOI.
* **Save your final LOI as a PDF.** In the “Resources” area on the left of the online system, you will find the **“**Applicant Guide.” Within the guide, there are links to “Upload Documents” and “Troubleshooting Tips” for converting your document to a PDF.
* Upload the PDF to the LOI Narrative section of the online system.

**NOTES:**

* Your LOI narrative should be typed in **11-point Arial font and black type**. **The entire narrative, including section headings, should be 3 pages with 1.5 line spacing** and one-inch margins on the top, bottom and sides of the page.
* You will not be able to upload a document that is longer than **3 pages.**
* Do not adjust the margins or font style/size of this template.
* To save space, you may upload a separate **References Document** containing a list of the references that are cited in your LOI. Your References Document may be uploaded in the Supplementary Documents section of this online submission system. We recommend following the AMA/Vancouver style for including in-text citations in your LOI, such that references are numbered in consecutive order, and superscript Arabic numerals are used for in-text citations, e.g.1. More information about citation styles can be found here: <https://guides.lib.uw.edu/hsl/ama/intext>
* No hardcopy materials will be accepted as part of your online submission.

**Remember to delete all blocks of instructions, which are shown in blue font, before converting this document to PDF and uploading it. Make sure that your document does not exceed 3 pages after deleting all blocks of instructions.**

**Project Title:** (your project title goes here)

**Proposal I.D.:** (your proposal ID goes here—found in the upper right corner of any screen in this online system)

**Applicant Name:** (your project director’s name goes here)

**Legal Name of Applicant Organization:** (legal name of applicant organization goes here)

**1. Systemic Racism Focus:**

* Describe the specific form(s) of systemic racism your proposed research study will address, including the population group(s) affected by this racism.
* Describe how this systemic racism operates within or affects medical, social and public health systems.
* Briefly summarize the current state of scientific knowledge about this form of systemic racism and its connection to medical, social and public health systems, noting important gaps in evidence that your proposed research will address. If your proposal addresses Special Topic #1 from the CFP document (page 3), your LOI must identify important gaps in scientific knowledge about your chosen form(s) of systemic racism, and you must describe how your proposed research will close these gaps.
* We recommend devoting up to 1 page to this section.

**2. Systems Alignment Approach:**

* Describe your proposed approach for helping representatives within social service systems, medical care systems, and public health systems work together to dismantle or disrupt the form(s) of systemic racism noted above. Your systems alignment approach must engage representatives from all three types of systems. See the S4A program’s [FAQ page](https://systemsforaction.org/system-alignment-innovation-hub-request-proposals-faqs-2023) for more information about how these systems are defined, including delivery systems and financing systems.
* Describe your theory of change or logic model for how the alignment approach is expected to improve health and health equity for population groups that experience systemic racism. Include any references to scientific evidence and/or practical/lived experience that support your theory of change and scientific premise.
* For applicants applying to the Impact Studies award category, briefly summarize your preliminary research results and/or pilot test results that demonstrate the feasibility and acceptability of your proposed approach and its potential to dismantle or disrupt forms of systemic racism and inequity. Include references to documents that summarize your preliminary research results and/or pilot test results.
* If your LOI addresses Special Topic #1 from the CFP document (page 3), you may not yet have a systems alignment approach to describe in this section. Instead, describe how your proposed research will inform the development of new system alignment approaches that have the potential to dismantle or disrupt forms of systemic racism.
* We recommend devoting up to 1 page to this section.

**3. Scientific Approach:**

* Briefly summarize the research design and methodology you will use to evaluate the feasibility or impact of your proposed systems alignment approach.
* Applications for the Developmental Studies award category must use relevant approaches for evaluating feasibility and acceptability of the system alignment approach, while applications for the Impact Studies award category must use relevant approaches for evaluating the impact of the system alignment approach on measures of health and health equity for populations that experience systemic racism and inequities.
* For applicants applying to the Impact Studies award category, you must reference a research design that is sufficient to support inferences about the causal impact of the system alignment approach under study, including experimental, quasi-experimental, and/or simulation research designs. These applicants must also specify one or more outcome measures to be used in estimating impact.
* If your LOI addresses Special Topic #1 from the CFP document (page 3), your study may not focus on testing the feasibility or impact of a specific systems alignment approach. Instead, briefly summarize the research methods you will use to accomplish each of the following aims: (1) elucidate how the form of systemic racism operates and persists within and across medical, social, and public health systems; (2) quantify the impact of the form of racism on the health and wellbeing of affected populations (if applying for the Impact Studies award category); and (3) explore potential pathways and opportunities for dismantling and/or disrupting these forms of racism and their adverse health effects. For applicants applying to the Impact Studies award category under Special Topic #1, you must reference a research design that is sufficient to support inferences about the causal impact of the form of systemic racism on the health and wellbeing of affected populations.
* If your LOI addresses Special Topic #2 or Special Topic #3 from the CFP document (page 3), make sure to briefly summarize how your proposed research design and methodology will allow you to address the relevant areas of interest described in the CFP.
* We recommend devoting up to ½ page to this section.

**4. Expertise and Community Engagement:**

* Briefly summarize the relevant expertise of the proposed research team.
* Teams should include individuals with relevant scientific research expertise, expertise in engaging and working with communities that experience systemic racism, practical experience with leading systems change, and expertise in approaches for dismantling systemic racism and improving health equity.
* We encourage you to include a brief statement about how your proposed study will help relevant audiences use the evidence produced by the study to achieve systems alignment and systems change within and beyond the study settings.
* This section of your LOI should include information relevant to the selection criteria labelled as “Multidisciplinary Expertise”, “Community Engagement”, and “Potential to Move Evidence into Action” in the CFP document, shown on page 11. Applicants who are invited to the Full Proposal stage will be asked to provide more detail about their capabilities and approaches under each of these criteria.
* We recommend devoting up to ½ page to this section.