



**American Cancer Society RFA:  
Cancer Health Equity Research Centers (CHERCs)**

**Letter of Intent (LOI) Instructions**

**LOI Due Date:** March 17, 2025, 11:59 PM EST

LOIs must be submitted electronically via ProposalCentral. Complete all required fields online and upload the required attachments.

**Required Materials and Information**

1. Center PI and Sub-Award PIs' administrative information. Include contact information for the Center PI's administrative professional. Note: The email address provided for each PI will be used by the program office for communication and application access in ProposalCentral if the LOI is approved. Please make sure the email address provided for each PI is accurate.
2. Biosketches for the Center PI (required) and Sub-Award PIs (optional)
  - Save and upload all Biosketches as a single, merged .pdf file.

**Note:** Attachments must be uploaded as .pdf.

3. In the LOI abstract field (estimate: 2-5 pages) include the following:
  - An overview of the Center (estimate: ~1 page in a document):
    - Define the overall vision and specific aims of the CHERC. Include details about any planned Center activities including core programs, career development, research support, pilot projects, etc.
    - Describe the issues of health equity that the CHERC will address, and the anticipated impact that the CHERC will have in its local and/or regional community
    - Describe the setting of the CHERC and how it will engage the local community
  - Overviews of the proposed Sub-Award research projects (estimate: ~0.5-1 page per project in a document):
    - Project title
    - Identify the type of Sub-Award project (e.g., RSG, CSDG); if a CSDG, include the name of the mentor in addition to the PI.
    - Project Abstract: hypothesis, specific aims, methods, expected significance, and impact

**Note:** If you "cut and paste" in this section, please double check that there are no additional carriage returns before submitting the LOI.

**After Submitting the LOI:** LOIs will be reviewed, and invitation-to-apply decisions will be communicated to applicants via ProposalCentral by April 15, 2025.

**RFA Contact:** Joanne Elena, PhD, MPH at [joanne.elena@cancer.org](mailto:joanne.elena@cancer.org)

**Technical Assistance:** If you have problems accessing ProposalCentral or using the electronic application system, click on "Help," or contact ALTUM Customer Service at [pcsupport@altum.com](mailto:pcsupport@altum.com) or call 1-800-875-2562.