

SBF-ACS CHILDHOOD CANCER RESEARCH RFA PILOT ACCELERATOR AND TEAM ACCELERATOR AWARDS

HOW TO SUBMIT A LETTER OF INTENT (LOI)

1. Use the Electronic Submission Portal proposalCENTRAL

- Go to proposalcentral.com and login or create an account.
- In the gray tabs across the top of the page, choose Grant Opportunities.
- In the 1st column, Grant Maker, scroll to American Cancer Society.
- In the 2nd column, Programs, you'll see 2 St. Baldrick's Foundation-American Cancer Society grants: RFA Interdisciplinary Team and RFA Pilot Accelerator.
- In the row with the grant you're interested in, on the far right, click the blue "Apply Now" button to get to the LOI sections.

2. In the LOI Section of proposalCENTRAL

- Type in your Project Title and Save to get access to step 2, Download Templates and Instructions, which has 2 files: LOI Template Instructions and LOI template.
- The instructions tell you how to format your LOI before you submit it.
- Click on the Download icon to the left of the file name. On the bottom left of your screen, you'll see a DOCX (Microsoft Word) file, use the arrow on the right to open the file.
- Next, download the LOI template and open it.
- We recommend that you save the LOI template before you start to fill your info.

3. Letter of Intent Template Instructions/Format Requirements

- In the header of the template, type the name (last name first) of the principal investigator.
- For the text of the LOI, use 12-point Times New Roman or 11-point Arial as the minimum font size.
- For figures, legends, and tables, you may use a 10-point Times New Roman or 9-point Arial font type.
- Single-spaced text is acceptable. We recommend double spaces between paragraphs.
- When you've completed your LOI, save it as a PDF file.
- To upload your LOI, go to Step 6 in proposalCENTRAL.

If you have problems accessing or using the electronic application process, click on "Help." Or contact ALTUM Customer Service at pcsupport@altum.com or call 1-800-875-2562.