



**2017 Bladder Cancer Research Innovation Award  
\$300,000 over two years  
Letter of Intent Instructions & FAQs**

**LOI Application Instructions:**

BCAN requires applicants to submit an online application using proposalCENTRAL

The LOI application must include the following components:

- Letter of Intent
- References
- Applicant's Biographical Sketch
- Scientific Abstract

**Starting your Letter of Intent (LOI) application in proposalCENTRAL**

Access proposalCENTRAL and log in with your Username and Password. If you are a first time user click "Register" to get a username and password. If you have forgotten your password, click on the "Forgot your password?" link.

To start an application, select the Manage Proposals tab (blue tab first on the left). Below the Manage Proposals tab are several links; select the In Progress link. A list of all applications for which you have applied through proposalCENTRAL will appear. Find the program titled "Bladder Cancer Research Innovation Award." Then in the Edit column (second column from the left) select the Edit link to access your application.

Complete all fields in the application and the templates that are provided. Upload all requested documents in PDF format.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support directly:

Phone: 703-964-5840, Toll-free phone: 1-800-875-2562, Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)

## **Application Format**

### **1. Project and Funding Information**

- a. Enter your Project Title
- b. Enter the Start Date as “08/15/2016”
- c. Enter the End Date as “08/15/2018”
- d. Enter Total Amount Requested: “\$300,000”

### **2. Download Templates & Instructions**

- a. The Guidelines for Letter of Intent, Biosketch Sample, and all templates can be downloaded from this page.
- b. You must download and complete the following three templates: Letter of Intent Template, References Template for LOI, Applicant Biosketch Template, (Biosketch Template for co-PI if applicable)
- c. Use word processing software to complete the templates and then convert to PDF format.
- d. See section 6 for how to complete and upload the templates.

### **3. Enable Other Uses to Access this Proposal**

- a. Optional

### **4. Applicant Information**

- a. Enter any updates for the applicant directly into proposalCENTRAL system.

### **5. Institutional and Signing Official Information**

- a. Enter information for the lead institution and signing official. No signatures are required for the LOI but they will be needed for the full proposal.

### **6. Key Personnel**

- a. Please enter in any anticipated co-investigators here.
- b. Please enter in co-PI(s), if applicable.

### **7. Abstract**

- a. Enter your scientific abstract here which can be up to 2000 characters including spaces (approximately 250 words).

### **8. Application Attachments**

All documents must be in English. Please follow NIH guidelines:

Paper Size: 8.5" x 11"

Margins: at least 1/2" all sides.

Font: Arial, Helvetica, Palatino, Times New Roman or Georgia at least 11pt (or larger).

## **9. Validate**

- a. Validate the LOI on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. “Validate” checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

## **10. Application Attachments Check**

- a. You can print signature pages as a way to save or keep a copy of your LOI. You do not need to sign or upload anything here.

## **11. Submit**

- a. After successfully passing the validate check and passing the application attachments check, click the “Submit” link. An email will be sent to you confirming your submission.
- b. Once your LOI application is submitted you may view it by accessing the “Submitted” link under the “Manage Proposals” tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the application to see the updated status.

## **Inquiries:**

Inquiries or technical issues regarding proposalCENTRAL and the online application process should be directed to consumer support at:

Phone: 703-964-5840, Toll-free phone: 1-800-875-2562, Email: pcsupport@altum.com

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to Stephanie Chisolm, PhD, at BCAN at 301-215-9099 x203 or by email at schisolm@bcan.org.

## **Frequently Asked Questions**

1. How do I submit an application with co-principal investigators (co-PIs)?
  - a. You must include an applicant biosketch for all PIs.
2. How do I upload/sign the signature page before submitting?
  - a. You do not need to do this for the LOI. Just click next and then submit
3. Are institutional signatures required for the LOI?
  - a. Institutional signatures are not required for the LOI.
4. I missed the February 8<sup>th</sup> deadline. Can I still apply?
  - a. No. This deadline is final.