

# Application Instructions

## The IRSF Two-Step Grant Application Process

### 1) Submit a Letter of Intent or Expression of Interest

The investigator must submit a Letter of Intent (LOI) or Expression of Interest (EOI) through IRSF's website describing the project in a succinct manner. The LOI should include objectives and specific aims of the proposal, research design and methods, qualifications of the Principal Investigator, mentor (if applicable) and other principal investigators involved in the project. Preliminary data may be appended where appropriate. LOIs should not exceed two pages; EOIs should not exceed three pages.

#### IMPORTANT:

- IRSF requires all applicants to use our online submission process.
- We have recently changed our grants management database, and you will need to create a new applicant account.
- Principle Investigators will need to submit a copy of their CV in the following format.
- Mentored Training Fellowship applicants must include a copy of their CV and that of their mentor in the following format.
- You will need your institution's Tax ID number to begin.

To submit your letter of intent, please click here: [Submit Letter of Intent](#)

Upon receipt, your LOI or EOI will be reviewed by members of the Scientific Review Board (SRB), who will decide whether or not to invite a full proposal.

### 2) Submit a Full Proposal

After review of the LOI or EOI, IRSF staff will contact the investigator via email to invite or decline a full proposal. Successful applicants will be provided with specific instructions to submit the electronic application form.

#### Eligibility:

Investigators with "Research Associate" as their title are eligible to apply for Mentored Training Fellowships only.

#### Grant Program Contact

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