

Letter of Intent: Research Grant Application

Date: [Insert Date]
Recipient: [Name, Title]
[Funding Agency/Organization]
[Address]

From: [Principal Investigator's Name]
[Department/Institution]
[Contact Email]
[Contact Phone]

Project Title

[Insert the title of the research project]

Project Summary

[Provide a concise summary of the research project, objectives, methods, and expected outcomes. Typically 1-2 paragraphs.]

Principal Investigator(s)

[List PI(s) and key personnel, their titles, and roles in the project]

Estimated Timeline

Start Date: [MM/YYYY] End Date: [MM/YYYY]

Estimated Budget

[Total amount requested: \$ _____. Brief breakdown, e.g., personnel, supplies, equipment, etc.]

Signature

[Principal Investigator Name & Title]
[Institution Name]

Important Notes

- A Letter of Intent is typically not binding, but should accurately reflect your intent to apply for funding.
- Include all required information as per the specific funding opportunity's guidelines.
- Keep the document concise—usually 1-2 pages.
- Submit by the stated deadline; late submissions may not be accepted.
- Check if a formal institutional endorsement is required.