

# 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

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[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.