



## Letter of Intent Instructions

### Letter of Intent (Required)

Organizations that intend to submit a full application must submit a Letter of Intent (LOI) for each proposal through the CARE Fund's grants management system. The Life Science Start-Up and Development LOI can be accessed via the Life Science Start-Up and Development page on the CARE Fund website. The LOI must be submitted by **Thursday, October 27, 2022, 5:00 p.m. (PT)**. The online LOI form will include the following prompts and questions. [Note: Applicants should consider protecting any potential intellectual property or confidential information before disclosing it in the LOI. Proprietary, privileged, confidential commercial, patentable ideas, trade secrets, etc. should only be included in the LOI to the extent necessary to convey an understanding of the research project proposal. Such information should be **clearly marked** in the LOI materials as confidential, proprietary, or privileged information.]<sup>i</sup>

1. **Applicant Organization Type**
2. **Applicant Organization Corporate Status**
3. **WA State OMWBE Certified Business.** Is the applicant organization a Washington State certified minority-, women-, or veteran-owned business?
4. Does the Applicant Organization have a **substantial presence in Washington State?**
5. **Contact Person for the LOI (First Name), (Last Name)**
6. **LOI Contact Person (Position)**
7. **LOI Contact Person (Email)**
8. **Project Title:** Enter the name of the research project title. (250 characters or less)
9. **Principal Investigator (First Name), (Last Name)**
10. **Principal Investigator (Position)**
11. **Principal Investigator (Email)**
12. **Key Project Personnel.** Provide a complete list of the key personnel for the project, including any independent researcher associated with the proposed project (even as a consultant). For each person, include their name, project role, and organization. [Note: This list will be used to avoid potential conflicts of interest in identifying the peer review panel. Personnel listed in the full application but that are not included in the LOI may result in a delay in application review.]
13. **Project Performance Site(s).** Provide the primary performance site for this proposal and any other performance sites. For each site, list the organization name and location (city and state).
14. **Project Key Words** (200 characters or less)
15. **Project Summary.** Provide a brief summary of the proposed project, including but not limited to the overall goal(s) of the project, and how the project responds to the funding opportunity. (2000 characters or less)
16. **CARE Fund Grant** amount to be requested

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<sup>i</sup> All applicants to CARE Fund Grant Programs are advised that information provided to the CARE Fund, including an applicant's proprietary and confidential information, are considered public records under Washington's Public Records Act, Chapter 42.56 RCW. Generally, public records are subject to disclosure

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unless an exemption to disclosure applies. Much of the information provided to the CARE Fund may be protected from potential Public Records request disclosure to the extent provided under RCW 42.56.270(29). RCW 42.56.270(29) is an exemption in the Public Records Act that applies specifically to records provided in the context of a CARE Fund application and grant implementation. It exempts “Financial, commercial, operations, and technical and research information and data submitted to or obtained by the Andy Hill Cancer Research Endowment program in applications for, or delivery of, grants under Chapter 43.348 RCW, to the extent that such information, if revealed, would reasonably be expected to result in private loss to providers of this information.” However, applicants should be aware that their information will be subject to disclosure unless this or another exemption applies.

The applicant may be notified of any public records request regarding their application and be given an opportunity to provide further information specifying why the information should be exempt from disclosure, and an opportunity to assert objections to disclosure and seek a protective order. The CARE Fund will determine, in its sole discretion, whether to assert RCW 42.56.270(29) or any other available public records exemption.