

## Center of Excellence for Bison Studies – Competitive Grant Program

### Letter of Intent Instructions

The Letter of Intent (LOI) is a prerequisite for the submission of an application to the Request for Proposals (RFP) for the Center of Excellence for Bison Studies Competitive Grant Program. The LOI is considered an initial screening document to ensure that all proposals align with the research priority outlined in the RFP (see below), and is also used to estimate the review workload and plan the review process. Principle investigators will be notified about the status of their LOI, and those with an acceptable LOI will be invited to submit a full proposal. The LOI itself does not enter into the formal review process with the full proposal.

For this year's RFP, projects should address **bison health and welfare** challenges and knowledge gaps faced by the bison industry, private and tribal bison producers, NGOs, and public herds. A project can be up to three years in duration but will be reviewed and approved on an annual basis. The project budget should not exceed \$70,000 annually; the annual funding cycle is July 1<sup>st</sup> – June 30<sup>th</sup>. Research results are expected to be published with open-access.

*The LOI must adhere to the following guidelines for successful submission:*

#### 1. Formatting

- a. Font size must be at least 11 point
- b. All margins must be at least 1"
- c. Line spacing must not exceed six lines of text per vertical inch (single-spaced)
- d. Page size must be letter (8.5" x 11")

#### 2. Content

Limited to three (3) pages, and must adhere to the following guidelines:

- a. Page 1, provide only:
  - i. Descriptive title
  - ii. Name, professional title, department, institution, and email address of the Principle Investigator (PI)
  - iii. Name, professional title, department, and institution of all other investigators
- b. Page 2, provide:
  - i. Rationale
  - ii. Overall hypothesis/goal
  - iii. Specific objective(s)
  - iv. Approach
  - v. Potential impact and expected outcomes
  - vi. Results dissemination plan
- c. Page 3, complete the attached projected budget table for each year of the project. No additional text or justification beyond this table should be included at this time. Annual budgets are limited to \$70,000 per year; total faculty salary compensation (including fringe) is limited to no more than 10% of the total annual budget requested. *No equipment or indirect is allowed.*

All LOI must be submitted as a single PDF. Submissions should be emailed directly to Dr. Kristi Cammack at [kristi.cammack@sdstate.edu](mailto:kristi.cammack@sdstate.edu) by October 27<sup>th</sup>, 2023 (5:00 PM Mountain Time Zone). Please include "Bison Center of Excellence – Letter of Intent" in the email subject line. You should receive a confirmation of LOI receipt by November 3<sup>rd</sup>. Notification of request for full proposal will be via email by December 22<sup>nd</sup>; deadline for full proposal submission will be February 28<sup>th</sup>, 2024. Submission of more than one LOI by a PI/collaborative team is discouraged.

Year 1 Budget		
Expense Category	Brief explanation (e.g., PI salary support; Grad student assistantship; laboratory materials)	Amount (\$)
Faculty/staff		
Graduate students/ hourly labor		
Materials/supplies		
Faculty/staff travel		
Other		
Miscellaneous (e.g., publications)		
<b>Total:</b>		
Year 2 Budget (if required)		
Expense Category	Brief explanation (e.g., PI salary support; Grad student assistantship; laboratory materials)	Amount (\$)
Faculty/staff		
Graduate students/ hourly labor		
Materials/supplies		
Faculty/staff travel		
Other		
Miscellaneous (e.g., publications)		
<b>Total:</b>		
Year 3 Budget (if required)		
Expense Category	Brief explanation (e.g., PI salary support; Grad student assistantship; laboratory materials)	Amount (\$)
Faculty/staff		
Graduate students/ hourly labor		
Materials/supplies		
Faculty/staff travel		
Other		
Miscellaneous (e.g., publications)		
<b>Total:</b>		
<b>Grand Total (over all years):</b>		