



OUTLINE FOR LETTER OF INTENT

The following is the LOI format to concisely describe your research project. The LOI is not to exceed two pages - single spaced, 12-point font (not including the budget). The budget must be attached (optional budget template provided). The LOI must be received by APRI no later than 11:59 p.m. on September 15th.

Project Title – Should concisely describe the project.

Project Lead and Contact Information – Name, Title, Email and Telephone

Partners/Collaborators – Name, Title, Employer

Project Timeline - Start Date and End Date

Request to Board of Directors – Please specify one of the following options:

- Letter of support from a specific commodity group or industry
- Letter of support plus financial commitment.

Project Description – Briefly describe the project, why the research is needed and how it will address at least one of industry's research priorities as identified on APRI's website.

Return to Industry – What is the issue/concern and how may this research address it, be impactful to industry? Outline the disadvantage imposed by our present state of knowledge and how this research may change it. If there is no economic improvement likely but the information will be beneficial to the industry in other ways, describe these benefits.

Methodology/Procedures – Briefly in layman's terms, describe what you are doing, how you will do it and why these methods are being used.

Budget (Sample template provided) – A total budget for the project is required. Use of the sample budget template is optional. Salaries (for whom), equipment, supplies, lab tests, rental fees, administration fees and items in the 'other' and 'miscellaneous' categories must be detailed. Indicate the items and amounts paid for by funding sources.

Evaluation of LOI by the Industry – The LOI will be assessed on the following parameters, rating each 1-5 with 1 being the lowest and 5 the highest ranking:

- Benefit to industry
- Clearly defined project and outcome description
- Appropriateness of 'ask' of industry (does it reflect the value of the research)

Failure to follow the guidelines and time frame may influence the Board's consideration of the proposal.