



Instructions for Submitting Letters of Interest

**Emerging Technologies for Point-of-Care Diagnostics
for Low-Resource Settings**

I. Summary of Deadlines

All deadlines are 17:00 Pacific Daylight Time

Item	Due Date
Questions regarding the request for letters of interest	December 17
Responses to questions published	December 22
Letters of Interest due	January 22

II. Instructions

- 1) Review the Request for Letters of Interest (LOI), the LOI Form, the Solicitation, and the Application Form.
- 2) Send any questions to dxcenter@path.org prior to 17:00 PDT, December 17, 2009.
- 3) Respond only to the Request for LOI. Do not respond to the full Solicitation; it is provided for background purposes only.
- 4) Complete the LOI form and provide a cover letter and a brief project description. The maximum length for the LOI is five pages, using 11-point font. These five pages include:
 - a. A cover letter: maximum length of one page, using 11-point font.
 - b. A completed LOI form: three pages.
 - c. A brief description of the technology: maximum length of one page, using 11-point font.
- 5) Attach curriculum vitae (CVs) of key staff (including the principal investigator) from the applicant institution.
- 6) The GHDx Center will not consider attachments other than those specifically requested. CVs of key staff are the only requested attachment and are not considered in the maximum numbers of pages above.
- 7) Submit the completed LOI form, cover letter, and attachments electronically in a Microsoft Word document or as a PDF file to dxcenter@path.org by January 22, 2010.
- 8) Applicants must indicate "GHDx LOI [name of applicant]" in the subject title of the email.

An email of acknowledgement will be sent to each applicant upon receipt of the LOI.

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III. Letter of Interest Content

The LOI should be completed on the form. It should include the following information:

- Name and contact information for the principal investigator and affiliated institution.
- A description of the proposed technology and how it meets the funding objectives found under Section C, Funding Objectives, of the Solicitation.
- Proposed total budget (detail is not required, but the total should be inclusive of all costs, such as facilities, supplies, personnel costs, collaborator costs, overhead, etc.). Please provide information on co-funding or leveraging opportunities, if applicable.
- A brief assessment of the current state of the technology and the expected endpoint under this grant.
- All due diligence questions on the LOI form.
- List of collaborators and a brief rationale as to how the proposed team is substantially qualified to achieve the scope of work.
- A brief description of one or more major milestones that would be achieved in the first year of funding.
- A brief description of one or more major milestones that would be achieved in the second and final year of funding.
- A description of how the proposed project would be appropriate in low-resource settings.
- Confirmation of the applicant's capability to manage funds within terms and conditions of the GHDx Center. (see Instructions for responding to solicitation).
- Confirmation of the applicant's capability to manage funds within terms and conditions of the National Institutes of Health (NIH) and within the timeline of the project (<http://grants.nih.gov/grants/policy/nihgps%5F2003>).

IV. Criteria for Selection Under the Letter of Interest

In this LOI process, approximately 10 candidates will be selected and invited to submit a complete application. LOIs will be evaluated according to the following criteria. The criteria are all considered to have equal weight and importance in this LOI process. Criteria include:

- Consistency with aims and objectives described in the Solicitation.
- Strength of the team to successfully complete the proposed scope of work.
- Appropriateness of available facilities to complete the work.
- Clearly stated objectives.
- Appropriateness of expected final technology to low-resource settings.
- Co-funding or leveraging opportunities of proposed activities.