

1. I am submitting an LOI for the recent HSR call due tomorrow at noon. I had a quick question regarding the LOI template and narrative. Is there a formal LOI template that I should be using provided by DHA, or should this information be included within the first portion of the narrative. Does that contribute to the 5 page limit?

Response: The LOI template was posted under “related documents” at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=317512>. The administrative information is not included in the 5 page limit for the narrative.

2. Additionally, if all acronyms are defined in the narrative whenever they appear, is a separate list required?

Response: Yes, please include a separate page of acronyms.

3. And to confirm, the LOI will be submitted as a consolidated PDF to the workflow email address indicated? If invited, the full submission would then separate the biosketches as separate files according to the naming convention, or should separate biosketches be submitted as part of the LOI?

Response: Consolidated biosketches may be submitted with the LOI.

4. Is it possible to know if/when future proposal application submission deadlines will be?

Response: At this time DHA has not determined a future submission deadline.

5. Section D.2. mentions “Letter of Intent (LOI) Template Content,” and the submission checklist also refers to the “LOI Template,” but I have not been able to locate such a template. I’m assuming that we should simply provide the bulleted “General Information” and “Collaborators and Key Personnel” at the beginning of the LOI, but if there is an actual template, would you please direct me as to how to access it.

Response: The LOI template was posted under “related documents, Q&A's_LOI Template” at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=317512>.

6. The last bullet in the 5-page LOI narrative states that we should provide the estimated total budget. Are you just looking for the total figure for the 2-year period at this time, or should we be providing a more detailed budget?

Response: For the LOI, this figure should represent an estimated total figure for the duration of the proposal.

7. The FOA indicates that subawards and contracts may not be more than 30% of the total estimated budget. Due to recent organizational changes, “subawards” are now required for clinic faculty who are employees of the Medical Center. We will be required to enter into a “subaward” to cover the time of two of our key personnel who are clinical faculty and employees of the Medical Center. These individuals actually have dual appointments at the College and Medical Center... Because the subaward between the College and the Medical Center is more of a payment mechanism between two closely connected organizations, rather than a typical subcontract between different organizations, we do not

believe this “subaward” should be included in the 30% subaward limit. Would you please let me know if you agree or if you have any questions about this relationship.

Response: DHA views these entities as one and will not consider this a subaward relationship.

8. We are trying to fill out the LOI form but it does not let us type in the PDF even though it says “click here to enter text”. Please advise. Should we just convert the PDF to a Word document and enter text from there? If so, do we need to convert it back to PDF when submitting or is the Word doc ok?

Response: We apologize for the inconvenience, please use the document as a guide or convert the template to Word prior to submission. DHA will accept either Word or PDF submissions.