



## LOI INSTRUCTIONS: IDEA-COMPETITIVE RENEWAL AWARD

### **CBCRP will not extend the submission deadline!**

**Step #1: “Letter of Intent” (Required):** the deadline is Thursday **January 14, 2010**. You must upload a “letter of intent” (1-page preferably on institutional letterhead) to proposalCENTRAL to notify the CBCRP of your plans to submit a full application. If the PI is eligible (i.e., having received a CBCRP IDEA award in the previous two years and not having previously applied for an IDEA-competitive renewal for the same project), then the LOI will be approved and access given to the remaining application forms.

**Step #2: Validate and submit.**

### Important Reminders:

- Only PIs from CBCRP IDEA grants funded in either Cycles 14 or 15 (2008-2009) are eligible to apply for a competitive renewal in Cycle 16. Alternatively, if initial award funding is delayed, then the renewal must be submitted within 2-years of receipt of initial funding disbursement.
- Only one (1) IDEA-competitive renewal, “full application” submission is allowed. Thus, if a renewal application is “not funded”, then it cannot be resubmitted.

LOI approval and access to the remaining application materials will be communicated to PIs by January 15, 2010. You will receive an e-mail from proposalCENTRAL customer support.