Letter of Intent (LOI) Instructions

Applicants are encouraged to submit a "Letter of Intent to Submit an Application" by the Letter of Intent due date specified in the RFA for the AFRI Program Area Priority of interest. Although a letter of intent is not required, is not binding, and does not enter into the review of a subsequent application, the information that it contains allows program staff to estimate the potential review workload and plan the review.

Please the following guidelines for LOI submission:

1. The Letter of Intent must adhere to the following formatting guidelines:
    a. Font size must be at least 12 point
    b. Margins must be at least one inch in all directions
    c. Line spacing must not exceed six lines of text per vertical inch
    d. Page size must be letter (i.e., 8.5 inches × 11 inches)

2. The Letter of Intent is limited to three pages for CAP grants and two pages for all other grant types.
    a. On Page 1, provide only the following information:
        i. the name, professional title, department, institution, and e-mail address of the lead project director (PD) and name, professional title, department, and institution of all collaborating investigators
        ii. the Program Area or the Program Area Priority that is most closely addressed in the application
    b. On Page 2, include:
        i. a descriptive title
        ii. rationale
        iii. overall hypothesis or goal
        iv. specific objectives
        v. approach
        vi. potential impact and expected outcomes

3. When submitting LOI, NIFA will only accept LOI in the portable document format (PDF). Attach the PDF LOI to an e-mail addressed to the appropriate Program Area e-mail address for Submission of Letter of Intent indicated in this RFA. In the e-mail subject line, write: Letter of Intent [Program Area Code] _ [PDs Last Name].

4. A Letter of Intent is encouraged for all grant types, except Conference Grant applications.

5. Submission of more than one Letter of Intent to a program is discouraged.

6. Letters of Intent will be reviewed by scientific program staff in order to plan for appropriate expertise for the peer review panel and ensure that the proposed project fits appropriately within the Program Area Priorities.