



2024 Bladder Cancer Research Innovation Award Letter of Intent (LOI) Submission Instructions & FAQs

LOI Application Instructions:

BCAN requires applicants to submit an online application using ProposalCentral.

The LOI application must include the following components:

- ☐ Letter of Intent
- ☐ References
- ☐ Applicant's Biographical Sketch and, if applicable, any Co-Principal Investigators' biosketches
- ☐ Technical Abstract

Starting your LOI Application in ProposalCentral:

Access ProposalCentral and log in with your username and password. If you are a first time user click "Register" to get a username and password. If you have forgotten your password, click on the "Forgot your password?" link.

To start an application, select the "Manage Proposals" tab (first blue tab on the left). Below the "Manage Proposals" tab are several links; select the "In Progress" link. A list of all applications for which you have applied through ProposalCentral will appear. Find the program titled "Bladder Cancer Research Innovation Award." Then in the "Edit" column (second column from the left) select the "Edit" link to access your application.

Complete all fields in the application and the templates that are provided. Upload all requested documents in PDF format.

Application Format:

1. Title Page

- a. Enter your project title.
- b. Enter your total amount requested: Not to exceed "\$300,000".
- c. Respond to required fields.

2. Download Templates & Instructions

- a. The LOI guidelines and the templates can be downloaded from ProposalCentral.
- b. You must download and complete the following three templates: Letter of Intent template, References template, Applicant [Biosketch Template](#), and Biosketch template(s) for Co-Principal Investigator(s) (Co-PI(s)), if applicable. Biosketches for Collaborators and/or Co-Investigators do not need to be submitted at the LOI stage.
- c. Templates should be uploaded as PDF files.
- d. See Section 8 for how to complete and upload the templates.

3. Enable Other Users to Access this Proposal

- a. Optional

4. Applicant Information

- a. Enter updates for the applicant directly into ProposalCentral.

5. Institution & Contacts

- a. Enter information for the lead institution and signing official. No signatures are required for the LOI, but they will be needed for the full proposal.

6. Key Personnel Information

- a. Please enter any Co-PI(s).
- b. Please enter any anticipated Collaborators and/or Co-Investigators(s), if applicable.

7. Abstracts & Keywords

- a. Enter your technical abstract, which can be up to 2,000 characters including spaces.
- b. Enter your keywords.

8. Application Attachments

- a. All documents must be in English, single-spaced. Please follow NIH guidelines:
Paper Size: 8.5" x 11".
Margins: at least 1/2" all sides.
Font: Arial or Helvetica at least 11pt (or larger).

9. Project Site

10. Validate

- a. Validate the LOI on ProposalCentral. This is an essential step. An application that has not been validated cannot be submitted. "Validate" checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

11. Application Attachments Check

- a. You can print signature pages as a way to save or keep a copy of your LOI. You do not need to sign or upload anything here.

12. Submit

- a. After successfully passing the “Validate” check and passing the “Application Attachments” check, click the “Submit” link. An email will be sent to you confirming your submission.
- b. Once your LOI application is submitted you may view it by accessing the “Submitted” link under the “Manage Proposals” tab. The status column will show “Submitted” and the date. You may need to refresh your browser screen after submitting the application to see the updated status.

Inquiries:

Inquiries or technical issues regarding ProposalCentral and the online application process should be directed to customer support at Phone: 703-964-5840, Toll-free phone: 1-800-875-2562, Email: pcsupport@altum.com.

Please note that ProposalCentral live customer support is only available from 9am – 5pm U.S. Eastern Time.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to Rebecca Johnson (rjohnson@bcan.org), Anne Collins (acollins@bcan.org), or to BCAN (grants@bcan.org).

Frequently Asked Questions:

1. How do I submit an application with Co-PI(s)?
 - a. You must include an applicant biosketch for each Co-PI.
 - b. Biosketches for Collaborators and/or Co-Investigators are not required at the LOI stage.
2. How long can my biosketch be?
 - a. Please adhere to NIH formatting and page limits for your biosketch. See the NIH [Biosketch Template](#).
3. Are signatures required for LOI submission?
 - a. Your signature and institutional signatures are not required for the LOI.
4. When does the proposed project start and end?
 - a. The proposed project start date is August 1, 2024.
 - b. The proposed project end date is August 1, 2026.
5. I missed the January 12, 2024, deadline. Can I still apply?
 - a. No. This deadline is final.
6. What do I do if I have questions about what to include in my LOI?
 - a. Please review the Bladder Cancer Research Innovation Award LOI Guidelines. If the guidelines don't answer your question(s), then please reach out to Rebecca Johnson (rjohnson@bcan.org), Anne Collins (acollins@bcan.org), or to BCAN (grants@bcan.org).