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**RRC TRADITIONAL GRANT**

**Letter of Intent (Spring 2025)**

**INSTRUCTIONS:** Use the template below to draft your Letter of Intent. The LOI should be one page, 11-pt. font and .5 margins. The one-page limit excludes the supporting documentation that may be required. Please delete the instructions in red font before submitting your letter of intent. All sections in black font must be completed.

* Please review information about the RRC’s [eligibility criteria and funding guidelines](https://www.kp-scalresearch.org/virtual-research-office/regional-research-committee/) and read the [FAQ](https://www.kp-scalresearch.org/wp-content/uploads/2023/07/RRC-FAQ_15May23.pdf) to ensure your project is eligible for internal funding. Clinical trials are not eligible for RRC funding.
* The funding cycle for this grant is July 1, 2025 – June 30, 2026.
* The award duration is one year, with a budget of up to $55,000 in research support.
  + The funds can be used for data extraction, statistical analysis, and project support.
* Projects that do not meet eligibility criteria will not be considered.
* Refer to the [RRC website](https://www.kp-scalresearch.org/virtual-research-office/regional-research-committee/) for more information or to access the RRC’s 2025 proposal submission calendar.

**LOI submission deadline:** Friday, February 28, 2025, at 11:59PM.

* Send the LOI submission to: [Regional-Research-Committee@kp.org](mailto:Regional-Research-Committee@kp.org)

**PRINCIPAL INVESTIGATOR: [insert name, department, medical center]**

Please list only one Principal Investigator. The PI must be willing to assume responsibility for the management of the research, while also complying with the financial and administrative policies, research compliance and human subject protection regulations associated with the research project.

**STUDY TITLE: [insert study title]**

***Study Type (Select all that apply):***

Data review  Observational study (i.e., prospective, recruitment, on-line survey administration)

***Funding Priority Area (Select all that apply):***

Artificial Intelligence in Healthcare  Health Equity, Inclusion and Disparities

Behavioral & Mental Health  Personalized Medicine (Genomics)

Cancer Care and Prevention  Women and Maternal Health

Care Transformation and Care Delivery Models  Not applicable

Community Health

**1.0 BACKGROUND AND SIGNIFICANCE:** Provide a paragraph summary of the background and significance of your research idea. The background should succinctly describe the current state of knowledge and identify the problem to be addressed. References are not required.

**2.0 RESEARCH QUESTION / HYPOTHESIS:** Clearly state the research question or hypothesis that will be addressed in the proposed study.

**3.0 STUDY AIM(S):** Provide the study aim(s) that will be addressed in the proposed study. Please provide a brief description of the proposed methods e.g., retrospective vs. prospective, case-control, cohort, cross-sectional study design and a description of the main variables that will be measured.

**4.0 CLINICAL IMPLICATIONS / IMPACT:** Provide a statement of the potential clinical implications or operational impact of the proposed study. Please be as specific as possible.

**5.0 SUPPORTING DOCUMENTATION:** Please review the categories listed below. If applicable, provide the supporting documentation.

**Category #1: Previous Regional Research Committee Funding:  Yes  No**

* If you have received RRC funding in the past, on a separate page, provide the RRC grant number and a summary of your previous work (presentations / publications).
* You must provide a summary for each project that was funded by the RRC.

**Category #2: Institutional Review Board (IRB) Approved Study:  Yes  No  Pending approval**

* Please do not submit a research application for IRB approval before the RRC makes a funding decision.
* If you are awarded funding, the Regional Research Committee staff will obtain IRB approval of your study via a streamlined process.
* If your study is already IRB approved, please provide:
  + the IRB approval number,
  + copy of the IRB research application,
  + summary of the work that has already been completed, and
  + state why you are seeking RRC funding.
* If you submitted a research application to the IRB office and the approval is pending, please provide the iRIS reference number for your research application submission.

**Category #3: Graduate Medical Education (GME) Involvement:  Yes  No**

* If significant KPSC resident or fellow involvement is anticipated, please provide a detailed mentorship plan.
  + Residents, fellows, or medical students from external institutions **are not eligible** to participate in this grant.
* The detailed mentorship plan should include:

1. names of the KPSC trainees to be involved, their GME program affiliation, medical center, PGY-level,
2. goals and objectives for the trainee
3. mentor / mentee roles and responsibilities,
4. expectations for the trainee (meeting frequency and format / location), and
5. plans for cultivating a research environment for the trainee.

Contact the RRC staff at [Regional-Research-Committee@kp.org](mailto:Regional-Research-Committee@kp.org) if you have questions, need help determining eligibility, or need assistance completing the letter of intent.