



## HOPA Research Fund Award

### Request for Letter of Intent

Interested applicants for the HOPA Research Fund Award must submit a Letter of Intent. The Letter of Intent serves to permit assessment of eligibility for the award and the identification of qualified reviewers.

Projects should align closely with the HOPA strategic imperative to support pharmacist-led research that advances patient care and the profession itself. HOPA is interested in supporting the following areas of research:

- Clinical or patient outcomes
- Surveys
- Patient safety
- Standards validation/benchmarking

### Instructions

Submit a Letter of Intent briefly describing your proposed research project. The letter must include the items below in the specified order. Do not exceed four (4) pages.

Section	Description
<b>1. Introduction</b>	Share the project title, the total requested budget, the study type, and a short project summary.
<b>2. Statement of Need and Relevance to HOPA</b>	Briefly describe the clinical or practice problem in a target population and why it matters to oncology pharmacy practice and HOPA's strategic plan, vision, and mission.
<b>3. Project Description</b>	Outline the research approach, including objective(s) and/or specific aims, setting, design, and expected outcomes. Identify the key members of your research team and briefly describe the expertise or resources that support project feasibility.
<b>4. Team and Environment</b>	Identify the key members of your research team and briefly describe the expertise or resources that support project feasibility.
<b>5. Budget</b>	Present the total project budget and its subcategories.
<b>6. Future Directions</b>	Share the long-term vision and next steps to follow the completion of the proposed project.

## Additional Items

The items below are separate from the Letter of Intent. Instructions are provided in the application portal.

- Author Information
- Proposal Information
- Criteria Acknowledgement
- Policies Acknowledgement
- Biosketch Upload
- Complete Application Acknowledgement

The form for the biosketch can be obtained at: <https://grants.nih.gov/grants/forms/biosketch-blank-format-rev-10-2021.docx>

## Format Specifications

### Font

- Typeface: Arial, Helvetica, Palatino Linotype, or Georgia
  - Symbol font may be used to insert Greek letters or other special characters as needed.
- Font Color: Black
- Font Size: 11 points or larger

### Paper Size and Page Margins

- Paper Size: Standard (8.5" x 11")
- Page Margins: One-half inch or larger for all pages on top, bottom, left, and right
  - No information is allowed in the margins, including investigator name(s) and page numbers.

### Document Format

- The Letter of Intent must be submitted as one singular PDF with all items in the specified order.
- Additional items will be uploaded separately from the Letter of Intent.

## Eligibility

**Applicants** must fulfill the following criteria to be eligible for RFA consideration:

- Principal Investigator (PI) must be an active HOPA member
  - Co-PIs are encouraged, but not required, to be HOPA members
  - HOPA members who pay their dues on time are considered active
- PI and their institution must be based in the United States

- Senior and junior investigators are welcome to apply
  - It is strongly recommended that junior investigators form mentoring or collaborative support that strengthens the quality of the proposal, including a letter of support from their research mentor

**Proposals** must fulfill the following criteria to be eligible for RFA consideration:

- Single and multiple institution studies are allowed
- Preliminary budget cannot exceed \$75,000
- The project must advance hematology/oncology pharmacy practice in alignment with the [HOPA Strategic Plan](#)

**STRICT ADHERENCE TO THE INSTRUCTIONS ABOVE IS NECESSARY OR THE PROPOSAL WILL NOT BE REVIEWED.**

### Reviews

Select HOPA members will serve as research proposal reviewers. The reviewing committee will evaluate each complete Letter of Intent and invite select projects to share their full research proposal. If needed, additional ad hoc members may assist the review panel as subject matter experts to provide the expertise to evaluate each proposal.

**The reviewers will not score proposals that are infeasible due to cost, completion within the timeframe, or lack of statistical plan, as well as proposals submitted by applicants who do not meet all grant eligibility criteria.** HOPA will provide a summary of feedback for submitted applications at the discretion of the review panel.

Applicants can expect to receive a decision notification approximately 4 – 6 weeks after the deadline. Eligible applicants will receive instructions for full proposal submission upon notification from HOPA.

For any questions or clarifications, contact [research@hoparx.org](mailto:research@hoparx.org).