**UF-FSU CTSA Pilot Awards Spring 2021**

**LOI Template**

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| --- | --- |
| **Proposal Title** |  |
| **PI Name** |  |
| **Dept. / Position / Title** |  |
| **UFID / Email** |  |

**Abstract**

The abstract offers the reader a brief overview of white paper’s main points. It allows the reader to ensure they have found a document relevant to their needs. After reading, the reader should be able to know if they are ‘in the right place.

**Problem Statement**

The problem statement specifies the issue the white paper will address. The problem needs to be defined and placed into a context to ensure it’s understood by the reader.

**Background**

This section provides the background information required for the audience to grasp the problem and, ultimately, the solution. The content may be detailed and technical or broad and high-level.

If preliminary data/research is utilized for the white paper, the methods should be communicated.

**Solution**

Innovation, methods, resources, implementation, measureable outcomes, .Includes what CTSI (UF-FSU Hub) activities or resources to be used.

Based on the preceding information, the solution is now presented. It is developed and argued for using the gathered evidence and the expertise of the author and their team.

**Conclusion**

This section summarizes the white paper’s major findings. Recommendations based on the solution are provided.

**References**

All sources used to develop the white paper must be collected and cited in this section. It adds validity to the document. It also gives the reader content for further research. Depending on your industry, follow [MLA](https://owl.english.purdue.edu/owl/resource/747/01/) or [APA](https://owl.english.purdue.edu/owl/resource/560/02/) citation formats.

**Potential Future Funding**

Please include specific details as to what potential future funding is being targeted – stated as “this LOI will provide XX information needed to submit a competitive application to RFA #”.