



## ARI Letter of Intent (FY 2024-2025 Funding)

**Due date:** 15 November 2023, 5:00 p.m. Pacific time

**Notification date for invitation to submit full proposal:** 8 December 2023

Failure to follow the guidelines below may result in the Letter of Intent being removed from consideration.

- I. The Letter of Intent is limited to **three pages**. E-mail the **PDF file** to Ondieki Gekara ([ojgekara@cpp.edu](mailto:ojgekara@cpp.edu)) and Wei Bidlack ([wwbidlack@cpp.edu](mailto:wwbidlack@cpp.edu)). In the subject line write “**Letter of Intent**”\_PD’s “**Last Name**”.
- II. 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
- III. On Page 1 provide **only** the following information:
  - a. the name, professional title, department and e-mail address of the lead project director (PD) and all collaborating investigators
- IV. On Page 2 include:
  - a. a descriptive title
  - b. rationale
  - c. overall hypothesis or goal
  - d. specific objectives
  - e. approach
  - f. potential impact and expected outcomes: explain why the proposed research is a high priority to California agriculture
- V. On Page 3 describe:
  - a. match (cash and/or in-kind; in-hand or pending)
  - b. match source (industry, Federal or State grant, other)