

Attachment I: Letter of Intent Template

Intention to apply to the LA CATS Community Scholars Program Research Awards, **Cohort 8 (2026-2027)**

Date: _____

Project Title: _____

Priority health condition addressed: _____

Academic Investigator: name, position, and contact information

Community Investigator: name, position, and contact information

Academic department financial point of contact: name, position, and contact information

Project abstract in lay language (please provide a **brief** statement in 2-3 paragraphs describing the research project and methods)

Statements:

The academic PI reviewed the NIH definition of clinical trials	Yes	___	No	___
The academic PI reviewed the topics of the LaCoSP Proposal Preparation Webinar Series	Yes	___	No	___
The community PI reviewed the topics of the LaCoSP Proposal Preparation Webinar Series	Yes	___	No	___

Our team's preferred meeting-time is:

Day of week (Rank order with 1 being the most preferred and 3 being least preferred):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Time of day (Rank with 1 being the most preferred and 2 being least preferred):

☐ 9:30 am to 11:00 am ☐ 11:30 am to 1 pm ☐ 1:00 pm to 2:30 pm ☐ 4:00 pm to 5:30 pm

Other suggestions for day and time: _____

[Insert Academic Name/Signature/Date]

[Insert Community Name/Signature/Date]