APSF LOI Instructions - ProposalCentral

Please complete the following sections. Submissions that do not meet the requirements will not be considered.

Section 1: Project Title
Enter your project title, estimated total budget (not to exceed $150,000 for a maximum of 2 years), and project end date (for 1 year awards, the end date is 12/31/2025; for 2 year awards, the end date is 12/31/2026).

Section 2: Applicant Information
Information on this page is populated from your Professional Profile. If any information is missing, click the blue button "Edit Professional Profile" to update or add required information. Please upload the Applicant Biosketch on this page at the bottom.

Section 3: Sponsoring Institution
Enter the organization that APSF will be contracting with if awarded. If any information is missing, or if your organization needs to be confirmed, please contact pcsupport@altum.com.

Section 4: Co-PI
Enter the Co-PI's email address and click the blue add button. Enter the information required for the Co-PI on the pop-up screen and upload the Co-PI biosketch here.

Section 5: Patient Safety Problem Being Addressed
Provide the patient safety problem you will address in your application (500 characters) and how you think this problem will impact anesthesia patient safety (500 characters).

Section 6: Upload cover letter, project description and bibliography.
Upload Cover letter (1 page), Project Description (3 pages) and Bibliography. Do not upload the Applicant Biosketch or Co-PI Biosketch on this page. These should be uploaded on their respective pages.

Section 7: Validate
Letter of Intent validation is required before you can submit your application. The "validate" button confirms whether you have completed all required sections.

Section 8: Print LOI
You can print a PDF of your application on this page before submitting.

Section 9: Submit
This is how you will submit your application once you have passed the validation check in section 8. You will receive a confirmation email once you submit.

Section 10: Optional: Enable Other Users to Access this Proposal
This section allows you to grant access to other users to your Letter of Intent. The person must be a registered ProposalCentral user to add them in this section.