Foundation *for* Opioid Response Efforts
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forefdn.org

Letter of Intent Instructions

At the Foundation for Opioid Response Efforts (FORE), we believe in advancing patient-centered, evidence-based solutions to address the nation's opioid epidemic. In support of this belief, we look to fund programs within our four focus areas which we believe encompasses the levels that need to be tackled to accelerate action to end the epidemic.

The Foundation will consider grant requests for specific programs from U.S-based 501(c)(3) public charities, as well as state and local government units or agencies. FORE will not review unsolicited proposals. Please review the FORE website (ForeFdn.org) for a list of currently open request for proposals (RFPs).

This guideline outlines the structure and format of the Letter of Intent (LOI) to be first submitted for consideration to FORE.

- The page limit is a maximum three pages (not including the 'Brief Budget Form' and any references)
- Use Arial, font size 11, with single spacing, and 0.5-inch borders completely around the document.
- Applicant's name and organization should be listed in the header on every page.
- Please convert the prepared LOI document to PDF and combine with the 'Brief Budget Form' in one PDF before submitting.
- Submit the completed document by email to AccessRFP@ForeFdn.org.

Project Name

Provide a brief title for your project.

Area(s) of Priority

Identify which of FORE's focus areas of priority the proposed project addresses:

1. Provider education
   Educating health care providers about ways to provide evidence-based treatment for opioid use disorder

2. Payer and provider strategies
   Developing sustainable models and payment strategies to improve access to treatment and recovery services

3. Policy initiatives
   Creating and evaluating innovative initiatives that could help inform state and federal policies that will ensure more people have access to treatment and recovery services

4. Public awareness
   Raising public awareness about effective opioid use disorder treatment and recovery services

Amount Requested
Provide the total amount that is being requested to complete the project.

Duration of Project
Provide the expected duration of the project, including the proposed start and end dates.

Institution(s)
Provide the name(s) of the institution(s) where the proposed project will take place.

Principal Investigator(s)
Provide the names, titles, and qualifications of the person(s) who will be responsible for the project.

Project Description
Provide a brief description of the project and its anticipated goals. Briefly describe the strategies the proposed project will set to accomplish these goals.

Significance and Impact
Provide a brief description of the significance of the problem or barrier that this proposal seeks to address. What is the broader impact (short-term and long-term) this project would have on patients?

Expected Outcomes
Briefly identify both intermediate and final outcomes for the project, indicating which will be your measure(s) for success.
Note: Your outcomes should be measurable, and you should indicate your measurement tool(s).

Organizational Information & Support
Briefly describe the structure of your grant project. Where will the project reside in your institution? Indicate the support for the project at both the institutional and department level. Will you collaborate with other departments or institutions?

Project Budget
Please use the 'Brief Budget Form' to provide a rough estimate of the total project budget, allocated into the following general categories:
Note: If you anticipate support from an organization other than FORE, please include the source, amounts, and a brief explanation in the 'Brief Budget Form.'

- *Personnel* – salary and fringe benefits
- *Other Direct Costs* – office operations, communication, travel, meeting expenses, etc.
- *Purchased Services* – consultants and subcontractors
- *Indirect Costs* – administrative expenses related to overall operations