

## Letter of Intent Application Form Guide and FAQ

### Contact Information:

Current contact information must be included for the applicant(s). Please list the principal investigator (PI) first.

### 1. Project Purpose:

Clear definition of research purpose must be stated in this section. Include research theme and goal with an explanation of the need for the project and expected benefits to be produced. Describe how the project fits within the identified Research Priorities. Also include a brief statement on why the initiative is a high priority for Alberta workers and employers, and how it aligns with the WCB-Alberta mandate.

### 2. Research Objectives and Outcomes:

Outline the major research objectives. Provide concise, clear statements regarding anticipated outcomes of the proposed research and how they will reduce the impact of workplace illness and injury on Albertans. Explain whether or how the research will add to existing knowledge or create value. A brief statement regarding possible targets and strategies for disseminating research findings should be included.

### 3. Methodology:

Describe the approach that will be taken to conduct the research. Provide details as to the assessment instruments, surveys, questionnaires, blinding techniques, and/or statistical methods that will be used. Describe how the study population will be selected. For randomized studies, provide justification for the sample size and the expected power of results. Provide an approximate timeline for the proposed research.

### 4. Data Requirements and Sources:

Specify the data elements you require, why you require this data, and how you plan to gather it. Also describe any safeguards you will use to protect sensitive data. Be as specific as possible about the data required and the sources. If WCB data is required, explain what data is required and why the project cannot be accomplished without it. WCB Research Program cannot guarantee the availability of all required data. **Please note that WCB data is usually restricted to the provision of aggregate, anonymous data only. All data provided is subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.**

## **5. Supporting Organizations/Individuals:**

The names, addresses, and telephone numbers of all organizations or individuals who recognize and support the need for the research should be included. You must attach a signed letter of support for all named organizations or individuals.

## **6. Estimated Project Costs:**

Submit all estimated costs for the project using as much detail as possible. If applicable, describe how costs could be shared with a co-funder.

## **7. Signatures:**

Provide names and contact information for all investigators on the project. Attach CVs or brief CVs for each. The applicant(s) and the head(s) of the sponsoring organization, if applicable, must sign and date the Letter of Intent. Please see the FAQ attached for examples of who may be considered a Head of a Sponsoring Organization.

## **Attachments:**

Other information, such as letters of support from an individual or organization may be attached. Please include a citation list if any works are referenced in the body of the application.

## **Submissions:**

Letters of Intent should be directed to:

WCB-Alberta Research Program  
Attn: Amy Procter  
PO Box 2415  
9925 107 St NW  
Edmonton, AB T5J 2S5

Note: Letters may be faxed to (780) 498-7884 or emailed to [research@wcb.ab.ca](mailto:research@wcb.ab.ca).

## **FAQ:**

### **Is there a word limit/page limit or any other such specifications for the Letter of Intent?**

No, due to the variety of types of research proposals we receive, we do not place any length requirements or limits on the Letter of Intent proposal. In the past, successful applications have varied in length quite greatly, with the average length being about 4-5 pages. Please make sure you include enough information to provide our decision-making body with a clear picture of the research proposed, regardless of the resultant proposal length.

### **Who might be considered a Head of a Sponsoring Organization? (Section 7, Signatures)**

Head(s) of a sponsoring organization may include representatives from the Research Services Office at an institution, an academic departmental representative such as a Dean or Chair, a Grants Officer, or a Director/Manager/CEO of a private corporation, as determined by the content of the research being proposed and the institutional affiliation of the investigators.

### **Do you require a hard copy of the proposal?**

No, an electronic version of the application form is sufficient.

### **What happens after the proposal is received?**

Your proposal, along with all the others received in this grants cycle, will be reviewed by our internal WCB-Alberta Research Committee. This committee consists of individuals who are experienced in, and knowledgeable about, current research practices in the areas of interest indicated. Proposals will be evaluated by this committee based on overall quality, relevance to our organization and its goals, potential for impact of research findings, ability to fit within the current annual capacity of our funding program, and relative merit to other research proposals received. A review is typically conducted within six weeks of the application deadline; decisions are communicated by the Research Program Coordinator.