## Instructions for Preparation of Letters of Intent (LOIs)

A prospective Lead Organization must submit an LOI by email to [REMADE@remadeinstitute.org](mailto:REMADE@remadeinstitute.org) to be eligible to submit a proposal. Please include the following designation "LOI-REMADE-22-01-<Lead Organization>-Proposal Title" in the email's subject line.

To be eligible for review, each proposal team must submit its Letter of Intent no later than **5:00 p.m. ET, December 7, 2022.** The REMADE Institute will not review late submissions.

Proposal submitters will receive an email confirmation that REMADE received their LOI.

The LOI must be submitted on the lead applicant's letterhead and include the following information:

* The name of the Lead Organization and the title of the proposal
* The Lead Organization's address, phone number, and contact person, including the email address of the contact
* The anticipated Project Team Members
* Whether the proposal team developed the technology as part of a prior REMADE Institute-funded Research, Development, and Demonstration (RD&D) project or independent of REMADE Institute funding

While submitting an LOI does not obligate the prospective Lead Organization to submit a proposal, the REMADE Institute will not review a proposal unless the Lead Organization has submitted an LOI by the LOI deadline.

REMADE requests that Lead Organizations identify the entire proposal team in the LOI. Because there are circumstances where the members of a proposal team may change following the submission of an LOI, proposal teams can add or subtract proposal team members after they submit their LOI.

To help the Institute identify reviewers promptly, REMADE requests that proposal teams communicate any changes in team membership following submission of the LOI to [REMADE@remadeinstitute.org](mailto:REMADE@remadeinstitute.org) as soon as possible. In addition, please include the following designation "LOI-REMADE-22-01-<Lead Organization>-Proposal Title" in the email's subject line.

[Lead Organization's Name]

[Street Address]

[City, State Zip Code]

[Contact Person]

[Email address of the Contact Person]

[*Date*]

Magdi Azer

Chief Technology Officer

REMADE Institute

150 Lucius Gordon Drive, Suite 204

West Henrietta, NY 14586

Dear Dr. Azer,

[Lead Organization] is pleased to provide this Letter of Intent stating our intention to submit a proposal tentatively titled [Proposal Title] in response to RFP REMADE-22-01, which the REMADE Institute released on October 05, 2022.

Along with our collaborators, [Names of Project Team Members], this proposal was developed {as part of prior REMADE Institute-funded Research, Development, and Demonstration (RD&D) Project [List Project Number, i.e., 19-01-RR-XX]}.[[1]](#footnote-2)

[Closing paragraph with any additional information]

Sincerely,

[Type Name of Contact Person]

1. For projects developed independent of REMADE Institute Funding, the proposal team should replace the text between the curly brackets above with the following text {independent of REMADE Institute funding.}. [↑](#footnote-ref-2)