



Guidelines for Submitting a Letter of Inquiry for a Research Grant from Dysphonia International

Thank you for considering a research partnership with us. We request that you submit a Letter of Inquiry (LOI) to initiate the grant application process. This letter serves as the first crucial step in the evaluation process, and we invite you to review the following instructions before preparing and submitting your LOI. If the LOI is approved, the subsequent step will involve submitting a full grant application. The maximum grant funding is up to \$75,000, including a 10% indirect cost.

Eligibility

Ensure your research project aligns with the mission and focus areas of Dysphonia International, which is to improve the lives of people affected by spasmodic dysphonia and related voice disorders, including vocal tremor, muscle tension dysphonia, vocal cord paralysis/paresis, through research, education, awareness, and support. Research should be hypothesis-driven and related to new approaches aimed at increasing understanding of these voice conditions that focus on etiology, novel treatments, risk factors, identification of biomarkers, genetics, and new diagnostic tools.

Letter of Inquiry Format

The LOI should be submitted electronically unless otherwise specified. Use a standard font (e.g., Times New Roman, Arial) and maintain legible formatting. Include page numbers and adhere to the specified length restrictions outlined below.

LOI Content

Provide a concise overview of your research project. Key components of the LOI should include:

- Project title
- A summary of the research objectives (1 to 2 paragraphs).
- An outline of the research methodology (2 to 4 paragraphs).
- A description of possible research outcomes (1 to 2 paragraphs).
- A paragraph on the impact of the research on the patient community.

Deadline and Submission Process

There is a rolling deadline for LOI submission. Please email a PDF version of the LOI to Executive Director Kimberly Kuman at kkuman@dysphonia.org. If you have questions or need clarification about the LOI submission process, please contact Dysphonia International for assistance.

Review and Notification

After the LOI is submitted, Dysphonia International and its Scientific Advisory Board will review the submission and notify the applicant of the decision within four weeks of submission. Successful applicants will be invited to submit a full grant proposal.