This document will instruct you on how to complete the LOI Application Form. Once you have completed the LOI Application Form you must upload the file to the online submission form according to the instructions provided online.

**Formatting**
Please use 10-point font and 1-inch margins. Page size must be set to U.S. letter standard 8.5 x 11.0 inches.

**Instructions**
Please provide the legal name of the organization that will manage the proposed project, the submission date, the project title, and the name and email address of the person who can answer questions about the proposed project.

**General Questions**
Please answer the questions to the best of your ability. Your answers to these questions will help the foundation to determine how to appropriately route your LOI for internal review and have no bearing on whether the foundation will decide to approve or decline your request. This section will not count against your four page limit.

Response to the following sections is limited to a total of four pages

**I. Project Purpose and Background**
Describe the purpose of the project and how it will address a global health problem. Provide a brief overview of the prior work leading to your project. Describe how the proposed project relates to the broader context of ongoing activities in the field.

**II. Project Results Framework**
The foundation uses a modified logical framework model to help you present your project in a clear, concise, and logical way. The Project Results Framework is not intended to show every detail of the project or to limit its scope. It is simply a convenient, systematic summary of the key factors from which foundation staff will assess how your project aligns with foundation priorities. In the event you are requested to submit a full proposal the Project Results Framework will form the basis of your dialogue with foundation staff and you will be required to fully elaborate on the details of your plan.

Using the table provided, please build your framework accordingly:

*Step One* – Building from the top down

**Strategy** – From the list provided, identify the foundation’s strategy to which your project will directly contribute. If other strategies are applicable or secondarily relevant, please describe.
**Project Goal** – Identify the conceptual aim of the project. This should be a clear singular goal that describes the condition that will exist when the project has been successfully completed.

**Objectives** – List a small number of objectives, which should be the major components of the project required to achieve results. Include a brief summary of your approach to achieving the objectives. *In the event you are requested to submit a full proposal you will be required to identify the specific activities or tasks that will be needed to meet the stated objectives.*

**Step Two** – Working across the framework

**Results** – What are the project’s key outputs, outcomes, and impacts (when applicable) that will, at the three levels of the framework, contribute toward the foundation strategy’s impact goal, show progress toward reaching the project goal, and indicate the achievement of the project’s objectives?

**Results Measurement** – Identify the methods and sources by which you will measure monitor and/or evaluate progress and results at the three levels of the framework.

*Please note: Measuring strategy-level results (e.g. impacts) may not be relevant for your project. Also note that you are not expected to quantify or specify specific indicators at this time; only to indicate the methods that will be used*

**III. General Approach**
Describe in general how you plan to approach this project. Provide a summary of the activities required to support achievement of the stated objectives.

**IV. Major Assumptions**
Describe any external factors that could influence the success of the project but are likely beyond your direct control.

**V. Budget**
Provide a preliminary project budget by the stated objective(s) and by year using the table provided. In addition, please indicate the total organization revenue for the most recent financial year. If applicable, indicate whether additional support (in-kind or financial) will be provided for this project by other organizations. All financial figures must be provided in U.S. dollars.

Please refer to the foundation’s [Indirect Cost Policy](#) when building the preliminary budget. Projects chosen to submit a full proposal will be required to adhere to the policy.

**VI. Organizational Experience and Collaborative Partnerships**
Briefly describe the relevant experience and comparative advantage your organization brings to accomplishing the targeted objectives of the project. If the project will involve a consortium or collaborative partnership, please provide this information for each organization along with a rationale for your selection of collaborators. The rationale should include how the work will be distributed, how duplication will be avoided, and how the efficiency of the collaboration will be maximized.
VII. Certification: By submitting this letter of inquiry, you certify to the Bill & Melinda Gates Foundation that you are authorized to apply for this project on behalf of your institution.

Additional Information

Global Access
A principal goal of most activities funded by the foundation within the Global Health Program is to ensure that innovations (and related rights) are managed and public health solutions are optimized for the purpose of facilitating (i) the broad and prompt dissemination of data and information to the scientific community (as further described below in the section entitled “Data Sharing and Publication”) and (ii) the access (in terms of price, quantity, and functionality) to affordable health solutions for the benefit of people most in need within the developing world. We refer to the goal of these two objectives as achieving “Global Access.” We believe that the achievement of Global Access is a critical component to achieving the fundamental aim of reducing health inequities in the developing world.

With respect to your proposed project, ensuring that disadvantaged markets and populations in developing countries can one day readily access or otherwise directly benefit from the intended health solutions, should they prove effective and be commercialized (as applicable), is of paramount importance. Similarly, the other results of your work, such as incremental technological advances or discoveries, as well as data and other information arising out of the project, may also ultimately prove critical to addressing global health concerns.

While the science is and will continue to be the principal focus of the foundation, an essential aspect of your work is to identify and shape the path forward in managing the complex technologies and collaborations, fostering the necessary relationships with various sectors of the global health community, and in developing the intended project outcomes — all in a manner that facilitates the furtherance of the Global Access Objectives. The foundation believes strongly that, regardless of the nature or stage of your project, reasonable steps can and must be taken to help assure that you and your collaborators (as applicable) have provided for the achievement of these objectives.

Data Sharing and Publication
The generation of new evidence-based knowledge, technologies and practices that will result in significant improvements in the health of the populations of developing countries are among the most important charitable goals of projects supported by the foundation. The foundation is committed to optimizing the use of health-related data to translate knowledge into life-saving interventions. To this end, it is essential that data are made widely and rapidly available to the broader global health community through good data access practices. In the event you are requested to submit a full proposal, you will be expected to submit a Data Access Plan which describes how you intend to facilitate (in regard to approach, timing and scope of project data and information) the prompt and broad dissemination of data and information resulting from your project.

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1 Required for grants that exceed $500,000