



Letter of Inquiry Outline

First paragraph

The opening paragraph should begin with some sort of "hook" or effort to engage the reader's interest in the issue or problem you are addressing. Most first paragraphs should also include the following information:

- Identification of your institution and department
- The focus of your project: identify a need and how your project addresses this need
- How your project directly relates to the foundation's solicited call / priority areas

Body paragraphs

The body of the letter will then explain the project in more detail.

1. Statement of research question and need for project including:
 - *Background information – what is currently known*
 - *What critical question / gap your research will address*
 - *What impacts will your proposed work have?*
 - *What is your targeted audience? Location, size, demographics?*
2. Project description including:
 - *Overview of proposed research or program emphasizing significance and unique/innovative aspects*
 - *Project methodologies, design, and activities*
 - *Project director and his/her expertise in this field - why you are uniquely poised to work on this issue*
 - *Other key personnel/collaborators*
3. Expected outcomes and how these will be measured
 - *Description of data analysis*
 - *Measures of success*
 - *Products generated from study (papers, books, conference presentations, etc.), and how the findings will be disseminated to the community*
4. Estimated total project budget and amount requested from funder
 - *Grant amount requested*
 - *Ohio State's commitment to the project (financial or otherwise)*
 - *Other funders (committed, pending, prospective)*

Conclusion

The letter will close with a short restatement of the intent of your project and how it fits with the foundation's goals. It thanks the foundation for its consideration of the request and may contain your contact information.

