UM-BILD Preapplication (REDCap Survey Form): Instructions

- Begin by using this link to open a UM-BILD LOI application as a REDCap "Survey":
  (https://redcapedc.rti.org/seed/surveys/?s=39WPKM3L99EXELJR&hub=0RKJU2HBF5RW325&preapp=1)

  o Once you begin the application process, REDCap will allow you to "Submit" or "Save & Return Later" (scroll to the bottom of the page).

  o When you select "Save & Return Later," REDCap will generate an acknowledgement webpage with a custom URL that is unique for your application. This webpage will read as follows:

  > ## Your survey responses were saved!
  > You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.
  >
  > **Survey link for returning**
  > You have just been sent an email containing a link for continuing the survey. If you do not receive the email soon, please check your Junk Email folder.
  >
  > **Or if you wish, you may continue with this survey again now.**
  > **Continue survey now**

  o Bookmark the "Survey link for returning" URL so that you can later return to the application. The email sent to you (which can get caught in Spam filters) will read:

  > **From:** "REACH Reviews (REACHreviews@rti.org)" <no-reply@rti.org>
  > **Subject**: Survey partially completed
  > **Date:** Sept. 11, 2025 at 6:00 PM EDT
  > **To**: YourName@Institution.edu
  >
  > [This message was automatically generated.]
  >
  > Thank you for partially completing the survey 'Reach Preapplication'. You may continue your progress on this survey by clicking the link below.
  >
  > Reach Preapplication
  >
  > If the link above does not work, try copying the link below into your web browser:
  > https://redcapedc.rti.org/seed/surveys/?s=abcd

- The second-to-last entry on the form is:

  Non-Confidential Project Description

  Please do not disclose any confidential or proprietary information in this project abstract/description.

  The 3,500 characters (~ 450 words) of this "Non-Confidential Project Description" is the text that makes up the body of your Formatted Letter of Intent. The Formatted LOI should contain exactly the same information as is reported in the online form (Limit to 3,500 characters). You must upload and submit your Formatted LOI as a PDF file using the "Upload file" command at the bottom of the REDCap Survey webpage:

  Pre-Application Proposal File UPLOAD
  * must provide value   Please upload the file as a PDF   ⬆ Upload file

- The LOI application process is only complete once you have received an auto-generated email confirmation from the REACH Application Review Team of the submission. The email confirmation takes the following form:

> **From:** REACH Application Review Team (reachreviews@rti.org) <no-reply@rti.org>
> **Sent:** Sept. 12, 2025 6:00 PM
> **To:** YourName@Institution.edu
> **Subject:** REACH Application Review Team - Confirmation
>
> RE: UM-BILD Submission
>
> Dear [Investigator Name]:
>
> This is an email confirmation that your application in response to REACH - Technology Development Program has been successfully submitted. A copy of your application and materials will be shared with UM-BILD to verify your eligibility.
>
> You may download a copy of your application here: Application Materials.

- If you do not receive this confirmation within a half-hour of submitting your LOI, you must notify the UM-BILD Administrative Team at UM-BILD@umaryland.edu. Please include the title of the research proposal and the date and approximate time of submission.

Formatted Letter of Intent (LOI) Instructions

To view or download the UM-BILD LOI Formatted Template, please visit How to Apply - University of Maryland – UM-BILD.

Page 1 Content of the Formatted Letter of Intent (LOI)

I. Project Title
   a. Type should be 11 point font
   b. Margins are 0.5 inches, all around
   c. No tighter than single spacing.

II. The Lead PI's name, university, and contact information:
   a. Type should be 11 point font
   b. Margins are 0.5 inches, all around
   c. No tighter than single spacing.

III. Project Description.
   a. **Instructions:** A copy of the Project Description (Abstract), containing exactly the same information reported in the online form (Limit 3500 characters, space included)
       i. *Exceptions:*
           1. You can add formatting (underline, italics, bold, superscript, subscript) and symbols (α for alpha, etc.).
           2. A single figure can be added to page 1 of the LOI. Multiple panels are okay; a Table may serve as the figure or as a figure panel. The figure legend should be no smaller than 10 points and is limited to 300 characters (spaces included). See example (next page).
       ii. *No Exceptions:*
           1. No hyperlinks are permitted
           2. If text from the Project Description flows over onto the LOI's second page, the LOI will be rejected.
   b. The following formatting must be used:
       i. Margins are 0.5 inches, all around
       ii. Type should be 11 point
       iii. No tighter than single spacing.

IV. A Figure with a legend (optional; legend with ≤ 300 characters)

- If you choose to include a Figure: the Project Description and the Figure **MUST** be limited to the first page of the LOI – *if text flows over onto the LOI's second page, it will be rejected without consideration*.

- A single image or figure can be included, with the font size of the figure legend set to 10 points or larger. See Sample Figure to the right.

Sample Figure. Our prototype advanced molecular 3-D printer. **Notes:** Your figure must be placed on Page 1 of your LOI. Figure legends are limited to 300 characters including spaces; this legend contains 220 characters.

Page 2 Content of the Formatted Letter of Intent (LOI)

The second page of the 2-page LOI can only contain three items: (1) the listing of Team Members, (2) the References, and (3) a Response to Reviewers (if this is a re-submission).

1) Team Members - List of Team members. For each key Team Member, provide their role (e.g. Co-PI, Co- I, consultant, etc.) and a one-paragraph biography. See Example Below on how it should be formatted:

Team Members: (examples)
- **Lead PI -- Matthew Meselson, PhD** is an Associate Professor at UMB. His longstanding interest in the synthesis of biomolecules led him to pursue this project on the semi-conservative replication of DNA.
- **Co-PI – Franklin Stahl, PhD,** UMBC Assistant Professor, proposed ultracentrifugation as a means of distinguishing ^{14}N DNA from ^{15}N DNA. He will prepare the cesium chloride solutions and pour the density gradients.
- **Technician – Jerome Vinograd, PhD**, UMBC Research Associate. Dr. Vinograd will configure the lab's ultracentrifuge for equilibrium density gradient centrifugation and perform spectrophotometric analysis of gradient fractions.
- **Co-Investigator -- Giuseppe Bertani, PhD**, Professor at MSU. Dr. Bertani will explore how semi-conservative replication of DNA may open commercial opportunities in molecular diagnostics.

2) References - A list of up to five References (optional) See Example Below on how it should be formatted:

References (examples).
1. Meselson M & Stahl FW. The Replication of DNA in Escherichia Coli. *Proc Natl Acad Sci USA* 44: 671-82 (1958). doi: 10.1073/pnas.44.7.671.
2. Watson J. & Crick F. Molecular Structure of Nucleic Acids: A Structure for Deoxyribose Nucleic Acid. *Nature* 171, 737–738 (1953). doi: 10.1038/171737a0.
3. Bastian H, Gauch S, Colpan M, & Feuser P. Process for separating double-stranded/single-stranded nucleic acid structures. EPO Patent EP0743950B1 (2001). Google Patents.

3) Response to Reviewers (ONLY FOR RESUBMISSIONS):
   a. In 1,000 characters (~150 words), state reviewers' main criticisms and summarize how you have addressed them in this resubmission.
   b. A "Resubmission" means that you were invited to submit a Full Application to a prior UM-BILD cohort. Please do not include a "Response to Reviewers" if you submitted an LOI to a prior cohort that did *not* advance to a Full Application.