

This document will instruct you on how to complete the [LOI Application Form](#). Once you have completed the LOI Application Form you must attach it to the [online submission form](#) according to the instructions provided on the online submission form.

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 impact the health problem being addressed. 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 Framework

The foundation uses a modified logical framework model to help you present your project in a clear, concise, and logical way. The Project 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 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

Strategic Area – From the list provided identify the foundation strategic area to which your project will directly contribute. If other strategic areas are applicable or secondarily relevant, please describe.

Project Goal – Identify the ultimate impact your project will have if you achieve your stated objectives. This should be a clear, singular goal.

Objectives – List a small number of objectives or major components of the project required to achieve the project goal and 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 actual activities or tasks that will be needed to meet the stated objectives.*

Step Two – Working across the framework

Indicators of Success – What will success of the project look like? Identify the quantitative or qualitative ways of measuring or assessing: the impact of the project on the strategic area; progress toward the project goal; and progress toward achieving the stated objectives. Indicators of success can be either outputs or outcomes. Outputs are direct, tangible products or services of the project (e.g. reports produced). Outcomes reflect changes or benefits measuring the impact expected to occur as a result of the project (e.g. performance gains through application of new knowledge, health benefits). *Please note: you are not expected to quantify or specify specific measures at this time; only to indicate the methods that will be used.*

Monitoring and Evaluation – Identify the methods and sources by which you will measure and evaluate the progress and impact on the strategic area, project goal and stated objectives. *Please note: monitoring and evaluation may not be relevant at the strategic area level for your project.*

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. Recognizing the possibility of securing intellectual property, grantees will be expected to prepare findings for timely publication and dissemination. You must consider publication strategies that will maximize the probability of your work reaching both the scientific and civil society communities in the developing world. The costs involved with making data widely available may be included in the proposed budget and will be subject to review and approval.

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