Institute of Cannabis Research
COLORADO STATE UNIVERSITY PUEBLO

Instructions for submitting a Letter of Intent for the ICR's RFA 27

The Institute of Cannabis Research (ICR) will start accepting Letters of Intent (LOI) for RFA 27 through the LOI portal on November 4, 2026 at 12AM (MST). Investigators are encouraged to review the full RFA 27 before preparing an LOI. First time users of the LOI portal may review the Account Setup Instructions for assistance. The Deadline for submitting a LOI is 11:59 PM (MST), December 9, 2026. PI's submitting LOIs will receive written feedback indicating either (a.) the applicant is eligible, and the proposed research topic is appropriate for submission to this competition, or (b.) the applicant is not eligible, or the proposed topic is not appropriate to be submitted for the RFA.

The Purpose of the LOI is to:

- Ensure that applicants/organizations are eligible for the funding opportunity.
- Ensure that the proposed research project fits within the funding opportunity.
- Identify the number of applications that are expected to be submitted.
- Understand the topic areas of the applications that will be received so that the ICR can recruit review panel members with the appropriate expertise.

The LOI must include the following elements (2 page maximum):

- A descriptive title
- The applicant organization or entities name
- The full name, credentials, email, and telephone number of Principal Investigator
- The names of all collaborating organization(s) or entities name(s) including the names of all co-investigators
- A statement indicating the eligibility category for the submitting organization. Categories include:
    1. Institutions of higher Education in Colorado
    2. Cannabis Research at Colorado Undergraduate Institutions [CRCUI]– Higher Education
    3. Not-for-profit Research Entity Based in Colorado
    4. Business Research Entity with a Colorado issued Marijuana Research and Development License: A Research entity that has a Colorado Marijuana Research and Development License (PURSUANT TO SECTION 44-11-408) Collaborating with a Colorado Institution of Higher Education.
- Type of Study and/or study Design (Please refer to Part II, Section 1. of the RFA for funding areas)
- Proposed duration of project (1 to 3 years); 1st performance period limited to 10 months.

- Estimated total amount of funding requested for the entire project.
- A brief project description including primary goal(s) and expected outcomes
- A brief description of study methods (including analysis plans as appropriate)
- The plan for obtaining necessary agency, IRB, IACUC and federal approvals

- A Biographical Sketch for the PI and all CO-PI(s) (Not included in the 2-page limit, please use the Biosketch template. ICR's template must be used.)

ADDITIONAL INFORMATION

Submit the LOI and the Biosketch as a single PDF file and name the file with identifying information using the format: “PI Surname_DocumentName”. No additional attachments will be accepted.

Format your document with 11-point Arial or Times New Roman font and single spacing with 0.5- inch margins.

The deadline for submission through the LOI portal is December 9, 2026 at 11:59PM (MST).

For any LOI or RFA 27 related questions, please contact the ICR at csup_icr-research@csupueblo.edu .