**Guidelines for the Letter of Intent (Research Initiatives Program)**

1. **Contact Information -** Include contact information for the applicant(s), with the Principal Investigator (PI) identified and listed first.
2. **Project Title -** Indicate the full research project title.
3. **Project Purpose -** Provide a clear definition of the research purpose. Explain why the research is important and the anticipated benefits to workplaces in Newfoundland and Labrador. Describe how the project aligns with WorkplaceNL’s mandate.
4. **Research Objectives -** Outline the major research objectives in clear concise statements. Explain the problem to be solved and how the research will address this problem.
5. **Methodology -** Briefly explain the planned methodology to conduct the research and its importance. Include who the participants will be, sample size, and where the study will be completed. Be sure to include timelines.
6. **Outcomes -** Explain the anticipated outcomes of the proposed research and whether the research will add to existing research or provide new information, demonstrating its value. Include strategies for disseminating the research findings (i.e., knowledge transfer). While scientific knowledge standards are expected, the use of clear language principles are required for any findings, final reports and materials. WorkplaceNL requires permission to post final reports, PowerPoint presentation with notes, and a 2-3-page executive summary of research findings.
7. **Proposed Budget -** Include all estimated costs for the project.
8. **Letters of Support -** Attach two signed letters of support from organizations or individuals who recognize and support the need for the research. The letters must include names, addresses, telephone numbers and signatures.
9. **Signatures -** Please provide names and contact information for all investigators on the project. The applicant(s) must sign and date the Letter of Intent.
10. **Attachments -** Two signed Letters of Support must be attached. Please include a reference list if any works are referenced in the body of the Letter of Intent.
11. **Submissions –** A complete package of the Letter of Intent and supporting attachments should be emailed to [research@workplacenl.ca](mailto:research@workplacenl.ca).