Attachment A: IOTI Letter of Interest - Outline

General Instructions: typewritten using company/agency letterhead if available, in at least a 12 point (e.g., Arial, Cambria, Times New Roman) font with 1” margins and include an abstract of the proposed project.

Letter of Interest cannot exceed 1 page and must address the sections below. Keep the reviewers in mind. Do not use jargon. The application has two audiences: the majority of reviewers who are probably not familiar with the techniques or field, and a smaller number who are familiar.

Identify your organization including a brief description

- Describe the training need(s) being addressed and the purpose of project. Present the rationale for the training that you are proposing to provide. Provide firm data whenever available. Propose solutions to the need statement that will be met by the training.

- List training objectives that are measurable and attainable within the project period. Tie your objectives directly to your need statement and describe the target population, tangible products, and deliverables of the project.

- Describe the nature and extent of proposed training activities that detail the how, when, where, and who of the training activities.

- Describe how the training is interagency in scope or conduct. Ensure that before you list the participation of another agency or person that you have received at least a verbal agreement from them.

- Include a statement describing your agency’s capability to provide the training, including references as to experience in similar or related trainings.