**Beckman Young Investigator LOI Materials**

**To Apply**

**By Monday, July 11, 2022,** please complete the instructions below:

STEP 1 – CREATE AN ACCOUNT ON BECKMAN WEBSITE

- Create an account by clicking on the “Register” button at <https://beckman-foundation.smapply.io/prog/beckman_young_investigator/> or “Log In” you have previously created an account.

- Select “Apply”

- Download the biosketch and research support form templates from the Application website

STEP 2 – PREPARE DOCUMENTS FOR EVPRP REVIEW

A) **Technical Proposal** in an editable format such as Microsoft Word (you’ll upload to Beckman as a PDF but, for internal review, we’ll need an editable version):

- Include the research title at the top of the first page

- Provide a clear rationale for the work, its potential importance, the approach to be taken, and the potential significant outcomes

- Should be understandable to a multidisciplinary group of scientific reviewers (avoid jargon and acronyms)

- Written in third person

- Four pages max, inclusive of figures and references

- Single spaced, 12 pt font

- Do not use your name, gender, or institutional information in the technical proposal

- Title this document ***“Pre-Proposal”*** (no name or institutional information)

B) The completed **biosketch** template (in Word, download from Beckman website)

C) The completed **research support form** template (in Excel from Beckman website)

D) Submit competed document to EVPRP via InfoReady (<https://purdue.infoready4.com/>)

STEP 3 – SECURE APPROVALS

- EVPRP staff will review the documents and consult with the PI on any necessary edits

- EVPRP will provide a copy of the finalized documents to the President’s Office

- Applicant will provide a copy of the finalized document to his/her Dean

- EVPRP will notify applicant when the President has approved (\*\*do not complete the submission on Beckman site until after you have received approval in case any edits are needed\*\*)

STEP 4 – UPLOAD DOCUMENTS TO BECKMAN

- Applicant will upload the finalized documents to his/her Beckman account

- Applicant should use president@purdue.edu for Endorsement 1 and his/her Dean’s email for Endorsement 2

Pre-award does not need to process these applications since they are letters of intent and no budgets are required at this stage.

If you are invited to submit a full application, please notify Sue Grimes (sgrimes@purdue.edu) immediately. Full proposals have traditionally required another endorsement from the President.