

## **Concept Letter Content (Due September 22, 2017)**

All pages should be Arial 11pt, single space with 1" margins.

Concept letters are required.

### Cover Page

Identify the author of the concept letter and provide their email address and phone number. Indicate if a full application (if invited) would be submitted by an individual or an organization: if from an individual, identify country of citizenship of the individual; if from an organization, identify the organization.

### Summary Vision Statement (1 page)

A single page describing the core methodology to be employed and the class of research questions that it is designed to answer. In particular, it should highlight how the proposed methodology addresses limitations and bottlenecks in the current state of the art. Highlight prior expertise in the proposed methodology and previous applications (if any) that have employed it. Finally, briefly discuss the extensibility of the proposed methodology to classes of research questions, not considered in the original design.

### Project plan (3 page)

The project plan is separate from the vision statement and should clearly describe methodology that will be implemented in the proof-of concept tool for November 2017. The plan is not to exceed 3 pages. Any graphs, pictures or data tables must be included within the 3-page limit. List(s) of cited references will not count against the summary vision statement and project plan page limits.

The project plan must address the following points:

- 1) A detailed description of the methodology to be used to answer translational research questions in an autonomous manner. Consider framing this description in terms of the three steps outlined in the sub-bullets under the 10-month Goals described above.
- 2) Anticipated functionality for a reasoning tool proof-of-concept implementation to be presented in November, 2017.
- 3) A description of the proposed software stack. Highlight software stack components that are available under Open Source licenses versus those components that are proprietary or otherwise not freely reusable or if license status is unclear.
- 4) A brief description of how and to what extent the proposed methodology can be applied to the proof-of-Concept questions listed below.
- 5) A description of how the proposed software will interact with the existing Translator components or how it will be enhanced to do so in the future. See Further Information section above for a listing of the current Translator components.

### Personnel

Include a CV or NIH biosketch that is no more than one (1) page for each of the key personnel who have committed to participating in the award process. In the context of this program, it is

especially important to highlight contributions of personnel to existing open source projects, standards, and initiatives as well as evidence of ability to work collaboratively.

#### Letters of support

Letters of support should not be submitted.

#### **Evaluation of Concept Letters**

Letters will be evaluated by objective review. Evaluation will be based on the programmatic alignment of the vision statement with the Biomedical Data Translator, strength of the project plan, and successful team qualification.

The letters will be used to identify a subset of prospective applicants who will be invited to submit a full application in November and to present a proof-of-concept reasoning tool that addresses the following proof-of-concept questions.