



## MEMORANDUM

**TO:** ALL INTERESTED PARTIES

**FROM:** LSC Office of Program Performance

**RE:** Applicant Informational Session

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**LSC will hold two Applicant Informational Sessions (AIS) to respond to Applicants' questions concerning the RFP.** This is a free Webinar conference designed to provide an understanding of the information needed to prepare the grant proposal and to promote participation in the competition process.

### **Conference Dates:**

- **May 24, 2011 (2 P.M. EDT)** – For Applicants that have not had an LSC program quality visit (PQV) since January 1, 2009 and new Applicants
- **May 26, 2011 (2 P.M. EDT)** – Post-PQV AIS: For competitive grant and grant renewal Applicants that have had a PQV since January 1, 2009 and will have received a final PQV report by July 1, 2011; and are the only Applicant for the service area

### **Registration:**

Registration opens April 18, 2011. To register for the conference, go to [www.grants.lsc.gov](http://www.grants.lsc.gov), go to [LSC Grants Announcements and Updates](#), and click on the link. **The deadline for registering is May 16, 2011.** Applicants should ensure they select the appropriate conference at the time of registration.

At the time of registration, participants may submit questions for panel members to respond during the conference. Having participant questions in advance allows the conference panel to organize its discussion around the interests of participants, and effectively address Applicant questions. Participant identity is treated confidentially.

### **Conference format:**

- The conference will be an online Webinar. Participants will need access to a computer with internet connectivity and a telephone.

- The Webinar will be in “listen only” format (i.e., participants can listen to the panel discussion, but cannot ask questions of the panel members by phone).
- Participants may submit questions to the panel at the time of registration, or by emailing [AISitems@lsc.gov](mailto:AISitems@lsc.gov) at any time prior to or during the conference.
- The panel will respond to questions e-mailed throughout the conference and address the requirements of a qualified grant proposal, the RFP, and the competitive bidding process.

**Instructions for participating in the Applicants’ Informational Session including the toll-free conference number will be made available to Applicants after registering.**

**Send any inquiries about the conference to: [AISitems@lsc.gov](mailto:AISitems@lsc.gov)**