



**TINY BLUE DOT
FOUNDATION™**

Science of
Perception Box™

Letter of Intent (LOI) Instructions

Application Portal Navigation

STEP 1

Select “Sign Up” to
create a portal account.

REQUEST FOR PROPOSALS

**TINY BLUE DOT
FOUNDATION™** Science of Perception Box™

Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign in using the same email address and the password as when you originally signed up for the portal. If you have forgotten your password, click **“Forgot your password?”**.

For Support:
Please check our list of [FAQs](#).
You may also [contact us](#).

Sign In

Email

Password

[Log In](#) [Forgot your password?](#)

Need an Account?

[Sign Up](#)

STEP 2

Enter email and password.

Read our terms and
conditions before
creating an account.

REQUEST FOR PROPOSALS

**TINY BLUE DOT
FOUNDATION™** Science of Perception Box™

[Return to Login](#)

Sign In/Sign Up Instructions

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Please check our list of [FAQs](#).
You may also [contact us](#).

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- ☐ Must contain at least one lowercase letter
- ☐ Must contain at least one uppercase letter
- ☐ Must contain one number
- ☐ Must be between 8 and 32 characters
- ☐ Must not be an email address

Confirm password

☐ Passwords must match

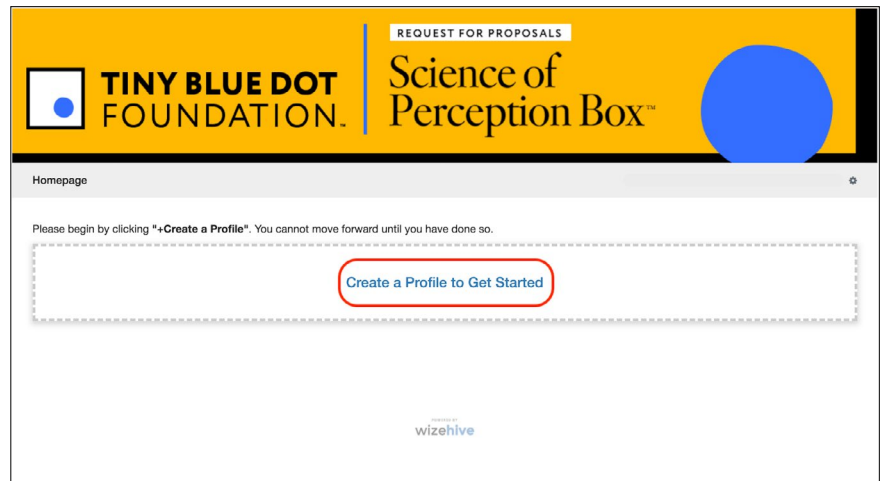
☐ By submitting your Letter of Intent, Application Form, or any associated forms through this submission portal, or by collaborating on a Letter of Intent, Application Form, or any associated forms in this submission portal, you represent that you have read and agree to be bound by Tiny Blue Dot's (a) [Request for Proposals](#), (b) [Terms of Use](#), (c) and [Privacy Policy](#), and that, notwithstanding any contrary provision of the Terms of Use or Privacy Policy, any information provided will be disclosed to Tiny Blue Dot staff, external reviewers, and third-party service providers / consultants working with Tiny Blue Dot on this project.

[Sign Up](#)

STEP 3

Create a profile.

Note: Application forms are accessible only by the profile under which they were first created. To collaborate, use these instructions to draft your materials elsewhere, then post them in the portal.



STEP 4

Complete the form to create your profile. If you would like any key updates to also be sent to a colleague (such as the Principal Investigator), then you can add their details to the CC Email Address line.

You will receive a confirmation email after saving your profile.

Science of Perception Box: Letter of Intent Instructions

STEP 5

Click “Get Started” to begin working on your letter of intent.

The rest of this document provides instructions for specific questions in this form.

The number in the top left is your application number.

Remember: Proposal forms are not fully submitted until “Submit LOI” is clicked. You will receive a “Confirmation of Receipt” email when submitted.

The screenshot shows the homepage of the Tiny Blue Dot Foundation Science of Perception Box. At the top, there is a yellow header with the foundation's logo and name, and a blue circle. Below the header, a gray bar contains the text "REQUEST FOR PROPOSALS". The main content area is white and contains a "Profile" section with a "Complete" button and an "Edit" button. Below this, there is a "Get Started" button with a blue plus sign. The page also includes instructions for creating a profile and submitting applications.

The screenshot shows the application page for the Tiny Blue Dot Foundation Science of Perception Box. At the top, there is a yellow header with the foundation's logo and name, and a blue circle. Below the header, a gray bar contains the text "REQUEST FOR PROPOSALS". The main content area is white and contains a "Letter of Intent" section. The application number "80891898" is highlighted in a red box. The "Submit LOI" button is also highlighted in a red box. The page includes instructions for completing the form and submitting the application.

Preparing for Review

All LOIs will undergo a blind review. This means that the reviewers should not know the identity of the applicant, which we believe may help to reduce bias.

To prepare proposals for a successful review, applicants should not include personally identifiable information in the questions that have “anonymize” written in brackets. Your answers from these questions will go to reviewers.

In this context, personally identifiable information can be anything that allows the reviewer to know who wrote the proposal. This includes information about the identity, institutional affiliation, and country of the applicant or collaborators. You may still reference your own work where essential, but you should refer to it in the same way that you would refer to all other work. For example: Instead of saying “my previous work showed . . .,” you can say “a previous study showed . . .”

Applicants will be responsible for making sure they don’t include personally identifiable information, as we don’t have the capacity to screen all the proposals prior to the review process. We may reject proposals that include such information.

Changes After Submission

Please note, once you have submitted your LOI, you will not be able to make changes unless there are extenuating circumstances. To make changes, you would have to contact the TBD help desk. Proposals cannot be changed after the submission deadline.

If the proposal has been submitted by accident, then you may contact the help desk to have the submission reversed. You will not lose any data if you do this.

LOI Versus Full Proposal

These instructions are for the LOI, which is a short form designed to be much easier to complete than a full proposal. We will use the LOIs to short-list applicants who will be invited to complete a full proposal. The full proposal is longer (roughly 10 pages) and includes more details about the project activities, team, and budget.

When necessary, TBD shares feedback for some (but not all) LOIs being invited to the full proposal stage. This feedback may be used to strengthen the full proposal. While we would like to provide individual feedback on all application responses, the volume makes it unfeasible; thus feedback is not offered to declined LOIs.

Project Description

QUESTION	INSTRUCTION TEXT
Proposed Project Title (Anonymize)	Should be clear, concise, and easily understood by an educated nonspecialist. A few tips for a strong project title are (a) keep it short, (b) avoid generic words, (c) leave out unnecessary words, (d) use active verbs, and (e) focus on the outcome.
Fit with RFP Goals (Anonymize)	Explain how this project relates to the goals of the RFP. If the project is successful, what tangible changes should we expect to see? See the RFP web page for reference. (200 words max)
Project Description: Executive Summary (Anonymize)	The Executive Summary is a brief statement written for educated nonspecialists. It should include a very brief overview with each of the following headings: (a) Aims: The aim of the project. (b) Background: The context/background information. (c) Justification: Why the project is needed. (d) Novelty: The novelty of this project. (e) Hypotheses: The hypotheses to be tested. (f) Activities: Project activities that will take place. (g) Outputs: Outputs to be produced by the project. (h) Impact: The anticipated impact of your findings. (600 words max)
References (Anonymize)	What impact could this research have on mental or physical health for either patients or neurotypicals? In what way will it be transformative? How could this method be useful for people in diverse community settings over the next five to ten years? (200 words max)
Core Activities (Anonymize)	Summarize the top five core activities that are critical to the success of the project. This could include essential research methodologies, tool development, or other activities related to key milestones. State for each activity whether the required expertise is available at your institution or should be sought externally. Do NOT include the names of the people assigned to these activities. To save space in the application form, you can write “(A)” next to an activity where expertise is already available or “(E)” where external help is required. (200 words max)

QUESTION

**Proposed
Start Date**

INSTRUCTION TEXT

Enter the ideal start date of your project. This date should be between June and October 2026. Successful applicants will be asked to finalize this date during the contracting stage.

**Duration in
Months**

How many months do you expect your project to last? The maximum time period is 36 months.

**Total Amount
Requested**

Please write the full amount in US dollars.

During the LOI stage, please use your best estimation. During the full proposal stage, you will be able to use an automatic calculation in a budget spreadsheet to find this amount. The total amount includes indirect/overhead costs, which should not exceed 15% of the direct costs.

Requests should not exceed US\$900,000 in total over a maximum of three years. TBD reserves the right to reduce the request amount based on budgetary constraints or insufficient budget justification.

Categorization

Development Stage

Only one option can be selected. If you believe more than one option applies, then select whichever you anticipate to receive the largest portion of funding, or consider submitting more than one application.

Conceptual Stage: Philosophical inquiry or exploratory research to better understand Perception Box or related concepts.

Discovery Stage: Research to discover innovations or formalize a new intervention. This includes research to develop or refine a new innovation into an intervention ready for clinical trials.

Testing Stage: Efforts to validate an intervention in a particular context. This includes clinical trials.

Scaling Stage: Efforts to disseminate an intervention at scale. Only for interventions that have been validated through clinical trials.

Target Clinical Status

Only one option can be selected. If you believe more than one option applies, then select whichever you anticipate to receive the largest portion of funding, or consider submitting more than one application.

Clinical: To treat a recognized clinical condition or provide symptom relief.

Subclinical: Toward preventing clinical symptoms or reducing risk factors.

Well-Being: Promoting positive states and protective factors.

Target Age Group

Please check all that apply. Proposals that cover more than one age group should provide a justification in the Potential for Impact section. Projects aimed at children aged 0–5 are out of scope for this RFP.

Keywords

Keywords are used to help us find suitable reviewers for your LOI. Please aim to have at least three keywords in total.

Common Keywords: Check all that apply.

Custom Keywords: You may also add your own keywords if you believe that could help reviewers understand your proposal better. Please check for spelling consistency, and separate keywords with a comma.

Principal Investigator

The Principal Investigator (PI) is the person to take responsibility for the proposal and grant. There can be only one PI.

QUESTION

INSTRUCTION TEXT

Prefix

First Name

Last Name

ORCID

This is a free persistent identifier available by registering at <https://orcid.org>

Please include this ID if available. It will help reviewers better understand your track record in the field.

Google
Scholar ID

This is the URL shown when you visit your Google Scholar profile. Please include this ID if available. It will help reviewers better understand your track record in the field.

Job Title

Current title at your employer.

Employment

Please select whether you are a current or prospective employee of the applicant organization.

Time
Commitment
Percentage

If this grant request is awarded, what percent of this team member's time would be committed to project activities? This should be based on a normal working week. For example, one day per week would be 20%, or four months per year would be 25%.

QUESTION

INSTRUCTION TEXT

Education

List your key qualifications relevant to this project, including degree title, institution, and year of graduation. For the Principal Investigator, this field should confirm that they have a PhD, MD, or equally valid degree. (List all the most relevant information allowed within the limit of 100 words.)

Professional Experience

List the most relevant experience including your position, the name of the organization, and the start and end dates of that position. (List all the most relevant information allowed within the limit of 150 words.)

Relevant Previous Grants

List the most relevant grants you have personally been involved in. This could include grants on similar topics or high-impact grants to demonstrate your track record. Include the start and end dates, your role in the grant, the name of the grantor, and the amount awarded. (List all the most relevant information allowed within the limit of 150 words.)

Relevant Published Articles

List the most relevant articles you have authored in this space. Ideally use APA reference style. (List all the most relevant information allowed within the limit of 250 words.)

Team Members

Refer to the Core Activities described previously, and list the names of the proposed team members who will be responsible for each. Please also include their ORCID and Google Scholar ID, and specify how many years of relevant experience they have. (200 words max)

Applicant Organization

Grants can be awarded only to recognized Internal Revenue Code section 501(c)(3) medical schools, colleges, universities, or not-for-profit research organizations and, to the extent permissible pursuant to the Internal Revenue Code, to similar organizations located within or outside the United States (collectively referred to as “Applicant Institution”).

QUESTION	INSTRUCTION TEXT
Legal Name	The name must match the governing documents of the organization. This is the name that will be used to draft the grant agreement if your proposal is successful.
Other Names	If the Organization operates under any other names, please list them here.
Country	Applications will be considered from any country except for those on the US Office of Foreign Assets Control sanctions list. For more information, see https://home.treasury.gov/policy-issues/office-of-foreign-assets-control-sanctions-programs-and-information
Post Code	If post codes are not used in your country, please enter “00000”.
Website/URL	
Organization Structure	The value selected here must match that of the Tax ID that will be listed below.
Tax ID Number	This is your organization’s tax identification number. For example, in the United States, this is the organization’s EIN. If this question does not apply in your jurisdiction, please enter “00000”.

QUESTION

INSTRUCTION TEXT

Registration Number

Distinct from a “Tax ID,” this is your organization’s legal registration number. It is normally provided when the organization is registered within its local jurisdiction. If you are unsure, then please enter your organization’s UEI, or ask a senior administrator at your organization. If this does not apply in your jurisdiction, please submit a D-U-N-S® Number or enter “00000”.

Parent Organization

If your organization is owned by a parent organization, then please enter the name here.

Submission

Please note that your LOI remains un-submitted until you receive confirmation by email. Submission is a two-step process using the “Mark Complete” button, followed by the “Submit” button. If you believe that you have submitted your LOI but have not received email confirmation, please contact TBD before the submission deadline.

Once submitted, you will no longer be able to edit your LOI, and TBD does not have capacity to make edits or corrections on your behalf. If you accidentally submit your LOI prematurely, please contact TBD directly. However, in the event that an LOI is retracted, it is the applicant’s responsibility to resubmit before the deadline.