

July 18, 20XX

RE: Funding Announcement: RFA-HL-22-013: Centers on Air Quality Research for Chicagoland Communities – CAIRS:  
CAIRS: Clean Air Improvement Solutions

Dear Ms. Maria Hernandez,

I was at the community meeting where you spoke about the work that ABC Health has been doing and was impressed with your commitment to generating education and awareness for respiratory challenges due to the air quality in your communities. Connecting community members to resources that improve their understanding of these important issues aligns with a new Request for Applications that the National Institutes of Health (NIH) National Heart, Lung, and Blood Institute (NHLBI) have just announced. My team at Local Research University (LRU) is planning to apply for this opportunity. I hope you will consider joining us, because I think your mission and goals will align in a meaningful way. While many details are still being ironed out, our main goals are to:

1. Work with an organization like ABC Health to raise awareness and education about respiratory challenges like asthma and COPD in identified geographic areas with poor air quality.
2. Use the grant funding to expand and evaluate existing ABC Health programs like screenings, informational sessions (for example: working with insurance and financial management), and general community building and educational offerings through your organization. By standardizing these program offerings, we will be able to evaluate them effectively.

We are specifically looking to conduct this work with you and your staff because ABC Health has established itself as a trusted resource in the community by already offering resources on these topics. The grant would provide \$50,000 for ABC Health to be able to hire, train, and conduct the activities, surveys, and outreach for between 350-500 community members over the course of 1 year. We would provide training and work closely together to establish appropriate agreements, certifications, and payment (for both ABC Health and community participants). We would also want to have a discussion about what resources you may need to best serve this population.

The grant application has a quick turnaround, and we are working on preparing it. If you think you have interest in joining us, please send confirmation within the next 3 days (as we must submit a letter of intent). Later in the submission process, you would provide a letter of support, for which I'll provide a template. We can work out the finer details as things progress, but for now, please consider me your main point of contact. We are looking to apply in the next 2 months. Because I know your time is limited, I'll take on most of the heavy lifting, but know that you're invited to participate in as much as you like. We should be notified within 6 months of submitting the application if it is accepted for funding.

We believe this work to educate stakeholders, standardize helping protocols, and bring essential resources to communities who are most at risk would make a world of difference. We hope you will agree and consider joining us. Might you be available for a brief call sometime in the next week? That would give us a chance to provide more in-depth information and to address any questions you or your colleagues may have, Thank you for your consideration.

Sincerely,

*Omar Abadi*

Omar Abadi, PhD  
Associate Director, Center for Team Science and Community Engagement  
Pronouns: he/him/his