

Visualizing Healthy Lives: LOI Submission Guidelines

How to Submit a Letter of Interest

Applicants should submit their Letters of Interests via email to USALEEP@urban.org on or before Friday, November 16th by 3PM EST.

We encourage applicants to apply in advance of the deadline. Any LOIs submitted before Friday, November 16th will be reviewed by the Urban team and applicants will be contacted if any materials are missing or are in the wrong format. We also encourage applicants to enable an email delivery receipt confirmation when sending your email submission.

In order to promote a fair and equitable application process, applications missing any of the below outlined requirements or submitted after the deadline will be removed from consideration. Re-submissions will not be allowed for LOIs submitted **on Friday, November 16th**.

Submission Requirements

The Visualizing Healthy Lives LOI consists of two (or three) parts: (1) the LOI Application Form and (2) the LOI Submission Letter with an option to include (3) a Sketch of the Proposed Visualization. Applicants should send **one** submission email (with the subject: "Visualizing Healthy Lives LOI Submission_Org Name) with **one combined PDF attachment** as follows:

PDF PAGE #1: LOI Application Form: Please fill out the form-fill PDF provided with information relevant to your proposal.

PDF PAGE #2: LOI Submission Letter: Please follow the below guidelines on what to include in your LOI Submission Letter.

PDF PAGE #3: (optional) Sketch of Proposed Visualization: If helpful, please attach a one-page rough sketch of the proposed visualization to help illustrate your idea.

Please save the PDF attachment as follows "**Visualizing Healthy Lives LOI_Org Name**" substituting your organizations name. (Ex.: "Visualizing Healthy Lives LOI_Urban Institute")

For more information on additional requirements, please see the [Visualizing Healthy Lives Eligibility Checklist](#).

PDF Page #1: LOI Application Form

Applicants must complete the Visualizing Healthy Lives LOI Application Form, which can be found at USALEEP.urban.org . If you have trouble accessing this document, please email USALEEP@urban.org.

Format

- The LOI Application form should be submitted as the *first* page of **one combined PDF file**, saved as follows: "**Visualizing Healthy Lives LOI_Org. Name**".
- We recommend using Adobe Acrobat to enter the required information into the PDF form fields.
- If you use Mac OS Preview, please enter information into form fields and refrain from using the text box feature.

PDF Page #2: LOI Submission Letter

In presenting the proposed ideas, succinct letters will be accepted according to the following guidelines. The written LOI Submission Letter should include **three sections** that seek to answer the following questions:

<p>SECTION 1: Project Description</p>	<ul style="list-style-type: none"> • What is the final data visualization output? • What is the justification for the chosen display or displays? • How does this output enable non-expert users to interactively explore the content of the data, identify interesting patterns, infer correlations and causalities, or support sense-making activities? • Proposed projects should discuss approaches to visualizing uncertainty in the data, whether through confidence intervals, data filtering, or other statistical methods. • What question or problem does the proposed project seek to address? • How does the data visualization expand upon conversations currently in the field by advancing effective calls?
<p>SECTION 2: Impact</p>	<ul style="list-style-type: none"> • How will the data visualization inform and empower organizations and stakeholders engaged with the relationship between health and other community outcomes? • Who is the target audience (who is served/who benefits from the using the visualization)? • How is this visualization designed to reach that audience?
<p>SECTION 3: Relevance to USALEEP</p>	<ul style="list-style-type: none"> • How will the proposed visualization demonstrate the relationship between USALEEP life expectancy data to show connections across health and other sectors?

Format

- Submissions should be no longer than 1-page, single-sided
- All text should be single-spaced
- Page format should be 8.5x11 inches, with 1-inch margins
- Text should be 11-point font, Times New Roman
- LOI Submission Letters should be submitted as the *second* page of **one combined PDF file**, saved as follows: “**Visualizing Healthy Lives LOI_Org. Name**”
 - Additional Instructions on how to combine PDFs in Adobe Acrobat are available [here](#)

PDF Page #3: (optional) Sketch of Proposed Visualization

Applicants have the option to include a rough sketch of the proposed visualization if it adds additional context for your submission.

Format

- If submitted, the rough sketch should be submitted as the *third* page of **one combined PDF file**, saved as follows: “**Visualizing Healthy Lives LOI_Org. Name**”
- The rough sketch should fit on 1-page, single sided, 8.5x11 inches