

Submission Instructions and Checklists

Phase 1 Planning Grant Letter Proposals

Planning grant letter proposals are **due by noon (ET) on December 1, 2025**. The planning grant letter proposal and accompanying materials must be submitted via email to AIHE@lei.org and attached as a single PDF with items organized in the order listed below.

- Letter Proposal (no more than 3 pages)
- Contact Information Form (available on [initiative's webpage](#))
- Exempt Status and Charity/Foundation Status Information Form (available on [initiative's webpage](#))
- Audited Financial Statements

Phase 2 Implementation Grant Proposals

Implementation grant proposals are **due by noon (ET) on May 1, 2026**. The implementation grant proposal and accompanying materials must be submitted via email to AIHE@lei.org and attached as a single PDF with items organized in the order listed below. The Endowment expects implementation grants to be approved and paid by the end of 2026.

- Cover Letter
- Contact Information Form - (available on [initiative's webpage](#))
- Exempt Status and Charity/Foundation Status Information Form (*if not provided earlier with respect to AIHE*) - (available on [initiative's webpage](#))
- Executive Summary (one page)
- Proposal Narrative (no more than 10 pages)
- Timeline (no more than 3 pages)
- Budget
- Budget Narrative
- Letters of Support (optional) - (up to 3 letters)
- Audited Financial Statements (*if not provided earlier with respect to AIHE*)
- Appendices (optional) - (up to 25 pages)

Phase 2 Collaboration Grant Concept Papers

Collaboration concept papers are **due by noon (ET) on May 1, 2026**. The collaboration grant concept papers and accompanying materials must be submitted via email to AIHE@lei.org and attached as a single PDF with items organized in the order listed below. The Endowment tentatively plans to approve and pay collaboration implementation grants by the end of 2026.

- Concept Request Letter (one page and signed by the lead institution)
- Letters of Commitment (one page each and signed by collaborating institutions)

- Concept Paper Information Form (for lead institution) - (available on [initiative's webpage](#))
- Exempt Status and Charity/Foundation Status Information Form (*for lead institution, if not provided earlier with respect to AIHE*) - (available on [initiative's webpage](#))
- Summary Statement (one page)
- Concept Paper Narrative (no more than 8 pages)
- Budget and Budget Narrative Summary
- Letters of Support (optional) - (up to 5 letters)
- Appendices (optional) - (up to 25 pages)

Please direct any questions about AIHE to Endowment staff at AIHE@lei.org.