



## 2019 POSTDOCTORAL RESEARCH FELLOWSHIP AWARD

APPLICATION DEADLINE: FRIDAY, DECEMBER 14, 2018

AWARD PERIOD: JULY 1, 2019 – JUNE 30, 2020

### DESCRIPTION

The Postdoctoral Research Fellowship Award encourages the career development of individuals with research potential who require additional research training and experience. The award supports investigational work related to liver physiology and disease in order to prepare the recipient for a career in independent research.

The Postdoctoral Research Fellowship Award is a one year award to supplement National Institutes of Health (NIH) or non-federal fellowship stipends and will not be awarded to an applicant who has no other source of research salary support.

### ELIGIBILITY

Applicants must meet the following guidelines in order to be eligible for a Postdoctoral Research Fellowship Award:

1. Applicant must be sponsored by a public or private non-profit institution accredited in the United States, Canada or Mexico engaged in health care and health-related research.
2. Applicant must apply within the first two (2) years of his/her first postdoctoral research fellowship at the time of application. Individuals with more than two years of postdoctoral research training are ineligible.
3. Applicant must be sponsored by a research mentor.
4. The American Liver Foundation must be notified immediately if the applicant receives another research award during the application process or after the receipt of an award.
5. Applicant may only apply for one award or fellowship offered by the American Liver Foundation.

### AWARD DETAILS

An award of \$12,500 will be provided over one (1) year. Funding is a supplement to NIH or non-federal fellowship stipends. Funding is provided directly to the applicant, not the institution.

Recipients are directly responsible to the sponsoring institution. Awards cannot be transferred to another mentor or institution without prior written approval from the American Liver Foundation. Recipients must acknowledge the award in all publications (abstracts, manuscripts, or other documents) resulting from research performed during the tenure of this award.

A maximum of one award will be made per mentor. Recipients will devote 50% or more of his/her time to the research project on which this application is based. Recipients may receive or provide research training and participate in teaching functions within the sponsoring institution, but may not undertake other substantial responsibilities during the award cycle.

### SELECTION CRITERIA

Applicants will be evaluated based upon their background, their commitment to a research career, the environment in which they will conduct this project, and the experience, productivity and commitment of faculty mentors.

Applications will be reviewed based on the written materials submitted. **Incomplete applications and applications that fail to adhere strictly to the instructions (including the submission deadline and page limitations) will not be reviewed.** All decisions are final.

### PROGRESS/FINANCIAL REPORTS

Scientific progress reports must be sent to the American Liver Foundation at the end of the award year and within 60 days of completion of the award.

## THE LIVER MEETING®

The award recipient is strongly encouraged to both attend and present their work at The Liver Meeting®.

### RESEARCH AWARD GLOSSARY

**Mentor:** Senior professional who provide guidance, direction and support to the applicant. This person should have a vested interest in the career development and research experience of the applicant.

**Public Health Service (PHS) 398 Form and NIH Guidelines:** The PHS 398 Form is the application form used to obtain federal grant support. According to NIH guidelines, the research plan should contain: title, specific aims, background and clinical significance, preliminary results, and methods. To access the PHS 398 Form via the Web, go to <https://grants.nih.gov/grants/funding/phs398/phs398.html> and select "Biographical Sketch Format Page."

**Grant Administrator:** The staff member who oversees new grant agreements and grant payments; ensure that grants comply with relevant laws and regulations; guarantees that all required reports are submitted; and administers the grant after award.

## APPLICATION FOR THE 2019 POSTDOCTORAL RESEARCH FELLOWSHIP AWARD

### INSTRUCTIONS

1. On the Postdoctoral Research Fellowship Award webpage click “download application form” and save the application form on your computer.
2. Complete the form by typing responses.
3. Include required documents and provide signatures as requested.
4. Put your name (last name, first name) and the name of the award in the upper right-hand corner of each page.
5. Use one-inch margins. Do not use lettering smaller than 10 point.
6. Assemble the application package in the order listed in the Required Documents section below.
7. Be sure to adhere to page limits and complete all sections. Applications that do not meet the requirements, in content or format, will not be reviewed.
8. The completed application, letters of support or commitment, and other required documents mentioned below, must be combined into and submitted as one PDF document. Name the PDF as follows: Last name\_First Initial\_\_Postdoc (Example: Johnson\_S\_\_Postdoc). Your single PDF file must be no larger than 9MB (megabytes).

### SUBMISSION

The application deadline for this award is **11:59 pm Eastern Time, Friday, December 14, 2018**. **Applications received after the deadline will not be reviewed.**

Submit your application according to the instructions on the Postdoctoral Research Fellowship Award webpage. You will be sent an email confirmation that the PDF was received. If an email confirmation is not received in 2 business days, please contact [research@liverfoundation.org](mailto:research@liverfoundation.org) to confirm receipt.

### REQUIRED DOCUMENTS

1. **Title Page** – This is page 1 of the application form.
2. **Applicant Information and Required Signatures** – This is page 2 and page 3 of the application form. It must be completed and signed by the appropriate individuals and included in the award application.
3. **Summary and Abstract** – This is page 4 of the application form. Provide a lay summary of your research along with your project’s abstract.
4. **Curriculum Vitae** – Provide biographical sketches using the current PHS 398 Form (see glossary) for the applicant and mentor, as well as any other key personnel.
5. **Research Plan** – The research plan must be prepared and assembled in the following order: (1) Specific Aims, (2) Background and Significance, (3) Preliminary Results, (4) Research Design and Methods, and (5) References. Results of unpublished observations may be summarized using text, tables or figures and they must be included in the five-page limit. **Limit five pages, not including references.**
6. **Research Facilities** – The research environment should be described, including access to patients, laboratory space (if applicable), consultants and technical (including computer) resources. **Limit one page.**
7. **Institutional Review Board (IRB) and Animal Experimentation** – This is page 5 of the application form. All human and animal studies require IRB and Institutional Animal Care and Use Committee (IACUC) approval, respectively. Verification of IRB or IACUC approval of the proposed research in the applicant’s institution must be provided prior to the award being granted. If IRB or IACUC approval is not necessary or not attached, please state why.
8. **Candidate’s Statement** – Describe the benefits of this award to your research career and the impact your mentor will have on your research development, and your academic goals. Please also highlight your previous studies and any contributions to knowledge in this field. **Limit to one page.**
9. **Letter of Commitment from Department Head and Mentor** – Letter must be provided from the head of the candidate’s department confirming that 50% of the available time will be devoted to the research project on which this application is based. A letter of support from your mentor (if different from the department head) is also required, stating that he/she will be available to provide advice and guidance to you during the award cycle. **Limit to one page each.**
10. **Letters of Recommendation** – Two additional letters of recommendation attesting to the candidate’s qualifications, commitment to research and quality of scientific work should be submitted with the application. The recommendation letters cannot be provided by your department head or mentor. **Limit one page each.**