



ALF 2023 POSTDOCTORAL RESEARCH FELLOWSHIP AWARD

LETTER OF INTENT (LOI) DEADLINE: July 31, 2023

APPLICATION DEADLINE: August 31, 2023

AWARD PERIOD: December 1, 2023 – November 30, 2024

OBJECTIVE

The objective of the Postdoctoral Research Fellowship Award is to support the development of promising research trainees and their basic or translational research in the liver field. The Postdoctoral Research Fellowship Award encourages the career development of individuals with research potential who are in the post-doctoral phase of their career and require additional research training and experience. The award provides a supplementary stipend to support trainees with living expenses and allow them to focus on their investigational work on liver biology and disease and their transition to a career in independent research.

Postdoctoral trainees who hold MD, PhD or MD/PhD degrees and are training in liver research are encouraged to apply. The award will supplement National Institutes of Health (NIH) or other federal or non-federal fellowship stipends. Individuals who have no other source of research salary support are not eligible for this award. This award funds projects in basic or translational research. Clinical research projects are not eligible for this award.

POSTDOCTORAL RESEARCH FELLOWSHIP AWARD AT-A-GLANCE

Career Level: Postdoctoral Trainees

Award Type: Supplementary Stipend

Research Type: Basic or Translational Research

Funding amount: \$25,000 for 1 year

Letter of Intent Deadline: July 31, 2023

Application Deadline: August 31, 2023

ELIGIBILITY

In order to be eligible for a Postdoctoral Research Fellowship Award, the applicant must:

- 1) Be sponsored by a public or private non-profit institution accredited in the United States and engaged in health care and health-related research.
- 2) Hold an MD and/or PhD (or equivalent degree) by the start date of this award.
- 3) Be a postdoctoral or clinical research fellow who has completed their most recent doctoral degree or medical residency within the past five (5) years at the start of the award (i.e., completed no earlier than Dec. 1, 2018).
 - a) ALF is sensitive to personal matters that impact career trajectories. An appropriately documented leave of absence (e.g, parental leave, medical leave, long-term care of a parent/spouse/child/dependent) will not be counted toward the above five-year eligibility criteria. Applicants in this situation must reach out to ALF staff at least three weeks before the application deadline to ask for an exemption.
 - b) Applicants who are outside of the eligibility time frame because of other exceptional

circumstances or because they have been impacted by the COVID-19 pandemic may also request to be considered for an exemption.

- c) Applicants requesting an exemption must reach out to ALF staff via email (research@liverfoundation.org) at least three weeks before the application deadline to ask for an exemption. Exemptions will be provided on a case-by-case basis and must be included in the application package.
- 4) Be the recipient of a primary source of NIH or non-federal postdoctoral fellowship stipends
- 5) Be sponsored by a research mentor.
- 6) Not apply for more than one award offered by the American Liver Foundation.

Applicants who are from groups identified as underrepresented in the biomedical, clinical, behavioral, and social sciences are strongly encouraged to apply. This includes, but is not limited to, individuals from racial and ethnic groups underrepresented in health-related sciences (Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians, and other Pacific Islanders, etc), individuals with disabilities, and individuals from disadvantaged backgrounds. See NIH's [Notice of NIH's Interest in Diversity \(NOT-OD-20-031\)](#) for a complete list and additional details.

AWARD DETAILS

An award of \$25,000 will be provided over one year. Funding is a supplement to NIH or non-federal postdoctoral fellowship stipends. Funding is provided directly to the applicant, not the institution.

Award terms:

- Recipients must acknowledge the award in all publications (abstracts, manuscripts, or other documents) resulting from research performed during the tenure of this award.
- Awards cannot be transferred to another institution without prior written approval from the American Liver Foundation.
- Recipients are directly responsible to the sponsoring institution.
- Recipients must devote at least 50% effort 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 must be able to guarantee at least 50% protected research time for the duration of the award. A letter of commitment must be provided by the candidate's department/division.
- A maximum of one award will be made per mentor.
- The American Liver Foundation must be notified immediately if the applicant receives another research award during the application process or during the award period.
- Award recipients agree that their photograph and a brief summary of their research project will be featured in a press release and posted on the American Liver Foundation website and social media channels.

LETTER OF INTENT

A Letter of Intent **must** be submitted to apply for a Postdoctoral Research Fellowship Award. The purpose of the Letter of Intent (LOI) is to allow ALF staff to estimate the number of, and plan for the review of, submitted applications.

The LOI must include:

Applicant Name

Applicant Institution

Type of Research: Basic research or Translational Research

Overall primary topic of your research project (see the Postdoctoral Research Fellowship Award webpage for a list of topics).

Submit your letter of intent via email, no later than July 31, 2023, to:

Helene Jordan, PhD
American Liver Foundation
National Director, Research Program Management
research@liverfoundation.org

SELECTION CRITERIA

Applicants will be evaluated based upon their background, their commitment to a research career, the scientific merit of their research project, the environment in which they will conduct this project, and the commitment of their research mentor.

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 REPORTS

A scientific progress report and a progress report in lay language must be provided within 60 days of completion of the award.

RESEARCH AWARD GLOSSARY

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.

Mentor: Faculty member or other experienced researcher who provides 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 Forms and NIH Guidelines: The PHS 398 Form is the application form used to obtain federal grant support. Go to www.grants.nih.gov/grants/funding/phs398/phs398.html to access the PHS 398 "Biosketch" Form and PHS398 Instructions that have useful tips and directions for completing a Research Plan.

APPLICATION INSTRUCTIONS

Submission Deadline

The deadline for the Letter of Intent is 11:59 pm Eastern Time, July 31, 2023.

The deadline for the application is 11:59 pm Eastern Time, August 31, 2023. Applications received after the deadline will not be reviewed.

Formatting Instructions

- 1) Download the Application Form and Application Guidelines from the Postdoctoral Research Fellowship Award webpage.
- 2) Complete the Application Form by typing responses in the fillable pdf document, obtain requested signatures, and prepare all required documents as indicated below.
- 3) Use at least half-inch margins. Do not use lettering smaller than 10 point.

- 4) Include a header with your name (last name, first name) and the name of the award in the upper right-hand corner of each page in required documents not provided in the Application Form.
- 5) Be sure to adhere to page limits and complete all sections as indicated in these guidelines. Applications that do not meet the requirements, in content or format, will not be reviewed.
- 6) **Assemble the Application Package in the order listed in the Required Documents section below.**
- 7) The completed Application Form and all required documents must be combined into and submitted as one PDF document. This document is your **Application Package**. Name the PDF as follows: Last name_First name_Postdoc. Your single PDF file must be no larger than 10MB (megabytes)

Submission Instructions

- 1) Submit a Letter of Intent **via email** by July 31, 2023.
- 2) Submit your Application Package on the Postdoctoral Research Fellowship Award by August 31, 2023.
- 3) Complete the Applicant Information in the submission form on the webpage.
- 4) Applicants must select a Primary Type of Research and Primary Topic for their research proposal. Applicants can submit up to five additional topics (optional).
- 5) Upload your Application Package as one PDF document as indicated above.
- 6) Click the **“Submit” button** to submit your application.
- 7) You will receive an email confirmation that the PDF was received. Check your spam folder and contact research@liverfoundation.org if you did not receive an email confirmation.

Required Documents

Assemble the required documents in the order below:

- 1) **Title Page** – This is page 1 of the Application Form.
- 2) **Applicant Information and Required Signatures** – This is page 2 of the Application Form. It must be completed and signed by the appropriate individuals. Signatures may be digital, electronic, or “in ink”.
 - a) **Exemption** (if applicable) – Provide an exemption document provided by ALF if an exemption was provided
- 3) **Applicant Demographic Information** – This is page 3 of the Application Form.
- 4) **Lay Summary and Abstract** – This is page 4 of the Application Form. Provide a lay summary of your research along with your project’s abstract.
- 5) **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.
- 6) **Curriculum Vitae** – Provide biographical sketches for the applicant and mentor using the current NIH biosketch format. **Limit five pages each.**
- 7) **Research Plan** – The research plan must be prepared and assembled in the following order: Specific Aims, Background and Significance, Preliminary Results, Research Design and Methods, and 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.**
- 8) **Research Facilities** – The research environment should be described, including, as

applicable, laboratory space, access to patients' materials or data, animals, core facilities, consultants and technical (including computer) resources. **Limit one page.**

- 9) **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 one page.**
- 10) **Letter of Commitment from Department Head and Mentor** – Letter must be provided from the head of the candidate's department/division 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 they will be available to provide advice and guidance to you during the award cycle. **Limit to one page each.**