



ALF 2024 POSTDOCTORAL RESEARCH FELLOWSHIP AWARD

LETTER OF INTENT (LOI) DEADLINE: September 15, 2024

APPLICATION DEADLINE: October 15, 2024

AWARD PERIOD: December 1, 2024 – November 30, 2025

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 federal or non-federal fellowship stipends or other types of salary support. This award funds projects in basic or translational research. Clinical research projects are currently 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: September 15, 2024

Application Deadline: October 15, 2024

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.
 - 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 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 if granted.

- 4) Be the recipient of a primary source of federal or non-federal postdoctoral fellowship stipends or other types of salary support (eg, percent effort on mentor's grant).
- 5) Be sponsored by a research mentor.
- 6) Be able to guarantee at least 50% protected research time for the duration of the award.
- 7) 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 as a supplement to federal or non-federal postdoctoral fellowship stipends or other types of salary support. 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. A copy of the publication should be provided to ALF.
- Awards cannot be transferred to another institution without prior written approval from the American Liver Foundation.
- Recipients are directly responsible to the sponsoring institution.
- 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 (LOI)

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

The Letter of Intent must be prepared on the LOI PDF template found on the Postdoctoral Research Fellowship Award [webpage](#) and **submitted via email, no later than September 15, 2024**, to:

Helene Jordan, PhD
American Liver Foundation
National Senior 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

Basic Research: Research focused on fundamental scientific investigations and usually conducted in controlled laboratory settings, with the primary goal of understanding basic biology or disease mechanisms. It aims to expand knowledge, discover new principles, and understand underlying mechanisms without specific applications towards processes or products in mind. However, the results of basic research form the foundation for translational and clinical research. This category can involve animal studies, cell culture and other in vitro studies, “omics” research, and studies using human biospecimens or human data that cannot be linked to a specific individual.

Clinical Research: Patient-oriented research with the primary goal of directly impacting the prevention, diagnosis, treatment, or outcome of liver disease in patients. Clinical research often involves direct contact with human subjects and aims to assess the safety, efficacy, and effectiveness of medical interventions, treatments, or diagnostics to inform clinical practice and improve patient care. Clinical trials are a common form of clinical research, and it can also include interventional, observational, epidemiological, or behavioral studies, outcomes research, and health services research studies.

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.

Translational Research: Research that bridges the gap between basic research and clinical research, with the goal of translating observations from the laboratory, clinic, and community into potential interventions that improve health. Translational research can include converting basic research discoveries into practical medical interventions, therapies, or diagnostics that can then be tested in clinical research studies. For example, if basic research identifies a gene that could play a role in a certain disease, translational research could identify ways to target this gene and test their efficacy in the laboratory before moving to human testing. Translational research also investigates how results of successful clinical research studies can be translated into best practices and implemented by physicians in clinical care.

APPLICATION INSTRUCTIONS

Submission Deadline

The deadline for the Letter of Intent is September 15, 2024.

The deadline for the Application is October 15, 2024. 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 September 15, 2024.
- 2) Submit your Application **online** on the [Postdoctoral Research Fellowship Award webpage](#) by October 15, 2024 by following the steps below:
 - a) Complete the Applicant and Proposal Information in the online Submission form.
 - b) Applicants must select a Primary Type of Research and Primary Topic for their research proposal. Applicants can submit up to five additional topics (optional).
 - c) Upload your Application Package as one PDF document as indicated above.
 - d) Click the **“Submit” button** to submit your application.
- 3) 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) **Application Form:**
 - a) **Title Page** – All fields must be completed.
 - b) **Applicant Information and Required Signatures** – All fields must be completed. Indicate N/A if a field does not apply. All required signatures must be provided by the appropriate individuals. Signatures may be digital, electronic, or “in ink.”
 - c) **Applicant Demographic Information** Complete all fields as appropriate (optional). The provided information will be treated as confidential and will not be shared with reviewers.
 - d) **Lay Summary and Abstract** – Provide a lay summary of your research along with your project’s abstract. The lay summary and scientific abstract must adhere to character limits and fit in the space imparted. Please contact research@liverfoundation.org if you need assistance.

- e) **Institutional Review Board (IRB) and Animal Experimentation** – All human and animal studies require IRB and Institutional Animal Care and Use Committee (IACUC) approval, respectively. Verification of IRB or IACUC approval must be provided prior to the award being granted. If IRB or IACUC approval is required but documentation is not included, please state why.
- 2) **Exemption** (if applicable) – Include the exemption letter provided by ALF if an exemption was granted.
- 3) **Biosketch** – Provide biographical sketches for the applicant and mentor using the [current NIH biosketch format](#). **Limit five pages each.**
- 4) **Other Support**
 - a) Provide a list of current funding/stipends for the applicant (no specific format requested).
 - b) Provide a list of all other active and pending institutional, federal and non-federal support using the NIH [“Other Support” form for the mentor](#) (see the NIH [“Other Support” webpage](#) for additional information and templates).
- 5) **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.**
- 6) **References** –No specific format requested. **Limit 30 references.**
- 7) **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.**
- 8) **Candidate’s Statement** – Describe the benefits of this award to your research career, 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.**
- 9) **Letter of Support from Mentor** – A letter of support from the applicant’s mentor is required. It must confirm that the applicant will have at least 50% of protected research time and that the mentor will be available to provide advice and guidance to the applicant during the award cycle. **Limit one page.**