



## ALF 2025 TRAVEL AWARD

APPLICATION DEADLINE: April 25, 2025

### DESCRIPTION

**ALF is pleased to offer a competitive travel award program for postdoctoral trainees to defray the costs of attendance at scientific conferences.** The goal of this award is to foster career development by encouraging individuals with a demonstrated interest in liver-related research to attend scientific conferences and present their research.

***ALF will provide travel awards for 2025-2026 scientific conferences\* related to liver research or any other research conference that could benefit the applicant's career or research projects in the liver field*** (e.g., Keystone Symposia, FASEB Science Research Conferences, Summer Liver Academy Meeting, etc.). ALF encourages cross-discipline learning and eligibility is not restricted to conferences solely focused on the liver. Please contact [research@liverfoundation.org](mailto:research@liverfoundation.org) if you have questions about the eligibility of a specific conference.

Travel award recipients will be reimbursed **up to \$1,500** (maximum award amount) for travel, lodging, meals, and registration costs. Awardees will be required to submit documentation for expenses following the meeting for reimbursement.

\*ALF does not provide Travel Awards for Digestive Disease Week and The Liver Meeting since AASLD administers its own travel award program for these conferences. Individuals interested in attending DDW or TLM should refer to AASLD's [award program webpage](#) for further details on how to apply.

### TRAVEL AWARD AT-A-GLANCE

**Career Level:** Postdoctoral Trainees

**Award Type:** Travel Award

**Funding Amount:** Up to \$1,500

**Application Deadline:** April 25, 2025

### ELIGIBILITY

In order to be eligible for a Travel Award, the applicant must:

- Be a postdoctoral or clinical research fellow conducting liver research at a public or private non-profit institution accredited in the United States and engaged in health care and health-related research. Individuals employed at the NIH, FDA, and CDC are not eligible to apply.
- Hold an MD and/or PhD (or equivalent degree).

- Be supported by a research mentor.
- Be the presenter of an abstract accepted for presentation at the conference (poster or oral presentation). The abstract does not need to be accepted for presentation before the Travel Award submission deadline, but the Travel Award will be conditional on acceptance of the abstract and presentation of a poster or oral presentation by the Award recipient.
- Agree to complete a conference report post-attendance using the template provided by ALF.

A single applicant may only receive one travel award every other year. Individuals who are currently supported by an ALF research award are not eligible to apply.

## AWARD DETAILS

A maximum award amount of \$1,500 will be provided based on expenditure.

### Award terms:

- Awards cannot be transferred to another scientific conference without prior written approval from the American Liver Foundation.
- Awardees must attend the conference in person.
- Awards cannot be transferred to another individual.
- American Liver Foundation must be notified immediately if the applicant receives another travel award for the same conference during or after the application process.
- Awardees must submit proof of registration and documentation of their presentation acceptance (e.g., an email from the conference organizer(s))
- Awardees must submit itemized receipts for any expense(s) submitted for reimbursement.
- Eligible expenses (not to exceed \$1,500) include conference registration fees, reasonable travel expenses, and meals not included in the conference registration fee. Please see detailed guidelines for eligible expenses below.
- Travel funds are paid to the awardee on a reimbursement basis for travel expenses incurred, up to a maximum of \$1,500. Expenses in excess of this amount will not be reimbursed.
- Travel costs for cancelled trips are not eligible for reimbursement.
- No reimbursement is allowed for spousal or guest expenses.
- Required paperwork and receipts must be submitted to ALF within 90 days after the meeting end date.
- ALF travel funds are meant to help offset but not necessarily fully cover the cost of attending the meeting in person.
- Award recipients agree that their photograph and a brief summary of their research project may be featured in a press release and/or posted on the American Liver Foundation website and social media channels.
- Award recipients agree to complete a conference report post-attendance using the template provided by ALF. Award payment will be held until receipt of the conference report.

## EXPENSE GUIDELINES

### Transportation

Individuals should make their own travel arrangements and are encouraged to plan their trips as early as possible and to obtain the lowest possible fares based on advance reservation and coach travel. Only economy flight fares will be reimbursed. Individuals are encouraged to use public transportation where available and appropriate. Standard Taxi, Uber, and Lyft rides at standard service levels will be eligible for reimbursement (e.g., UberX or Uber Green, Lyft Standard or Lyft Wait & Save, etc.).

### **Lodging**

ALF will reimburse for lodging costs based on whether a city is a “high,” “medium” or “low”-cost city. Regardless, reimbursements noted below are the upper limits.

High-cost cities are: New York, Washington D.C., Boston, Chicago, Los Angeles, San Francisco, Honolulu and Seattle. ALF will reimburse individuals up to \$275.00 for lodging in these cities, exclusive of taxes or fees.

Medium-cost cities are: Atlanta, Houston, Dallas, St. Louis, Philadelphia, Raleigh-Durham, Phoenix, Tampa, Denver, Detroit, Hartford, New Haven, San Diego and Rochester. Individuals will be reimbursed up to \$225.00 in these cities, exclusive of taxes or fees.

For all other U.S. cities, reimbursement will be limited to \$175.00, exclusive of taxes or fees.

### **Meals**

ALF will reimburse meals at the upper limits indicated below.

Breakfast: \$20.00

Lunch: \$25.00

Dinner: \$40.00

### **Items Not Covered**

ALF maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to, alcohol or tobacco products, personal expenses (such as the purchase of books, magazines, personal items, etc.).

## **CONFERENCE REPORT**

A written report, using the template provided by ALF, must be provided after attendance of the conference.

## **APPLICATION INSTRUCTIONS**

### **Submission Deadline**

The **deadline for the Application is April 25, 2025**. Applications received after the deadline will not be reviewed.

### **Application Instructions**

Be sure to adhere to word limits and provide all requested materials as indicated in these guidelines. Applications that do not meet the requirements, in content or format, will not be reviewed.

1. Download the Travel Award Application Form and Application Guidelines from the [Travel 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. **Provide a biographical sketch for the applicant** using the [current NIH Biosketch](#) format. Limit five pages.
4. **Include letter of support from mentor.** Limit one page.
5. The completed **Application Form, NIH Biosketch, and mentor letter 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\_Travel Award.
6. **Submit your Application online** on the [Travel Award webpage](#) by **April 25, 2025** following the steps below:
  - a. Complete all fields in the online Submission form.
  - b. Upload your Application Package as one PDF document as indicated above.
  - c. 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](mailto:research@liverfoundation.org) if you did not receive an email confirmation.