



## REQUEST FOR APPLICATIONS

### AASLD FOUNDATION NP/PA CLINICAL HEPATOLOGY FELLOWSHIP

**Application Deadline:** January 15, 2021  
**Award Period:** July 1, 2021 – June 30, 2022 (1 Year)  
**Award Amount:** \$78,000

#### AASLD Foundation's Mission

To invest in innovative hepatology research and in the people who study and treat liver disease.

#### Award Description

The purpose of these awards is to increase the number of associate providers in clinical hepatology, the purpose of this program is to provide salary and benefit support for certified and licensed Nurse Practitioners (NP) or Physician Assistants (PA) pursuing a full-year of training focused on clinical care in hepatology, beginning on July 1, 2021.

#### Application Submission

The application deadline for this award is **11:59 pm Eastern time, January 15, 2021**. Applications received after the deadline will not be reviewed.

Submit your application at [www.liverresearchawards.org](http://www.liverresearchawards.org). You will be sent an email confirmation that the application was received. If an email confirmation is not received in two (2) business days, please contact [awards@asld.org](mailto:awards@asld.org) to confirm receipt.

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.

#### Fellowship Details

- Awards of \$78,000 will be provided over one (1) year.
- Funds may only be used for **direct salary and benefit support** for the fellow. Benefit support is limited to a maximum of \$13,000.
- Fellowships are granted to the individual applicant; not the applicant's institution. **However, funds will be paid directly to the recipient's institution.**
- The fellowship will include complimentary subscriptions to Hepatology and Liver Transplantation for the duration of the Fellowship period.
- Fellowships cannot be transferred to another institution and recipients cannot change their mentor without prior written approval from AASLD Foundation (AASLDF).
- Up to \$400 of Fellowship funds paid to the institution can be used for the purchase of texts for the Fellow, subject to institution approval and policy.
- Funding notifications for the 2021 awards cycle will be sent no later than May 1, 2021.

## Eligibility

In order to be eligible for this award, the applicant must adhere to the following guidelines:

1. The applicant must:
  - Be a fully certified and licensed nurse practitioner, physician assistant, clinical nurse specialist or advanced practice nurse on or before July 1, 2021.
  - Have no more than 18 months of experience as an NP, PA, CPN, APN in hepatology and/or transplant hepatology (adult and/or pediatric) as of July 1, 2021.
  - Be a member of the American Association for the Study of Liver Diseases (AASLD) at the time of award application and maintain active membership for the duration of the award period.
  - Be mentored during the fellowship period by an AASLD member clinical hepatology who dedicates at least 50% of her/his time to the care of patients with liver diseases.
  - The applicant must be a citizen or permanent resident of the U.S., Mexico, or Canada.
  - The applicant will not hold other, similar fellowships during the fellowship period (July 1, 2021 – June 30, 2022).
  
2. The clinical training program must:
  - Occur in an environment conducive to training in hepatology and that ensures the competencies of the NP/PA Clinical Hepatology Fellowship Curriculum will be obtained.
  - The program must include:
    - i. A minimum of three clinical conferences per week. (May include grand rounds or multidisciplinary conferences.)
    - ii. Participation in a liver biopsy conference. Training may include performance and management of liver biopsy if the trainee's licensing body, state, and institution permit this practice scope.
    - iii. The majority of the applicant's time ( $\geq 80\%$ ) will be focused on clinical care in hepatology.
  - Exposure to hepatology clinical research is favored however the applicant shall not assume the role of dedicated research coordinator to ensure sound fundamental training in all areas of liver disease management.

## Selection Criteria

Candidates will be evaluated based upon their background and their commitment to a career in adult or pediatric clinical hepatology. Specifically, candidates will be reviewed based on:

- Professional potential of the applicant
- Evidence of personal commitment to a career in clinical Hepatology after the fellowship
- Experience, productivity, and commitment of the faculty mentor(s)
- Clinical environment
- Quality of proposed clinical program

**Incomplete applications and applications that fail to adhere strictly to the instructions (including submission deadline, page limitations, and required signatures) will not be reviewed.** All decisions are final.

## 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.

**Indirect Costs:** Costs that are necessary to support a particular activity project or program but that cannot be easily or directly attributed to such activity, project or program. Examples of indirect costs are rent, utilities, and administrative personnel.

**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.

## Application Instructions

1. Use the forms provided on pages 5-6 as cover pages. Type or print responses.
2. Put your name (last name, first name) and the name of the fellowship in the upper right-hand corner of each page.
3. Use half-inch margins. Do not use lettering smaller than 10-point type.
4. Assemble the application package in the order listed in the Required Documents section.
5. Be sure to adhere to page limits. Applications that do not meet the requirements, in content or format, will not be reviewed.
6. The completed application, letters of support or commitment, and other documents as applicable must be combined into and submitted as one PDF document. Name the PDF file as follows: 2021 NPPA - Last name, first name (Example: 2021 NPPA – Smith, Jane)

## Required Documents

Submit only the documents listed below, using pages 5-6 as cover pages. Any additional documents (including letters of collaboration, additional letters of recommendation, or documents that exceed the stated page limitations) will be removed from consideration.

1	<b>Cover Pages</b>	<ul style="list-style-type: none"> <li>Use pages 5-6 of this RFA as your application's cover pages.</li> <li>Complete all information and include all required signatures.</li> <li>Signatures may be digital, electronic, or "wet."</li> </ul>
2	<b>Applicant's Curriculum Vitae</b>	<ul style="list-style-type: none"> <li>Provide a curriculum vitae including any publications, abstracts, or presentations. A full CV is preferred over a Biosketch for the applicant.</li> </ul>
3	<b>License and Certification</b>	<ul style="list-style-type: none"> <li>Provide copies of current license and certification.</li> </ul>
4	<b>Mentor's Biosketch</b>	<ul style="list-style-type: none"> <li>Provide a biographical sketch for the mentor using the current SF424 Form (see glossary).</li> </ul>
5	<b>Co-mentors</b>	<ul style="list-style-type: none"> <li>Provide a list of co-mentors that will be involved in the applicant's training.</li> <li>Descriptions of co-mentors' roles and involvement in the applicant's training are encouraged.</li> </ul>
6	<b>Clinical Program Description</b>	<ul style="list-style-type: none"> <li><b>Limit five pages</b></li> <li>Provide a detailed description of the program, including weekly conference schedule and weekly calendar with in-and out-patient care responsibilities and the percentage of time spent in each.</li> </ul>
7	<b>Facilities Description</b>	<ul style="list-style-type: none"> <li><b>Limit three pages</b></li> <li>The environment should be described, including access to patients, consultants and technical (including computer) resources.</li> </ul>
8	<b>Candidate's Statement</b>	<ul style="list-style-type: none"> <li><b>Limit one page</b></li> <li>Statement of applicant's career plans, including the significance of this fellowship to the applicant's career development, how this fellowship is a shift in focus, and why the applicant wants to pursue training in clinical hepatology. The candidate statement should demonstrate commitment to the field after the fellowship.</li> <li><b>If the applicant has been employed by a Gastroenterology division/or Gastroenterology practice for greater than 18 months, please explain to us how your application for this hepatology fellowship will differ from prior work.</b></li> </ul>
9	<b>Letter of support from Primary Mentor</b>	<ul style="list-style-type: none"> <li><b>Limit one page</b></li> <li>A letter should be provided from the candidate's mentor confirming their sponsorship of the applicant.</li> </ul>
10	<b>Letters of Departmental Support</b>	<ul style="list-style-type: none"> <li><b>Two letters maximum, limit one page each</b></li> <li>Letters should be provided from the director of the candidate's department, division and/or gastroenterology training program.</li> <li>The letters should describe the commitment of institutional resources, support, and environment to the applicant and mentor.</li> </ul>
11	<b>Letters of Recommendation</b>	<ul style="list-style-type: none"> <li><b>Two letters, limit one page each</b></li> <li>One letter must be from a previous and/or current employer or Educator.</li> <li>One letter should be from your current program director stating total time or experience in hepatology and/or transplant hepatology (adult and/or pediatric).</li> <li>Letters should describe work ethic, length of employment and/or study, and commitment to hepatology.</li> <li>Letters should be on institution letterheads and included within the final application package.</li> </ul>

The following pages contain forms that must be included in **all** applications. Please refer to the list of required documents above when assembling your final application package.

# APPLICATION FOR THE 2021 NP/PA CLINICAL HEPATOLOGY FELLOWSHIP AWARD

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Applicant (last, first, middle initial)

AASLD Member Number

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Project Title

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Degree(s) and year(s) granted

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Current Position

Appointment Date (month & year)

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Address

---

Telephone

Email

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Sponsoring Institution

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Mentor (last, first, middle initial)

AASLD Member Number

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Address

---

Telephone

Email

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Institution's Grants Administrator

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Grants Administrator's Address

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Grants Administrator's Phone

Grants Administrator's Email

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Institution Fiscal Officer, if different (please print)

## Required Signatures

**NOTE:** By signing below, you are certifying that the information in this application is accurate and that you understand that AASLDF guidelines do not allow for any indirect costs (e.g. facilities management and utilities; general-purpose or capital equipment; travel; memberships and dues; subscriptions/books/periodicals; etc.).

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Signature of Applicant

Name

Date

---

Signature of Mentor

Name

Date

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Signature of Department Chair

Name

Date

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Signature of Grants Administrator

Name

Date

## 2021 AASLD FOUNDATION NP/PA CLINICAL HEPATOLOGY FELLOWSHIP AWARD ELIGIBILITY CHECKLIST

Complete the eligibility checklist below and include the completed page as page 2 of your application package.

1. The applicant:

- Is currently certified and licensed (Please indicate which applies):
  - Physician Assistant
  - Nurse Practitioner
  - Clinical Nurse Specialist
  - Advanced Practice Nurse
- Is not currently a certified and licensed PA, NP, CNS, or APN, but will be on or before July 1, 2021. Please explain:  
\_\_\_\_\_
- Will have less than 18 months experience in hepatology and/or transplant hepatology (adult and/or pediatric) as an NP, PA, CNS, or APN at the beginning of the fellowship period, July 1, 2021.  
Start date as an NP, PA, CNS, or APN in hepatology (Month/Year): \_\_\_\_/\_\_\_\_

The applicant is:

- U.S. Citizen
  - Mexico Citizen
  - Canada Citizen
  - Permanent resident of US, Mexico, or Canada
- The majority of the applicant's time ( $\geq 80\%$ ) will be focused on clinical care in hepatology.

2. What is the percentage of mentor's time spent in care of patients with liver disease? \_\_\_\_\_