



# AASLD Innovation Fund

**Application Deadline: October 15, 2018**

**Award Period: January 1, 2019 – December 31, 2020**

**Award Amount: From \$10,000 up to \$60,000/award**

***Next Award Cycle: April 1, 2019 Deadline with Funding Beginning July 1, 2019***

## Description

- **Definition of Innovation** - For the purposes of this initiative, innovation is defined as a new idea, device, digital technology, process or method, and when applied will be a better solution for new requirements, unarticulated needs, or existing AASLD needs.
- The AASLD Innovation Fund was created to fund new creative ideas/projects that will advance the mission of the AASLD.
  - Projects may be viewed as pilots of a new or innovative idea
  - The Innovation Fund is **not** intended to fund meetings, conferences, research registries or research projects
- Innovation Fund applications will be accepted in two award cycles per year: **September/October** deadline for funding starting in January, and an **April** deadline for funding starting in July.
- **Project Types** - Proposals must address an issue/process/disease/question/hypothesis /etc. that advances the mission of the AASLD. The AASLD Strategic Plan outlining the mission and goals of AASLD can found at <http://www.aasld.org/about-aasld/strategic-plan>.
- Interested applicants for this cycle should submit a Letter of Inquiry no later than August 15, 2018 to determine Committee/SIG interest in sponsoring their application. Letters should be addressed to the appropriate Committee/SIG Chair and emailed to [jmerrill@asld.org](mailto:jmerrill@asld.org) by August 15, 2018. A [sample Letter of Inquiry](#) is available on the AASLD Innovation Fund webpage.

## Eligibility

**In order to be eligible for this award, the application must be endorsed by an AASLD Committee or Special Interest Group (SIG) and adhere to the following guidelines:**

1. Applicants must be an active member of AASLD at the time of application, and maintain their membership through the award term if funded.
2. All applications must be endorsed by an AASLD Committee or SIG with approval of the Committee/SIG and its Chair.
3. Each Committee/SIG will be allowed to endorse one application per award cycle.
4. Interested applicants for this cycle should submit a Letter of Inquiry no later than August 15, 2018 to determine Committee/SIG interest in sponsoring their application. Letters should be addressed to the appropriate Committee/SIG Chair and emailed to [innovation@asld.org](mailto:innovation@asld.org) by August 15, 2018. A [sample Letter of Inquiry](#) is available on the AASLD Innovation Fund webpage.
5. Proposed project must not be a research project, research registry, meeting, or conference.
6. Projects funded in this application cycle must be initiated in the first funding year, and completed no later than December 31, 2020.

## Award Details

1. AASLD has set aside up to \$250,000 per year to fund these awards.
2. Awards will range from \$10,000 to \$60,000 total dollars (no indirect costs are allowed) and can be spent over 1-2 years.
3. Funds can be used for time-limited projects over 1-2 years. Projects that take longer will not qualify for this funding mechanism. There must be a plan for sustainability of the project if it will extend beyond the funding period.
4. Projects may be viewed as pilots of a new or innovative idea.
5. All requested funds must be fully justified. Funding will be administered through AASLD or as an award to the applicant's institution, as appropriate.
6. No salary support for the applicant or other AASLD members can be requested; however other personnel may receive salary support as required.
7. No indirect costs (F and A) are allowed in the budget, as per the current AASLD grants policy.

## Selection Criteria

Applications will be reviewed by the Innovation Fund Review Task Force, currently composed of AASLD Governing Board members. The Task Force will make recommendations to the Governing Board for funding of meritorious applications. Short critiques indicating the reviewer's assessment of strengths and weaknesses may be provided.

Applications will be evaluated based on the following factors:

1. Impact of innovation as it relates to AASLD mission
2. Experience and qualifications of the Applicant
3. Likelihood of success of the proposal
4. Sustainability of the innovation after completion of this proposal.
5. Appropriateness of budget

*All funding decisions are final, however re-submission of a revised proposal with substantial changes that address the review critiques, and a cover letter describing these changes, is permitted for the next funding cycle deadline.*

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## Innovation Fund Application Instructions

1. Applications should describe a discrete innovation project that advances the mission of AASLD. The criteria qualifying the proposal for the Innovation Fund should be clearly identified.
2. Format: Applications must use Arial 11-point font, be single-spaced, and use 1/2 inch margins.
3. Assemble the application package in the order listed in the 'Required Documents' section.
4. A blank Face Page and Checklist are included as the final pages of this RFA. No Appendices are allowed.

## Submission

Applications must be submitted by the Applicant (not the AASLD Committee/SIG Chair) before **5 pm Eastern Time Monday, October 15, 2018** (no exceptions). The entire application must be formatted as a single document in PDF format for submission online at: [aasld.org/InnovationFund](http://aasld.org/InnovationFund).

## Required Documents

Submit only the documents listed below, using page 4 as a cover page. Any additional documents (including additional letters of support or documents that exceed the stated page limitations) will be removed from consideration. The application is comprised of a Face Page, Abstract, Narrative (4-page limit), References, Budget, Budget Justification, Biosketch of the Applicant, Letter of Support from Chair of the submitting AASLD Committee/SIG, and Checklist.

1. **Face Page** (see page 4) – Should be completed and included as the cover page for the proposal.
2. **Abstract** - must be limited to 1000 characters including spaces and special characters. Your abstract should provide a concise summary of your proposal, suitable for application review and announcement of award.
3. **Narrative** (5-page limit) must contain the following sections:
  - a. Specific Aims (suggested ½ page) - Goals, objectives or Specific Aims of your proposal
  - b. Background (suggested ½ page)
  - c. Preliminary Work (suggested ½ page) - supporting the application (if any) and Significance of the project to AASLD mission
  - d. Project Methodology (suggested 2 ½ pages) describe methodology and why it qualifies for the Innovation Fund
  - e. Timeline and Milestones (suggested ¼ page) – provide criteria for evaluation of the success of the project
  - f. Plans for Dissemination (suggested 1/2 page) – provide anticipated dissemination channels and audiences, describing who the innovation will be shared with and how. Applicants should clearly and thoroughly describe how expected outcomes of the project will be disseminated following the project’s completion.
  - g. Plans for Sustaining the Innovation (suggested ¼ page)
4. **References** – Reference list should be attached but does not count in the 5-page limit.
5. **Budget** - Budget request should be provided for each year of the proposal using pages 5-6 of this RFA, and including categories of Personnel, Equipment, Supplies, Other (please specify). Be specific as possible. If additional space is needed to complete the project budget, a separate page should be completed using the same format as the Innovation Fund Budget Form on pages 5-6. A Budget maximum is \$60,000 per total award (for the entire one- or two-year period of the award). No Indirect Costs are allowed.
6. **Budget Justification** (2-page limit) - Budget Justification for each requested item should be attached following the Budget request. Explain the role and qualifications of each of the personnel.
7. **Biosketch of the Applicant** - Provide an NIH 5-page Biosketch of the Applicant as well as any other key personnel
8. **Letter of Support from Chair** – A signed Letter of Support from the Chair of the AASLD Committee/SIG which approved submitting this proposal must be included. The letter should state that the project was discussed and vetted by the Committee/SIG and the decision was made to submit this single proposal from the Committee/SIG for this award cycle.
9. **Checklist** (see page 7) - A blank Checklist is included as the final page of this RFA. No Appendices are allowed.

## Funding Notifications

Funding notifications for this awards cycle will announced by November 15, 2018.



## **2018 AASLD Innovation Fund Face Page**

***This page must be the first page of your submitted application.***

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Applicant Full Name and Degrees

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Applicant Address Including City/State/Zip

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Telephone (Mobile)

Email

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Committee/SIG Endorsing this Application

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Chair of AASLD Committee/SIG Endorsing this Application

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Title of Proposal

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Total Proposed Budget

Requested Funding Length (12 or 24 months)

Proposals must address an issue/process/disease/question/hypothesis /etc. that advances the mission of the AASLD. The AASLD Strategic Plan outlining the mission and goals of AASLD can found at <http://www.aasld.org/about-aasld/strategic-plan>.

Primary Related Area of Strategic Plan:

- Goal 1: Professional Development
- Goal 2: Research Innovations
- Goal 3: Treatment Advancement and Awareness
- Goal 4: Organizational Health and Research Alignment

**AASLD Innovation Fund Budget Form**

Project Title: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Sponsoring Committee/SIG \_\_\_\_\_

**A. Senior/Key Personnel (note no salary support for the applicant or other AASLD members can be requested, however other personnel may receive salary support as required.)**

	Name	Project Role	Base Salary (\$)	# of Months	% of Time	Year 1 Salary Req.(\$)	Year 2 Salary Req. (\$)	Total Salary Req. (\$)	AASLD Member? (Yes/No)
1									
2									
3									
4									
5									
Total									

**B. Other Personnel**

#	Project Role	Base Salary (\$)	# of Months	% of Time	Year 1 Salary Req.(\$)	Year 2 Salary Req. (\$)	Total Salary Req. (\$)
	Postdoctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial/Clerical						
	Other						
Total							

**Total Personnel Costs (A + B)**

<b>C. Equipment (individual items exceeding \$1,000)</b>		Funds Requested (\$)
1		
2		
3		
4		
5		
<b>Total Equipment Cost</b>		

<b>D. Other Direct Costs</b>		Year 1 Funds Req. (\$)	Year 2 Funds Req. (\$)	Total Funds Req.
1	Materials and Supplies			
2	Publication Costs			
3	Consultant Services			
4	Data Processing/Computer Services			
5	Subawards/Consortium/Contractual Costs			
6	Equipment or Facility Rental/User Fees			
7	Other			
<b>Total Other Direct Costs</b>				
<b>E. Total Direct Costs (A-D)</b>				



## **2018 AASLD Innovation Fund Application Checklist**

- This page must be the last page of your submitted application.
- Please indicate YES or NA in the Included column for all items.
- All items must be consolidated into one PDF document for final submission.

#	Description	Included
1	<b>Face Page</b> (form included in RFA)	
2	<b>Abstract - Limited to 1000 characters including spaces and special characters.</b> <ul style="list-style-type: none"> <li>• Your abstract should provide a concise summary of your proposal, suitable for application review and announcement of award.</li> </ul>	
3	<b>Narrative Description of Proposal – 5 page limit</b> <ul style="list-style-type: none"> <li>• Goals, objectives or Specific Aims of your proposal (suggested ½ page)</li> <li>• Background (suggested ½ page)</li> <li>• Preliminary Work (if relevant) and Significance for the proposal (suggested ½ page)</li> <li>• Project Methodology (suggested 2 ½ pages) <ul style="list-style-type: none"> <li>○ Clearly describe the overall approach for addressing each Aim.</li> <li>○ Describe in sufficient detail to allow adequate evaluation of your approach.</li> </ul> </li> <li>• Timeline and Milestones and Evaluation (suggested ¼ page)</li> <li>• Plans for dissemination of Innovation (suggested 1/2 page)</li> <li>• Sustainability Plans (suggested ¼ page)</li> </ul>	
4	<b>References Cited – no page limit</b>	
5	<b>Budget and (pages 5-6)</b> <ul style="list-style-type: none"> <li>• List the budget by categories for each year proposed. If more space is needed, submit an additional page using the same format as the Innovation Fund Budget Form on pages 5-6.</li> </ul>	
6	<b>Budget Justification – 2 page limit</b> <ul style="list-style-type: none"> <li>• Justify items by categories.</li> <li>• Describe any other support for this project.</li> </ul>	
7	<b>Biosketches – NIH format required, 5-page limit per person</b> <ul style="list-style-type: none"> <li>• Required for Applicant and any other key personnel</li> </ul>	
8	<b>Letter of Support:</b> <ul style="list-style-type: none"> <li>• One Letter from Chair of AASLD Committee/SIG that approved this proposal</li> </ul>	
9	<b>Application Checklist</b>	