



SAMPLE FORMAT

AASLD INNOVATION FUND LETTER OF INQUIRY

Letters should be addressed to the appropriate Committee/SIG Chair and emailed to innovation@asld.org. AASLD will distribute Letters of Inquiry to Committee/SIG Chair specified.

Fall Cycle (October 15 Application Deadline): **Email Letter of Inquiry by August 15.**

Spring Cycle (April 1 Application Deadline): **Email Letter of Inquiry by February 1.**

Dear *COMMITTEE/SIG CHAIR NAME*:

I am writing to seek the *COMMITTEE/SIG NAME*'s sponsorship of my project "*PROJECT NAME*" for submission to the AASLD Innovation Fund.

Project Description (2-3 Paragraphs)

Include a brief description of the proposed project. Description should include:

- *The amount to be requested*
- *The main goal/desired outcome of the project.*
- *How the project relates to the sponsoring Committee's/SIG's purpose.*
- *The project's impact of innovation as it relates to the [AASLD mission and strategic plan](#).*
- *The members of the proposed project team and their qualifications.*

Project Methodology/Design (2-3 Paragraphs)

Describe the major activities and timeline for their completion. The project methodology should demonstrate the feasibility of your project and sustainability of your project if selected.

Thank you for your consideration of this project. If you have any questions, or would like to sponsor this proposal for submission to the Innovation Fund, please contact me at *PHONE* or by email at *EMAIL*.
