

AHPBA Fellowship Application Instructions 2012 Instructions

Application must include:

1. Applicant and mentor curriculum vitae and bibliography (Two page limit, NIH format).
2. Description of the research proposal. This should be written by the resident/fellow with guidance from the mentor.

The Research Proposal should include the following:

- A. Synopsis (200 word limit)
- B. Significance of this research
- C. Background information
- D. Preliminary observations
- E. Methods and design
- F. Data analysis
- G. Literature cited (1-page limit).
- H. Budget justification

There is a page limit for Sections A – F of six (6) single -spaced typed pages, which includes any figures and/or tables. The page limit for Section G is one single-spaced typed page. Use Times New Roman 12 or Arial 11 font. The margins should all be at least 0.75 inch. Include in the page header the applicant's name, and Project Title. Do not include appendices.

3. Appropriate institutional approvals (e.g., IRB approval letter, IACUC (Animal Studies Committee) approval letter.
4. Letter of support from the AHPBA mentor (include with application).
5. Letter of support from the department chair (include with application).
6. Endorsing letters from two (2) colleagues. The individuals may or may not be members of the AHPBA (include with application).

Note: The letter of support from your AHPBA mentor should describe the facilities available for the applicant, sources of salary support, protected time, significance of the project, and summarize the applicant's qualifications. The letter from the department chairperson must indicate that Fellowship funds will not be used for overhead and that the monies provided are for salary and direct costs only. Absence of this letter will exclude consideration of the applicant.

Award Recipients – Mandatory Meeting Attendance

Award recipients will be required to attend the 2013 AHPBA Annual Meeting. During the Business Meeting you will be introduced as the 2012 Research Grant recipient and will be asked to give a brief overview of your Research. At the 2014 Annual Meeting, your paper with the summary of the completed work, will be included as an Oral Podium Presentation. **Failure to attend the meetings will result in the obligation to refund the granted money.** Additionally, the recipient is encouraged to submit a manuscript based on the work to the society journal, HPB. Any publication or presentation resulting from this award must acknowledge support provided from the Fellowship.

Two electronic copies of your package must be received by Monday, February 6, 2012

Send to:

AHPBA Fellowship Application
Attention: Kim O'Dell, CMP
341 N. Maitland Ave., Suite 130
Maitland, FL 32751
Phone: (407) 647-8839 • Fax: (407) 629-2502
E-mail: kim@crowsegal.com