



2024-2025 CASL-CLF CLINICAL FELLOWSHIP APPLICATION FORM

Goal of Fellowship

The purpose of the Canadian Association for the Study of the Liver (CASL) – Canadian Liver Foundation (CLF) Fellowship program is to support the study and the clinical management of liver diseases through advanced training of fellows in clinical hepatology and hepatology research.

Terms of Award

Clinical Fellowships are for a period of **one year**.

The Clinical Fellowship is intended to provide income to the recipient throughout their hepatology fellowship.

The award may NOT be used to cover administrative costs for the host institution where the fellowship will be taking place, nor administrative costs at the institution of the applicant's current sponsor/mentor.

The applicant may request an award of **up to \$75,000**. The application must include an outline of how the funds will be used, including any employer obligations as per CRA regulations.

Canadian citizens, landed immigrants, and permanent residents will receive first consideration. The Canadian Association for the Study of the Liver (CASL) reserves the right not to review applications that do not respect the above requirements. The applicant must provide evidence of the likelihood of practicing in Canada following their fellowship, as the intent of this funding is to further the treatment of liver disease within Canada. **The application for fellowship should explicitly address this issue.**

General Guidelines

The fellow's host institution accounting office must submit a statement of expenditures related to the fellowship within 60 days of the end of the fellowship.

An interim progress report must be submitted by fellowship holders 6 months after the start date of the fellowship to the Canadian Association for the Study of the Liver (CASL).

A brief final report must be submitted by fellowship holders within 60 days of the end of the fellowship term. This progress report should note objectives met during the fellowship and highlight successes and challenges or barriers encountered in the accomplishment of the goals set out in the fellowship application.

A fellowship recipient who has not submitted a satisfactory progress report and/or final report to the Canadian Association for the Study of the Liver will be barred from submitting a grant or fellowship proposal to CASL and CLF in future competitions. This bar may only be lifted upon receipt of satisfactory progress and/or final report(s).

Instructions

1. Use the application form as a cover page. Answer **all** questions by print or type.
2. Include additional information and provide signatures as requested.
3. Include separate pages for all additional information using one-inch margins. Put your name (last name, first name) in the upper right-hand corner of each page.
4. Do not use fonts smaller than 10-point type. Items may be single-spaced, but please make the presentation as user-friendly to the reviewers as possible.
5. Assemble the application in the order listed in the Required Documents section. Clearly label each piece of additional information. Complete all sections.
6. Referees may email reference letters directly to the CASL office at casl@hepatology.ca using "Reference Letter for [Applicant Name]'s Clinical Fellowship Application" as the subject line of their message
7. Please adhere to the stated page limits.

Access to any Publications

Fellowship recipients are required to make every effort to ensure that any peer-reviewed publications created during their fellowship are freely accessible through the Publisher's website (Option #1) or an online repository as soon as possible and in any event within six months of publication (Option #2).

An electronic version of peer-reviewed publications should be submitted to the Association as soon as they are available. CASL and CLF need to be acknowledged as a granting agency in all publications and presentations resulting from work during the fellowship.

See page 3 for full application.

2024-2025 CASL-CLF Clinical Hepatology Fellowship Application

Applicant Information

General Information

Applicants and fellowship supervisors must both be CASL members. By checking the boxes below, you are acknowledging that you both have current CASL memberships.

- ☐ Applicant is a CASL member
- ☐ Fellowship Supervisor is a CASL member

If you are not a member, [click here](#) to sign up before applying.

Expected Fellowship Start Date: _____

Please Note: The Fellowship will normally commence on July 1 of the year following the application. The Association will make payments directly to the fellow's institution, to then be paid out as per the terms of the Fellowship. Fellowships starting on dates other than July 1 will be accepted but start dates should be expressly noted in the fellowship application to allow for expedient payment.

*If at any point in time, the recipient needs to delay the fellowship, a request must be made in writing to the Canadian Association for the Study of the Liver. **NOTE:** additional funding will not be provided for the additional time taken.*

Applicant's Prefix, First and Last Name

Email Address

CC Email Address (if applicable)

Applicant's Degree(s) and Year(s) granted

Current Position

Appointment Date (month/year)

Address

City, Province, Postal Code and Country

Office Telephone

Fax Number

Applicant's Citizenship Status in Canada

Supporting Institution and Fellowship Supervisor Information

Name of Supporting Institution

Institution Address

Province

Country

Supervisor's Prefix, First and Last Name

Supervisor's Address

Supervisor's City, Province, Postal Code and Country

Supervisor's Office Telephone

Fax Number

Email Address

Required Documents

- ☐ **Curriculum Vitae of Applicant** – Provide a biographical sketch including any publications, abstracts, or presentations.
- ☐ **Candidate's Statement** – Statement of applicant's career plans and the potential benefit to the applicant of the proposed training program (1 page).
- ☐ **Clinical Program Description** – The training institution must submit a detailed description of the curriculum, including monthly schedule of training and patient care responsibilities (maximum: 2 pages). Inclusion of a monthly schedule in tabular format is encouraged.
- ☐ **Letter of Departmental Support** – Letter should be provided from the Department or Program Chair of the proposed training institution, describing the commitment of institutional resources, support and environment to the applicant and supervisor (1 page).

The following letters may be submitted as part of the application package, or emailed directly to the CASL office at casl@hepatology.ca:

- ☐ **Letter from Fellowship Supervisor** – The fellowship supervisor must submit a letter confirming their sponsorship of the applicant (1 page).
- ☐ **Letter from Current Supervisor** – The applicant's current supervisor/mentor must submit a letter confirming their support of the applicant, and intention to continue providing mentorship as required during the Fellowship term (1 page).
- ☐ **Letters of Reference** – Letter from two (2) other physicians well acquainted with your abilities.

Applicable Signatures

Note: Your signatures below indicate that the applicant meets the eligibility criteria for this fellowship program and that the information in this application is accurate to the best of your knowledge.

Signature of Applicant	Name	Date
------------------------	------	------

Signature of Supervisor	Name	Date
-------------------------	------	------

Email your completed application and all documents to casl@hepatology.ca by **October 15, 2023**.