Long-Term and Cross-Disciplinary Fellowships 2018

Instructions for applicants

Fellowship initiation deadline: 10 August 2017
at 1:00 p.m. Central European Summer Time (CEST)

By 10 August you must have obtained a reference number.
(ex: LT___/2018-L for a Long-Term Fellowship application
or LT___/2018-C for a Cross-Disciplinary Fellowship application).

To this effect, read carefully How to initiate an application

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*Please enter two referees and a host supervisor in the online application form **as soon as possible after your application has been initiated,** so that they will receive an automatic email with their access information.*

Fellowship submission deadline: 24 August 2017
at 1:00 p.m. Central European Summer Time (CEST)

Host supervisors and referees have until 24 August to register and submit their section. It is recommended that they do it earlier, since you will only be able to submit your application once your host supervisor(s) and referees have submitted their sections.

Long-Term or Cross-Disciplinary Fellowship applications **must** be submitted via the HFSP website at https://extranet.hfsp.org. Applications submitted by fax, as an email attachment or by regular mail will not be accepted.

BEFORE YOU BEGIN

The HFSPO online submission system is accessible to applicants, host supervisors, referees and reviewers of our different funding programs.

This interface allows participants, in any role in the different HFSP programs, to maintain a personal profile and to access all relevant applications from a single login. The information in your personal profile will automatically populate the relevant forms, and will not have to be entered each time the system is accessed.

If you have previously applied for a fellowship you can use your former password and login to initiate an application in the 2018 competition. If you have forgotten your login information, go to the HFSP extranet page to request that the login information be sent to you again.

The HFSP fellowship application involves several people: the applicant, up to two host supervisors, and two referees. It is possible that your host supervisor(s) and referees are already listed in the HFSP database. There is a search function to find them if this is the case.

Please contact webmaster@hfsp.org in cases of errors or technical matters.

Questions concerning the fellowship application should be sent to fellow@hfsp.org.

Please read the following document carefully.

It explains how to access the HFSP online submission system,
and details the information you will need to provide in the application.

Information for returning applicants

If you have previously applied for a fellowship you must connect with your former password and login to initiate an application in the 2018 competition.

If you have forgotten your login information, go to the HFSP extranet page at https://extranet.hfsp.org to request that the login information be sent to you again.

Your old application is "read-only" and cannot be used as the starting point for the 2018 competition. A new application must be initiated following the steps described below.

Some fields of the "Applicant" section (personal details, university/institution, degrees, CV, honors/prizes) will be automatically populated, and this information can be updated. All other sections of the 2018 application must be completed anew.

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1. How to initiate an application

Register with HFSP – First time login

You must register at https://extranet.hfsp.org to receive an automatically generated email with a login and a link to set your password. You will then be able to create an HFSP account from which a fellowship application can be initiated.

On the registration page you will have to:

- indicate your surname and first name, your nationality and date of birth,
- select a security question and register an appropriate answer,
- enter and confirm your email address,
- type the security code in the appropriate field.

Click "**Register**".

A screen will appear confirming the registration and informing you that a message has been sent to your email account.

The next step is to click on the link provided in the automatic message sent to you by our server, in order **to set a password** for your HFSP account. This password must be at least 8 characters long and contain at least one upper case character and one number.

An interim screen will confirm that your password has been registered successfully.

Click on **Continue** and a screen providing a general introduction to HFSP programs will appear.

To obtain your reference number:

- go to the menu item "**New application**" (in the grey menu bar across the top of the page),
- select "**Long-Term / Cross-Disciplinary Fellowship**",

- choose the appropriate program (Long-Term Fellowship or Cross-Disciplinary Fellowship).
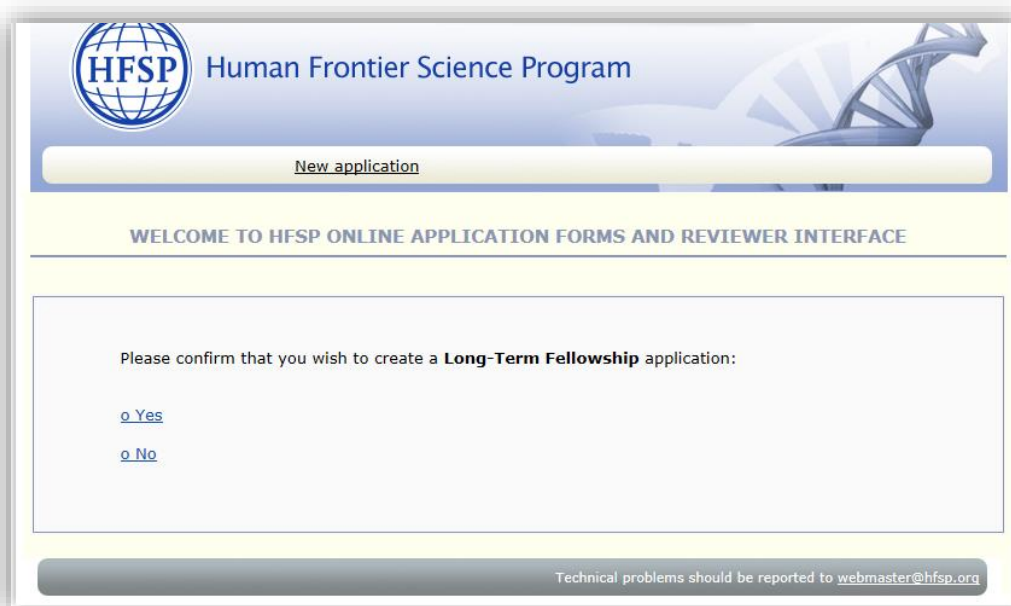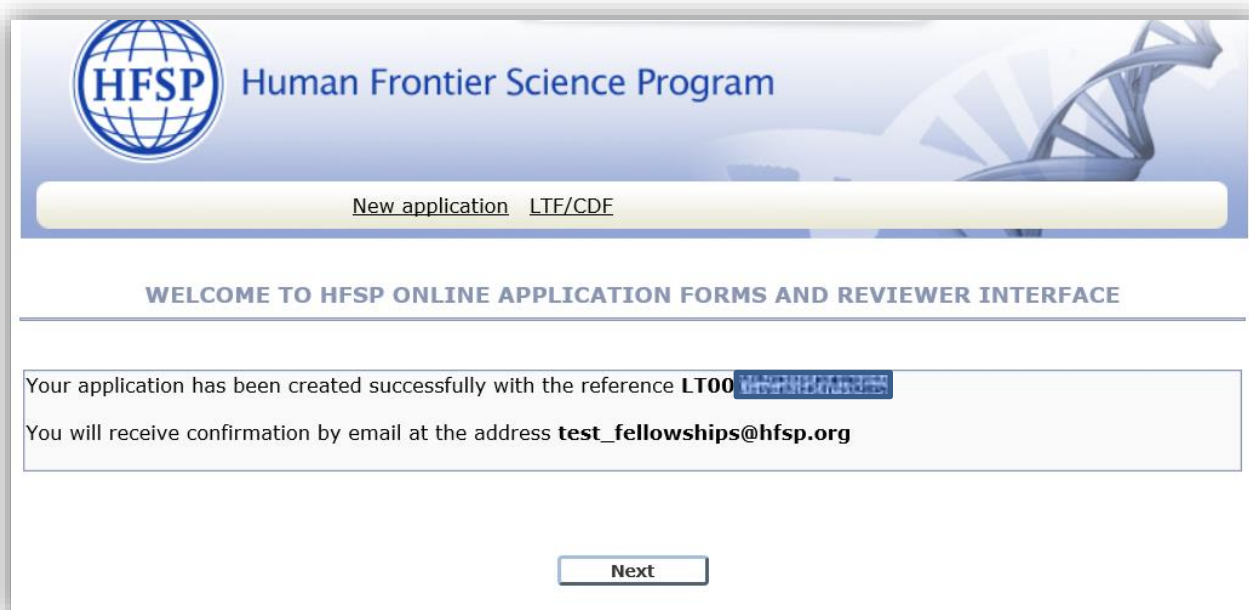
Confirm that you wish to create a Long-Term (or Cross-Disciplinary) Fellowship application.

A reference number will be assigned to your application. It appears in the next screen.

The format of your reference number is LT_____/2018-L or LT_____/2018-C.

The letter "L" at the end of the reference number stands for "Long-Term".
The letter "C" at the end of the reference number stands for "Cross-Disciplinary".

<div style="border: 1px solid red; text-align: center; color: red;">

The application has now been initiated.

</div>

A confirmation email indicating your reference number will be sent to you.

Clicking the "**Next**" button will give you access to your application form.

You will see your reference number in the left hand corner.

General information

General information

Start page

Applicant
personal details
university/institution
degrees
CV
additional CV info
honors/prizes

Host supervisor 1

Referees

Institutions

Project
keywords
title/abstract
plan/int. contribution
previous research
publications

Specific questions

Additional comments/Feedback to HFSP

PDF files of publications

Preview application

Status of application and submission

Your HFSP fellowship application has been initiated.

The next step is to **register your host supervisor(s) and referees**, to give them sufficient time to fill in their section of your application form. They will immediately receive an email with some login information to access their section of your application. We recommend that you check with them that they have received the message (as occasionally messages may end up in the spam filter).

The entire application, including the sections completed by the host supervisor(s) and referees, must be submitted by the applicant. No exception will be made if a candidate cannot submit his/her application because a referee or a host supervisor has not submitted his/her section on time.

Before you start to fill in your application:

1. Please consult the application guidelines and instructions for online applications.

2. The online system is accessible to the applicant, host supervisor(s) and referees. Applicants can only view their personal profile and the proposal section but cannot access the sections of their host supervisor(s) or referees. Referees will not have access to the application, whereas host supervisors have "read-only" access to parts of the application.

Next steps:

1. Go to the section "Start Page" to indicate the number of host supervisors (max.=2). It will be possible to modify the number of hosts until submission.

2. Go to the section "Host Supervisor 1" and complete the required fields; a second menu item "Host Supervisor 2" will appear if you have selected two hosts on the start page.

3. Go to the section "Referees" to complete the required fields.

4. **Information must be saved before leaving a page or logging out of the application.** Saving your application will automatically store your information on the HFSP server should you wish to interrupt your session. Your connection to the HFSP server will be interrupted after 40 minutes unless you save or change to another page within this time. At the end of your session, please terminate your connection by clicking "Logout" on the upper menu bar.

5. It is not possible to include tables, pictures or figures in the online application. You must use the European date format dd/mm/yyyy (or mm/yy) throughout.

6. Please do not copy and paste formatted text since this may result in errors. **Save the text in regular ASCII format and then copy it into the appropriate fields.**

7. Information registered may be consulted at any time via "preview application". Changes can be made until the final submission.

8. The menu section "Status of application and submission" informs you about missing information and alerts you if any of your referees or host supervisor(s) have not completed a mandatory field as well as if they have not clicked the "Submit" button. You will not be able to submit your application unless this is corrected.

9. No changes can be made to the application after submission.

All sections of the application that must be completed can be accessed by the menu panel on the left hand side of the page.

You do not need to complete all sections at once. You can save your information in the system, log out and then access and update your application as many times as necessary up until you hit the "**Submit**" button.

Subsequent logins

After you have interrupted a session you can log in again by connecting to https://extranet.hfsp.org with your login and your password and then select your 2018 fellowship application

- either in the upper menu bar:
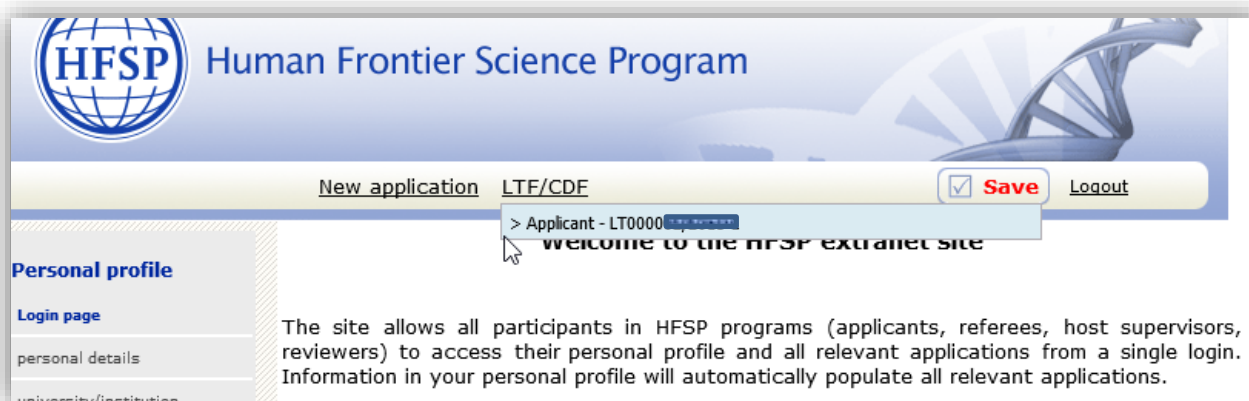
- or under the sentence "You are/were active in following application(s)":
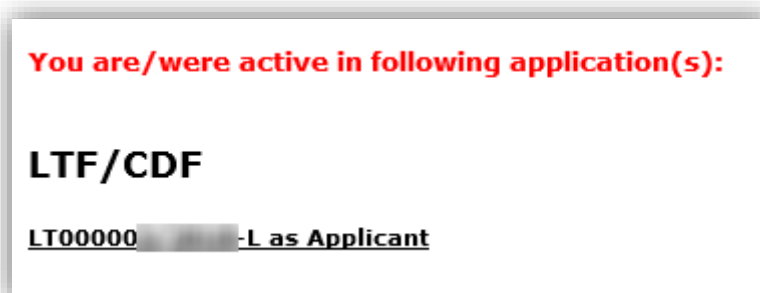
FOR INFORMATION:

*The menu on the left hand side gives you access to your HFSP "**Personal profile**" and can be used to modify your login, your password, the personal question and to update your CV and your contact details.*

☝ *Applicants for a fellowship should fill in their degrees, research experience, prizes in the "Applicant" section of their fellowship application form and not in their "Personal profile".*

First steps:

1. **"Start page"** - indicate the number of host supervisor(s) for your application
   (the maximum is "2"; "the default number is "1").

2. **"Host supervisor 1"** - enter the email address of your host supervisor. In case of two host supervisors, also enter the email address of **"Host supervisor 2".**

> The **host supervisor** is defined as the senior scientist who will mentor the applicant in the proposed host institution, at least for the first two years of the fellowship. Host supervisors cannot also act as referees for the applicant. Should you plan to return to your home country or to another HFSP member country in the third year of the fellowship, do **not** register the host supervisor of Year 3 in your application form.

3. **"Referees"** - enter the email addresses of your referees.

> A **referee** is defined as a peer scientist who is familiar with the applicant's scientific career. Recommendations from two referees are necessary. At least one of the letters should be from a former research supervisor (e.g. Ph.D. supervisor). Referees have to be informed about the applicant's proposed research plan as they will have to answer specific questions as to the change of research direction.

IMPORTANT

Before entering the email addresses of your host supervisor(s) and referees, please contact them to **inform them that you have selected them as a host supervisor or as a referee** for your HFSP fellowship application. Be sure that they agree to fill in part of your application form. You will also have to **let your referees know of your proposed research plan** as they will have to answer specific questions as to a change in research direction.

Searching the HFSP database for host supervisors and referees

After you register the email address of a host supervisor or a referee (you have to enter the information twice), <u>click on the magnifying glass</u> 🔍 to check if the person is already registered in the HFSP database.

- <u>If the person is already registered,</u> the surname and first name will appear automatically.

- <u>If there is no match,</u> verify the spelling of the email address to make sure it is correct. Try any alternate email addresses used by the host supervisor (or referee) including former email addresses*.
  If a host supervisor/referee exists in our data base with an email address that is no longer valid, please do not register him/her again with a new email address as this will result in multiple entries for this person in our data base. Instead, please contact fellow@hfsp.org and provide the person's new email address.

- <u>If there still is no match</u> then the person is probably not registered in the HFSP database. In this case, you must enter the surname and first name of the host supervisor or referee in the appropriate fields below the email address.

Click the button "**Send email to Host Supervisor**" or "**Send email to Referee**". The host supervisor or referee will immediately be sent an email with instructions and login details to access the relevant sections of your fellowship application.

> ☙ **TIP:** Inform the host supervisor(s) and referees that they will receive an automatically generated email from the HFSP application server. Occasionally these messages are tagged by SPAM filters as junk email, so it is best to let them know to look for the message and to verify afterwards that they received the message.

2. The HFSP fellowship application

The next step is to complete the personal data and proposal sections:

2.1. Menu section: Start page

This section is only to indicate the number of host supervisor(s) for your application (the maximum is "2"; "the default number is "1").

2.2. Menu section: Applicant

This part of the application is composed of <u>six different menu items</u> that are person-specific and constitute your CV:

- personal details,
- university/institution,
- degrees,
- CV,
- additional CV info,
- honors/prizes.

Menu item: Personal details

For budgetary reasons we need personal information on your marital status and dependent children.

The ORCID number is invaluable in distinguishing between applicants with the same name, which is a frequent issue at HFSPO.

Please enter only the last 16 digits of the ORCID Identifier (i.e. 0000-0000-0000-000A).

This is your institutional affiliation **at the time of submission**. Please use the English name of a city (e.g. Munich and not Muenchen or München) and indicate your postal address, telephone and facsimile numbers (without country codes) as well as extension numbers.

- If you are currently not affiliated with a research institution, please use a private address.

- If you are already at the proposed host institution, click the "**Yes**" button and the four fields of the "host institution during your fellowship" will automatically be completed in the section "Institutions". Please indicate your <u>date of arrival</u>.

- If you are not yet at the proposed host institution, click the "**No**" button and specify your <u>intended arrival date</u> at the proposed host institution. This is only a tentative date, as successful applicants will be asked to specify again the exact activation date of their fellowship.

Menu item: Degrees

The Degrees section lists all your university degrees, from the Bachelor's degree through to the doctoral degree. The PhD and MD should be registered as "doctoral degrees" and the Bachelor and Master degrees as "other degrees".

The date your degree was conferred is the date on the official degree document. If your doctoral degree has not yet been conferred, indicate the month and year you expect to obtain it.

In cases where training was done in multiple institutions, the college or university that should be listed is the degree awarding institution.

Provide the field of study (e.g., chemistry, microbiology, plant biology, genetics, biotechnology, biochemistry, etc.). Do not list sub-disciplines such as neurology or plant physiology.

Indicate the name of the supervisor under whose direction your research was performed.

Menu item: CV

Chronology of university training periods, research activities and other activities

- List all **periods of university education** in chronological order, starting from the most recent position, and up to the date of submission of your fellowship application, including research training and any other positions you have held down to your first university degree (see example below)
- Mention any training periods or lab rotations included in the degree program. Rotations in different laboratories within the same university do not require individual line entries.
- The system does not mingle data registered in the "CV" section with data registered in the "Declaration of past and present fellowships" section. Should you have been financed by a fellowship during a period of studies/training…, indicate the details of the fellowship in the "Declaration of past and present fellowships" section and only refer in the "CV" section to the period of studies/training.
- If the degree awarding institution is different from the institution where the research was conducted, provide the details in this section.

- When appropriate, provide the names of scientific supervisors or senior associates, and the exact dates of the training period in each institution (do not repeat the names of supervisors already included in the "Degrees" section).
- Indicate all other activities (e.g. part time work, volunteer work, extended travel, etc.) as well as periods where you were not working or studying (e.g. parental leave, illness, civil or military service, full time care for an immediate family member, unemployment…).
- Should you have had more than one activity during a specific period, please register all activities even if there are overlapping periods.
- Do not include:
    - attendance at meetings/conferences/workshops,
    - talks, poster presentations or membership to scientific societies,
    - supervision of undergraduate, Master, Ph.D. students,
    - committee activities.

- **DO NOT LEAVE ANY GAPS in the chronology of your activities!**

Example of a complete CV:

From	To	Institution
07/2017	present day	Leave before postdoctoral training starting this October at XXXX, Prof. XXXX
04/2016	06/2017	University of Cambridge, UK, (awaiting PhD exam), Biochemistry, Prof. XXXXX
06/2015	12/2015	maternity leave
01/2014	03/2014	EMBL, Grenoble, France, visitor, Structural Biology, Dr. XXXXX
10/2014	03/2016	University of Cambridge, UK, PhD training
08/2013	10/2014	McGill University, Montreal, Canada, PhD – third year lab rotations, Cell Biology, Prof. XXXX
09/2012	08/2013	University of Heidelberg, Germany, PhD – second year lab rotations, Genetics, Prof. XXXX
09/2011	08/2012	University of Cambridge, UK, PhD - first year lab rotations, Biochemistry, Prof. XXXX/Prof. XXX
05/2011	08/2011	University of Cambridge, UK, research assistant, Biochemistry, Prof. XXXXX
09/2010	04/2011	University of XXXXX, XXXXX, France, honor student
05/2010	08/2010	Extended travel in Asia
09/2007	04/2010	University of XXXX, Italy, BSc/MSc student (Laurea degree)

Declaration of past and present fellowships

Indicate the duration, research topic, location, name of your supervisor and funding agency (EMBO, Marie-Curie, Erasmus, …) of all fellowships you have been awarded. Also include any other sources of support such as fellowships or training grants that you hold at the time of submission and which will be activated at the proposed host institution.

List any scholarships, studentships or other awards under "Honors/prizes".

Menu item: Additional CV info

Please indicate if your doctoral degree has been conferred, the duration of your Ph.D. training, and specify the number of months you will already have spent in the host country by 1 April 2018.

Menu item: Honors/prizes
(maximum of 500 characters including spaces and punctuation)

If applicable, please list all honors, prizes or awards that you have received, including scholarships and studentships.

2.3. Menu section: Host supervisor 1 (and, if applicable, Host supervisor 2)
and
2.4. Menu section: Referees

The host supervisor and referees have to be registered right after you have initiated your application.

For information:

- You do not have access to the sections filled in by the host supervisor(s) and the referees.
- Host supervisors have read-only access to the CV of the applicant, title of the research plan, abstract of research plan and research plan.
- Referees do not have access to the application, only to the section where they submit their letter of support.
- Host supervisors and referees must complete and submit their section of the application (by both saving AND clicking the "Submit" button) before 24 August 2017. The applicant's submission deadline is 24 August 2017 at 1.00 P.M. Central European Summer Time.
- Once the host supervisor or referee submits their section of the application, you will be sent an automatic message confirming the submission. The host supervisor or referee will also receive confirmation of the submission.
- **The section "Status of application and submission" enables applicants to monitor their incomplete mandatory fields but also the incomplete mandatory fields in the host supervisor and referee sections.** Applicants will also be able to see in this section whether their hosts and referees have omitted to click the "Submit" button.
- Fellowship applicants can only submit the application after the successful completion and submission of the host supervisor(s) and referees sections.
- Instructions for host supervisors and referees: http://www.hfsp.org/funding/postdoctoral-fellowships/guidelines

2.5. Menu section: Institutions

Host institution
The fields will fill in automatically if you have answered "Yes" to the question "Are you already at the proposed host institution?" in the menu section "Applicant", menu item "University/institution".
You must only complete these fields if you have not yet arrived at the host institution.
Please indicate the name of the host department/laboratory (not the name of the dept/lab head), institution/university, city and country.

Current/previous institution
Enter information about your:

- **current** institution if you have not yet moved to the proposed host institution,
- **previous** institution if you are already at the proposed host institution (or if you do not have an official institutional affiliation at the time of registration and have not yet moved to the host institution).

Indicate the full name of the department/laboratory (not the name of the dept./lab. head).

2.6. Menu section: Project

The menu section "Project" contains information about your proposed research project and consists of the following items: keywords, title, abstract of the research plan, research plan, intellectual contribution to the proposal, summary of previous research and publications.

The instructions below provide guidance on where to put information.

    ☣ **Info**: It is not possible to include pictures or figures in the application. Do not use special characters, HTML encoded characters, Greek characters and formatting, as these will be lost when pasting into the online forms of the HFSP application. **Please paste only text saved in ASCII format** [by using a text editor such as "Notepad" (PC) or "TextWrangler" (Mac)]. Text exceeding the character limit will be lost.

    ☣ **Info:** The **word count** in the online system is different from the one of other programs (for instance, a line break is counted as two characters). This may lead to a discrepancy in the number of characters offline and the number calculated by the online system.

Menu item: Keywords

You are asked to list keywords in three different sections. There is an option to add or remove line entries (+/-). If appropriate, indicate species names or study systems among the keywords. A total of up to 9 keywords can be entered.

1. **Keyword of applicant's Ph.D. discipline**   (max. 1)
2. **Keywords of previous research topic**   (max. 4: 3 from the list + 1 suggested)
3. **Keywords of proposed research topic**   (max. 4: 3 from the list + 1 suggested)

Please use the scroll lists when choosing keywords. The option "Suggest a keyword" allows you to add a new entry for the previous or proposed research topic if there is no appropriate keyword in the list. Only one suggested keyword should be added for each section. Note that a suggested keyword will not be included in the list of keywords.

If your discipline is not among the list of disciplines, choose "other". The reviewers will be able to see your discipline in your "CV".

Try to demonstrate in your choice of keywords that you are changing fields.

Menu item: Title/abstract

Research title

The title of the research project should not exceed 100 characters (including spaces). It should be simple and self-contained. Please start the title with a capital letter. Do not capitalize other words in the title except names of species, acronyms, etc. Do not add a full stop (<enter>) at the end of the title.

Abstract of research plan
(maximum of 1,700 characters including spaces and punctuation)

Summarize the proposed research project. The summary should provide a concise but comprehensive overview of the proposed research project.
<u>The research plan abstracts of all successful applicants will be posted on the HFSP website.</u>

Research plan

The research plan is limited to 15,000 characters (including spaces and punctuation).
Describe the proposed research project using the following four headings:

1*) Subject*
Introduce the problem and provide the scientific background of your proposed project.

2) Significance
Introduce the major questions/hypotheses being investigated/tested. Describe the innovative components of the project, the expected impact on the field and the expected outcomes of the research.

> LTF applicants: explain how the project represents a departure from your previous research in terms of exposure to new techniques, literature, etc.

> CDF applicants: explain the mutual benefits of training in the proposed area, including what you will learn and the knowledge you will transfer to the proposed host laboratory (introducing new techniques, etc.).

3) Experimental design and methodology
The review committee needs a clear statement of the research you intend to carry out, with sufficient detail to assess its originality, feasibility and how it will diversify and contribute to your training in research.

Your proposed host supervisor may assist you in developing your research plan, but you should describe the project in your own words.

Describe your experimental approach, making reference to the study species or study system. Explain your reasons for choosing the proposed host laboratory.

> LTF applicants: describe the new techniques/methods/theory you will learn.

> CDF applicants: describe the new biological techniques/methods you will learn, and explain how you will acquire training to implement the biological part of your project.

If the project involves collaboration with other scientists/institutions, explain how this will be implemented.

NOTE: If you are proposing to work with a newly established scientist (i.e. in the first three years of setting up their first independent laboratory), both you and your proposed host supervisor should address the common challenges facing new labs. Explain any plans for collaboration, access to experienced colleagues for troubleshooting, if you will have access to necessary infrastructure, whether the lab is fully functioning or still in the process of being set up, etc. The review committee appreciates the dynamic nature of new labs, but requires reassurance that you will have the environment you need to thrive.

The host supervisor must endorse the research plan on the electronic application form by ticking the box "I acknowledge that this is the only applicant that I will endorse and that I have seen and approved the research plan". The application can only be submitted after this endorsement is given.

4) References
There is no specific format for references.

Intellectual contribution to the development of the research plan

(maximum of 1,700 characters including spaces and punctuation)

Describe the novel, innovative nature of the proposed work, your intellectual contribution to the project design (was this originally your idea?), and describe how you will increase the breadth of your expertise (e.g., new techniques, change in study species/system, etc.) through the proposed work.

Menu item: Previous research

(maximum of 1,000 characters including spaces and punctuation)

Summarize the research you carried out immediately prior to submitting this application. If you recently finished your Ph.D., summarize your thesis work and describe any projects you will work on up to the proposed activation date of the fellowship.

If you are an established postdoc, describe your current research.

If you are already working in the proposed host supervisor's lab, describe the work you performed in your previous laboratory and <u>not</u> the work you have done since you arrived in the proposed host lab.

This section should be written in non-technical language, and be understandable to scientists who are not experts in your field.

Menu item: Publications

In the first part of this section you are asked to indicate:

- the **number of original research papers** that have appeared in international peer-reviewed journals or on pre-print servers (do not include conference abstracts, review articles or book chapters); and
- the **number of lead author papers** (do not include review articles, book chapters and patents).

    Lead author means you are either single author, first author, or joint first author (this has to be acknowledged in the paper).

This field is followed by five sections in which you should list your publications by category:

   (1) Title of doctoral thesis (maximum of 200 characters)
   (2) Original research papers that constitute your thesis (if any)
   (3) Other original research papers
   (4) Review articles
   (5) Titles of two key publications (maximum of 400 characters)

Format of publication (do not use the "et al." convention):

(1) Albiges-Rizo, C., Barge, A., Ruigrok, R.W.H., Timminis, P.A. & Chroboczek, J. (1991) Human adenovirus serotype 3 fibre protein. Comparison of native and recombinant proteins. J. Biol. Chem. 266: 3961-3967 (50%).

IMPORTANT POINTS

➢ Always begin with the most recent publication.

➢ Mark each publication for which you are the lead author with a # sign.

➢ Number your publications in a continuous manner, starting with "1" in the first category and continuing the numbering throughout the different categories. For lead author publications, put "#" first and then the number.

➢ Do not list publications which are in preparation, submitted, or "accepted, pending revision".

➢ If your publication is currently in press, you may add "in press" instead of the page number.

➢ Provide a percentage number (in parentheses) that reflects your overall contribution (experimental work, data analysis, manuscript preparation) at the end of each citation.

➢ Do not add journal impact factors.

➢ Section (5) is the only place where you should repeat the titles of publications; there should be no repetition of information in the other four sections.

➢ *Disciplinary differences*: if the tradition in your field is to publish experimental results in a different format (e.g. lead authorship, abstracts of conference proceedings), list these contributions in sections (3) & (5). Equally, if alphabetical author listing is standard practice you may include your "lead author" papers (marked with #) together with your other research publications. In both cases please explain the different publication practice in the "Additional comments" field.

Abstracts of publications
(maximum of 2,000 characters per abstract, including spaces and punctuation)

Copy and paste the abstracts of the two original research papers you listed in Section (5). Include the title, author(s) and journal. If the published abstract exceeds 2,000 characters, you will need to revise it to fit the space provided.

Menu item: Specific questions

Questions on the host lab
(maximum of 2,000 characters including spaces and punctuation)

Why is the proposed host lab best suited for the realization of the proposed project?
What training will you get in the host lab?
What kind of unique expertise/techniques will you bring to the host lab that would otherwise not be available to the lab?

Questions on the project
(maximum of 2,500 characters including spaces and punctuation)

Why is this proposal frontier science?
If the project is in an established area of research, in which way will it be frontier research to aid in overcoming existing barriers in this field or challenge existing dogmata?
If it is opening a new area of research, describe the potential impact it might have on this and other fields.

2.7. Menu section: Additional comments/Feedback to HFSP

Additional comments
(maximum of 1,000 characters including spaces and punctuation)

Use this field to provide information concerning the evaluation of your research proposal or the eligibility of your application:

- career interruptions and exceptional circumstances;
- "exception to eligibility rule" cases (that have been previously approved by the HFSP fellowship office). Please add the following sentence**:** "I was granted an exception by the Fellowship Office to submit my application" and state very briefly the reason for the exception;
- explanation of publication traditions (authorship policies, venues);
- differences in family name (in publications and in the fellowship application);
- explanation of eligibility for dual nationality applicants who propose to hold the fellowship in one of the countries in which they are a national;
- etc.

Any other information registered by the applicant and which is not relevant (such as abstracts, popular science papers, text belonging to the research project, reference lists, etc.) will be deleted.

The review committee will see the information in this field.

Feedback to HFSP

We welcome your comments on the online application system's layout, ease of use, etc.

We would also like to know how you heard about the current call for fellowship applications (multiple answers are possible if you saw information about the current round of awards in different places).

The review committee will NOT see the information in this field, nor will the information be available to the research supervisor(s) or referees.

2.8. Menu section: PDF files of publications

Each applicant can **upload up to 6 publications**. If you have more than six publications, prioritize those in which you are the lead author or for which you have made a significant intellectual contribution. Ensure that you upload at least one lead author publication, as this is required to be eligible to apply. Your uploaded publications will be made available to the members of the fellowship review committee.

Only PDF files can be uploaded. Each PDF file should contain a single publication. The PDFs should be as small as possible (smaller than 10 MB) otherwise it may not be possible to upload the file.

- Begin with the most recent publication.
- Enter the original title of the publication (maximum of 250 characters – modify if necessary to fit the field).
- Select a PDF file to upload using the "Browse" button.
- Click "**Upload**" to send your file to the HFSP server.

Do NOT upload review papers, your Ph.D. thesis or manuscripts that are only submitted.

Make sure to upload your publications BEFORE submitting your application.

Once an application has been submitted, it will no longer be possible to upload publications.

Once the PDF files have been uploaded, the titles of the uploaded publications will be visible in the "Preview application" section (although the PDFs themselves will not be visible).

Menu item: Publication update

This menu item will only appear after the submission deadline.

Applicants have the opportunity to update their publication list with any papers published or that have been accepted for publication since the application deadline. Information that has already been submitted electronically must not be duplicated. Applicants should not register abstracts of additional publications in this section. The format to use is identical to the one used in the application form (see above).

Updating the publication list is done via the website by logging in to the application. Applicants who submitted a fellowship application will see a new menu title entitled "publication update" which gives access to a text box to register their update. However they will no longer be able to upload a PDF file of a publication or of an acceptance letter.

The **deadline** for publication updates is **30 November**.

2.9. Menu section: Preview application

This section allows you to view your personal information and proposal. You may also save a copy of your application as a PDF document (without the host supervisor and referee sections).

Please note that the order of the information in the PDF is different from the one in the online application form.

2.10. Menu section: Status of application and submission

This section informs you if you have not completed any mandatory fields in your application. It also alerts you if any of your referees or host supervisor(s) have not completed a mandatory field, as well as if they have not clicked the "**Submit**" button.
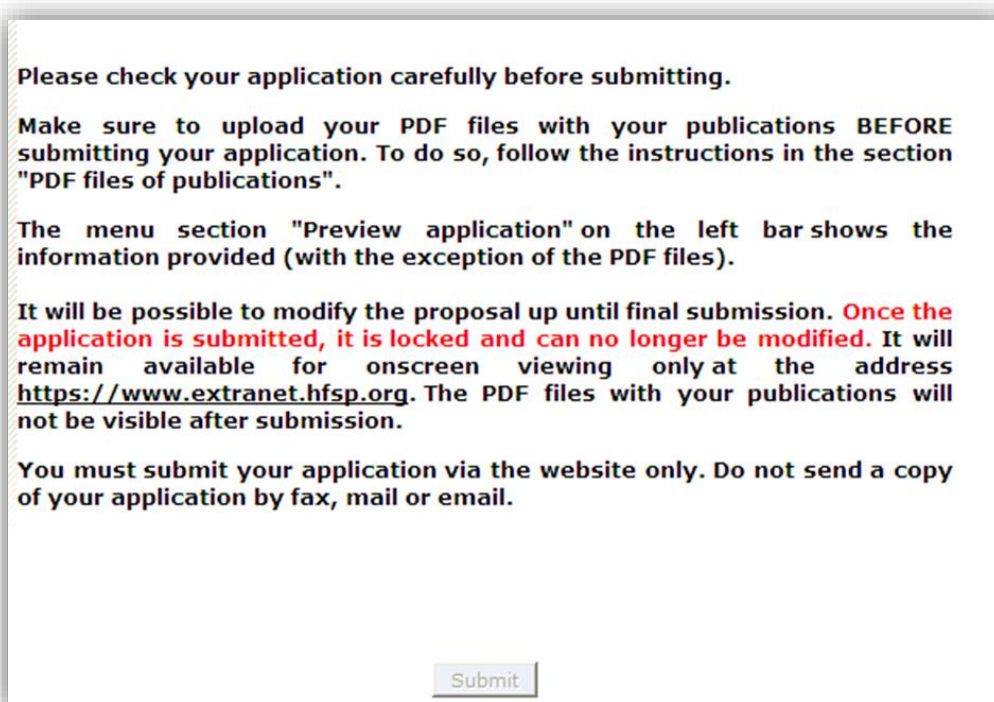
> ☞ **Info**
>
> If your referee and host supervisor have submitted their sections, their names will not appear in this menu section.
>
> If exceptionally you do not receive an email in confirmation of their submission, please do not be alarmed (messages can be blocked in SPAM filters).

You can only submit your application if all mandatory fields have been completed and after the referees and host supervisor(s) have submitted their sections.

Once your application is complete, the following message will appear in the section "Status of application and submission":

Please check your application carefully before submitting.

Make sure to upload your PDF files with your publications BEFORE submitting your application. To do so, follow the instructions in the section "PDF files of publications".

The menu section "Preview application" on the left bar shows the information provided (with the exception of the PDF files).

It will be possible to modify the proposal up until final submission. Once the application is submitted, it is locked and can no longer be modified. It will remain available for onscreen viewing only at the address https://www.extranet.hfsp.org. The PDF files with your publications will not be visible after submission.

You must submit your application via the website only. Do not send a copy of your application by fax, mail or email.

Submit

Please check your application carefully before clicking "**Submit**".

Only submitted applications will be processed. Should an applicant not submit the application for the deadline, it will not be considered for review.

The following screenshot lists all the mandatory fields:

General information

Start page

Applicant
personal details
university/institution
degrees
CV
additional CV info
honors/prizes

Host supervisor 1

Referees

Institutions

Project
keywords
title/abstract
plan/int. contribution
previous research
publications

Specific questions

Additional comments/Feedback to HFSP

PDF files of publications

Preview application

Status of application and submission

Status of application and submission

It is not yet possible to submit your application. The field(s) listed below must be completed or revised:

Additional CV info
Duration of PhD training
Select "PhD obtained/PhD not obtained"
Time spent in host country
Degrees
Country
Date
Degree
Field of study
Supervisor
University/college
Host supervisor 1
Approval of research plan
First name
Letter of recommendation
List of publications
Research experience
Submit button was not clicked
Surname
University city
University country
University/institution
Institutions
Affiliation city
Affiliation country
Affiliation dep/lab
Affiliation university/institution
Host city
Host country
Host dep/lab
Host university/institution
Personal details
Gender
ORCID
Referee 1
First name
Letter of recommendation
Submit button was not clicked
Surname
University city
University country
University/institution
Referee 2
First name
Letter of recommendation
Submit button was not clicked
Surname
University city
University country
University/institution
CV
From
Institution
To
Research project
Abstract of publication
Abstract of research plan
Intellectual contribution to the proposal
Keyword: Discipline of PhD/MD
Keyword: Former research subject
Keyword: Proposed research subject
Number of lead author papers
Number of original research papers
Questions on host lab
Questions on the project
Research plan
Research title
Summary of previous research
Title of doctoral thesis
Titles of two key publications
University, institution
City
Country
Department/lab
Street address
University/institution

Submit

3. Withdrawal of an application

Unsubmitted application: if you wish to withdraw your application, there is no need to delete the account or delete data that you have entered. All incomplete and/or unsubmitted applications are automatically removed from the competition.

To submit an application, the applicant must have filled in all mandatory fields and must also have clicked on the "**Submit**" button in the application. If either of these two conditions has not been met, the application remains "unsubmitted".

Submitted application: if you wish to withdraw your application after you have submitted it, you must inform the Fellowship Office by email and your application will be removed from the competition.

4. Technical help and tips

We strongly suggest that you work offline and copy and paste your text into the online form. There are occasional connection problems while saving, which may result in the loss of information. Neither formatting nor Greek or mathematical symbols can be pasted into the forms. Please use a text editor such as "Notepad" (PC) or "TextWrangler" (Mac).

It is important that you **SAVE within 40 minutes** or the connection with the HFSP website will be interrupted and you will lose information.

Before you change pages, or log out of the online application form, make sure to click the "**SAVE**" button to save any new information you have entered. It will then be stored on the HFSP server. Please make sure you log off after every session.

Problems
Occasionally bad internet connections will result in an error page being stuck in the cache of your browser that is linked to the HFSP extranet address. This will prevent you from accessing the extranet site. Try emptying the cache and try again. Sometimes adding or removing the final / in the web address helps. If all else fails, try installing another browser.

Browsers
The site has been tested successfully with:
Windows: Firefox > 35, Chrome > 40, Opera > 25, Internet Explorer 9, 10 & 11
Mac OS X: Firefox > 35
Linux: Firefox > 35, Chrome > 40

Other browsers were not tested and may produce errors.
Safari on Windows and Mac OS X have only limited functionality.
Please always use the last stable version of your browser.

Download recommended browsers
Firefox: http://www.mozilla.org/en-US/firefox/fx/
Chrome: http://www.google.com/chrome
Opera: http://www.opera.com/computer

For further technical help, please contact webmaster@hfsp.org.