



## Instructions for online fellowship applications

### Before you begin: changes for Award Year 2010

HFSP uses a new online submission system to improve the access for applicants, host supervisors, referees and reviewers to our different funding programs. The interface will give participants, regardless of their role in HFSP programs, the possibility to maintain a personal profile and to access all relevant applications from a single login.

The information in your personal profile will be used automatically for new applications thus saving you inputting your personal details each time. Therefore:

- if you have already applied previously you can keep using your old password to initialize your application for the 2010 round of competition.
- An HFSP fellowship application involves several persons: an applicant, up to two host supervisors, and two referees. It is likely that your host supervisor(s) and referees are already listed in the HFSP database. You can use the search routine (see below) to find them in our system.

We have tried to make sure that all functionalities are working to minimize interruptions and ask for your patience in the event of technical problems arising with the new HFSP application portal. Should you encounter an error please contact us immediately at [fellow@hfsp.org](mailto:fellow@hfsp.org) or for technical problems at [webmaster@hfsp.org](mailto:webmaster@hfsp.org).

The HFSP Fellowship Team

This document explains the initial steps in accessing the HFSP online submission system. It also gives an overview about the information you will need to prepare for submitting your proposal. Therefore read the following instructions carefully before completing the application.

Long-Term or Cross-Disciplinary Fellowship applications **must** be submitted via the HFSP web site at <http://extranet.hfsp.org>. Do not send a copy of your application by fax, as an email attachment or by regular mail.

### **Deadline for**

- **compulsory pre-registration for a password and**
- **initialization of an application** *[including registration of the referees and host supervisor(s)]:*

**27 August 2009.**

Applicants who have not registered and initialized their application by this date will no longer be able to obtain a password.

### **Deadline for submission of the fellowship application:**

**10 September 2009 at 16:00 Strasbourg (France) time.**

To prevent problems arising with the server, do not leave submission until the last minute.

The supervisor(s) at the host institution and referees must each complete and submit their sections independently before applicants are able to submit the entire proposal. **Incomplete applications will not be forwarded for review.**

Please inform your host supervisor(s) and referees (i.e. your “team”) that they will receive automatically generated emails from the HFSP application server. Some emails are tagged by SPAM filters as junk email. Therefore we recommend that you instruct your “team” that sometimes local email clients/providers divert HFSP registration emails to the user’s junk mail folder.

**Tip:** Most of the information that is needed to complete the online application form can be prepared in a document in ASCII format which can be transferred by copy & paste into the appropriate fields. Therefore read these instructions first to get an overview about what to prepare.

## **A. Initial steps**

In this section you find a description of the steps you have to take at the very beginning. The procedures described in paragraphs A2 and A3, i.e. **initializing an application and entering information on the fellowship team members must be completed prior to the deadline for registration (27 August 2009)**. After that date you will not be able to start an application in spite of having registered in time for a password.

## 1. Register with HFSP

As an applicant you must register with HFSP at the address <http://extranet.hfsp.org> to receive a password that allows you to access the application interface. The password is needed to create your HFSP account from which you can initialize your fellowship application. After registration you will receive an automatically generated email that contains your login and your password.

On the registration page you have to:

- indicate your surname and first name, your nationality and date of birth,
- select a security question together with an appropriate answer,
- enter and confirm your email address,
- confirm the suggested security code by retyping it in the appropriate field.

Welcome

**HFSP** Human Frontier Science Program

Welcome Register HFSP Home Contacts Links Help

WELCOME

To apply for access to the HFSP extranet please supply the following information :  
Make sure you supply a valid email address since a confirmation message with your password will be sent to this address.

Surname (family name) :

Firstname :

Nationality :

Date of birth :

Question :

Answer :

Email :

Confirm email :

1947

Register

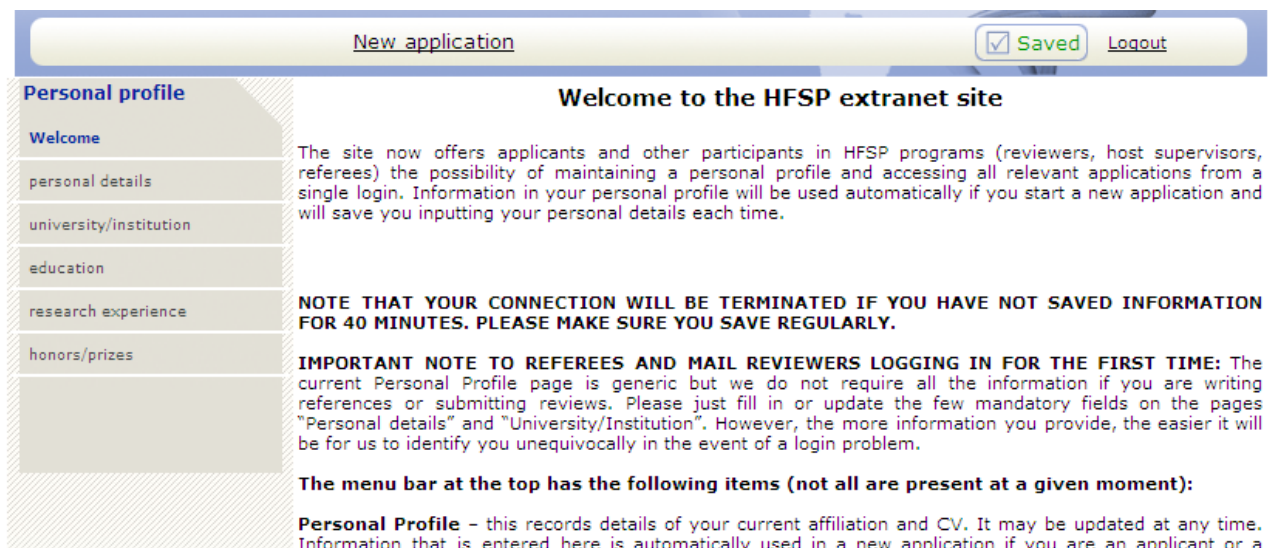
Click on the “Register” button to generate the email with your login and password. A welcome screen will appear confirming the registration. Click “Continue” to proceed to the next step.

## 2. First time login and initialization of your fellowship application

On the welcome screen of the extranet you can connect with your registration information (i.e. login and password) to access your HFSP account.

**Tip:** To avoid errors, it is recommended that you copy & paste the login and password from the body of the email message right into the appropriate fields on the website.

Once you are connected you will see a screen providing a general introduction to HFSP programs.



The screenshot shows the HFSP extranet site interface. At the top, there is a horizontal menu bar with 'New application' highlighted in grey, and 'Saved' and 'Logout' buttons on the right. On the left side, there is a vertical sidebar titled 'Personal profile' with a 'Welcome' section and several menu items: 'personal details', 'university/institution', 'education', 'research experience', and 'honors/prizes'. The main content area is titled 'Welcome to the HFSP extranet site' and contains the following text:

The site now offers applicants and other participants in HFSP programs (reviewers, host supervisors, referees) the possibility of maintaining a personal profile and accessing all relevant applications from a single login. Information in your personal profile will be used automatically if you start a new application and will save you inputting your personal details each time.

**NOTE THAT YOUR CONNECTION WILL BE TERMINATED IF YOU HAVE NOT SAVED INFORMATION FOR 40 MINUTES. PLEASE MAKE SURE YOU SAVE REGULARLY.**

**IMPORTANT NOTE TO REFEREES AND MAIL REVIEWERS LOGGING IN FOR THE FIRST TIME:** The current Personal Profile page is generic but we do not require all the information if you are writing references or submitting reviews. Please just fill in or update the few mandatory fields on the pages "Personal details" and "University/Institution". However, the more information you provide, the easier it will be for us to identify you unequivocally in the event of a login problem.

**The menu bar at the top has the following items (not all are present at a given moment):**

**Personal Profile** – this records details of your current affiliation and CV. It may be updated at any time. Information that is entered here is automatically used in a new application if you are an applicant or a

The menu tabs on the left hand side guide you through the different sections of your personal profile.

To initialize your fellowship application, go to the menu item "New application" (shown in the grey menu bar expanding horizontally across the top of the page) and select "Long-Term/Cross-Disciplinary Fellowship". Then choose the HFSP program you want to apply for (i.e. Long-Term Fellowship **or** Cross-Disciplinary Fellowship).

Once you have selected the fellowship program, a reference number will be assigned to this particular application. You will receive an email confirming that you successfully initiated a fellowship application. It will mention again your initial login and password and indicate your application reference number.

Use your login information to connect again and you will see a screen with general information on the application (see below). You can access your fellowship application either by clicking on the link that shows your reference number in the top part of the text or by 'mousing' over the menu item "LTF/CDF" in the horizontal menu bar and then clicking on the link that indicates your reference number.

**Info:** When choosing the second option to access the fellowship documents, applicants from last year will also see their 2009 application listed. The proposal part of this application is however no longer accessible.

After clicking on the link to your fellowship application the screen below indicates that you are now in the application part:



**LT000004/2009-C**

6%

## General Information

### Start Page

### Applicant

personal details  
university/institution  
education  
research experience  
additional cv info  
honors/prizes

### Host Supervisor 1

### Referees

### Institutions

### Project

keywords  
title/abstract  
research plan  
previous research  
achievements  
publications

### Additional Comments/ Feedback to HFSP

## General information on the Long-Term and Cross-Disciplinary Fellowship application form

Your connection to the HFSP server will be interrupted after 40 minutes unless you save your data 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.

### Before you start to complete your application:

1. Please read the application guidelines and instructions for online applications ([http://www.hfsp.org/how/appl\\_form.php](http://www.hfsp.org/how/appl_form.php)) to make sure that you fulfill all eligibility criteria.
2. The online application is accessible to the candidate, host supervisor(s) and referees. Applicants can only view their personal profile and the proposal section without access (not even read only) to the sections of their host supervisor(s) or referees. Referees will not have access to the application, whereas host supervisors can read the application (in preview mode).
3. Several checks are made in the online application at the time of submission. You will be informed about missing information or exceeding character limits and will not be able to submit your application unless this is corrected.

### How to proceed:

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.

Your reference number (format: [LTxxxxx/2010-L](#) or [LTxxxxx/2010-C](#)) will be visible in the top left part of the screen. The letter "L" at the end of the reference number stands for "Long-Term" and the "C" for "Cross-Disciplinary".

The menu items on the left hand side now show all parts of the fellowship application that must be completed. The first things you should do are to:

1. Go to the menu "Start page" to indicate the number of host supervisor(s) for your application (max=2), "1" being the default number.
2. Go to the menu "Host supervisor 1" to register the email address of your host supervisor. *Please read carefully the section below on how to search for hosts and referees in the HFSP database.* Repeat the procedure if you have chosen two hosts as a "Host supervisor 2" section will then have appeared.
3. Go to the menu "Referees" to enter the email addresses of your referees. *Please read carefully the section below on how to search for hosts and referees in the HFSP data base.*

**The three steps described above initialize your application. They must be completed by the deadline of 27 August 2009.**

### 3. How to search for host supervisors and referees in the HFSP database?

After you registered a host supervisor's or a referee's email address twice, you must click on the magnifying glass to check if this scientist is already registered in the HFSP database.

- In case the person is already registered in our database: his/her surname and first name will automatically appear in the surname and first name fields.
- In case the person is not registered in our database: a message will appear stating that this email was not found in our data base and asking you to register your host supervisor's or your referee's surname and first name in the respective fields.

Click the button "Send email to host" (or "Send email to referee"). The host supervisor(s) and referees will receive an automatically generated email with a login and password giving them access to their section of our HFSP website, where they will be able to access their part of your HFSP fellowship application.

**TIP:** Please inform your host supervisor(s) and referees that they will receive an automatically generated email from the HFSP application server. Since in the past, some emails were tagged by SPAM filters as junk email, we recommend that you instruct your host supervisor(s) and referees that sometimes HFSP registration emails are being stored in the junk mail folder.

## B. The HFSP fellowship application

After initializing your application, you can continue to complete your personal profile and/or your fellowship application. The following information provides an outline of the application structure and informs you about the parts which you need to collect to submit online.

### Menu section: Applicant

This part of the application is composed of six different menu items that are person specific and relate to your CV:

- personal details,
- university/institution,
- education,
- research experience,
- additional CV info, and honors/prizes.

### Menu item: Personal details

For statistical and budgetary reasons we need information on marital status and number of children.

**Personal details**

Notes :  
- It's not possible to include pictures or figures in the web submission form.  
- Do not use special characters, HTML encoded characters or Greek characters : please spell out (e.g. alpha) or substitute another character (e.g."a" for alpha)  
Fields with asteriks are mandatory.

Title :

Surname (family name) : \*

First name : \*

Nationality : \*

Nationality 2 (if any) :

Nationality 3 (if any) :

Date of birth : (1) \*

Gender : (2)

Marital status :

Child(ren) birth date(s) :

(1) The date of birth is mandatory for applicants.  
(2) Information about gender is requested for statistical purposes only and will not be part of any application sent for review.

\*Fields marked with an asterisk are mandatory.

### Menu item : University/institution

This is your institutional affiliation **at the time of submission**.

Please use English form of city names, e.g. Munich, not München and indicate postal address, telephone and facsimile numbers (without country codes) as well as extension numbers. You are also asked to confirm if you are already at the host institution or when you plan to arrive there (including a provisional start date for the HFSP fellowship). The intended start date of the fellowship is only a tentative date to give us an idea as to when the fellow plans to activate the fellowship. Should an applicant be offered the fellowship, he/she will be asked again to indicate a start date for the fellowship.

### Menu item : Education

The education section refers to your doctoral degree(s) and other degrees (starting with your Bachelor). It must be completed without leaving gaps. Each time you complete a line entry, you must click on "Save line" to record the entry. There are also options to introduce a new first line or to add/eliminate lines (+/-).

Indicate the month and year when you obtained or expect to obtain your doctoral degree and provide the name of the supervisor under whose direction you obtained/will obtain the doctoral degree.

Provide the name of the scientific discipline as written on your Ph.D. certificate.

Examples of disciplines: chemistry, microbiology, botany, genetics, biotechnology, biochemistry ...  
Do not list research fields such as immunology, neurology, plant physiology ...

List all other awarded degrees, starting from the Bachelor's degree onwards, using the same format as for the doctoral degree.

### Menu item : Research experience

List in chronological order, starting from your most recent position down to your high school degree, all periods of university education, research training and any other positions you have held. Provide the names of your scientific supervisors or senior associates, and the exact dates of your training in each institution. **DO NOT LEAVE ANY GAPS!** Also include periods of other activities (e.g. part time work) or periods where you were not working or studying at all (e.g. maternity leave, illness, civil or military service...).

If however, your Masters, Diploma or Ph.D. training included rotation periods in different laboratories within the same university or department, it is not necessary to reserve an individual line entry for each rotation period.

**Applications that are submitted with gaps are considered incomplete and will therefore not be forwarded for review!**

#### *Declaration of past and present fellowships*

If you were awarded other fellowships, indicate the durations and names of the fellowships (EMBO Long-Term Fellowship, ERASMUS, SOCRATES...). Also, list fellowships or any other grants in

support of your training in the host laboratory of your HFSP fellowship that you already hold at the time of submission.

**Menu item: Additional CV info**

Please indicate whether or not you already finished your Ph.D. education and how long it took to finish. Also indicate the number of months that you already worked in the host country.

**Menu item: Honors/Prizes**

If applicable, please list all honors, prizes or awards that you have received.

**Menu section: “Host supervisor 1” and, if applicable, “Host supervisor 2”**

**Fellowship applicants have no access to this section and host supervisors have read-only access to the application documents of the candidate. Without successful completion and submission of the host supervisor(s) section(s), fellowship applicants are not able to submit the proposal.**

The host supervisor is defined as the senior scientist who accepts the fellow in the host institution, and who takes responsibility for the conduct and progress of his/her research. There is a separate document with instructions for hosts available at:

[http://www.hfsp.org/how/PDFs/Instructions\\_HS\\_2010.pdf](http://www.hfsp.org/how/PDFs/Instructions_HS_2010.pdf)

**Menu section: Referees**

**Fellowship applicants have no access to this section and referees have no access to the application documents of the candidate. Without successful completion and submission of the referees sections, fellowship applicants are not able to submit their proposal.**

Recommendations from two referees are necessary. These recommendations should be provided by professional scientists who are familiar with the applicant’s scientific career. At least one of the letters should be from a former research supervisor (e.g. Ph.D. supervisor). A short document with instructions for referees is available at:

[http://www.hfsp.org/how/PDFs/Instructions\\_R\\_2010.pdf](http://www.hfsp.org/how/PDFs/Instructions_R_2010.pdf)

**Menu section: Institutions**

Host institution:

You have to complete this part only if you have not arrived at the host institution yet. If this is the case, please indicate the name of the host department or laboratory, the host institution or university, the host city and the host country. If you are already at the host institution, the address of the host institution will appear automatically.

Current/previous institution:

- if the candidate is already at the proposed host institution, he/she should complete the fields with information concerning the previous institution.
- if the candidate has not moved yet to the proposed host institution, he/she should complete the fields with information concerning the current institution.

## Menu section: Project

The menu section “Project” contains all information relevant to the research that you intend to carry out and consists of the following six menu items: keywords, title and abstract, research plan (including a short paragraph on intellectual contribution to the proposal), summary of previous research, achievements and research goals, and publications.

**Info:** It is not possible to include pictures or figures in the web submission form. Do not use special characters, HTML encoded characters or Greek characters as these will be lost when pasting into the online forms of the HFSP application. Please paste only text saved in ASCII format.

You will not be able to submit your application if the maximum permitted number of characters (including spaces and punctuation) is exceeded.

## Menu item: Keywords

The following keyword section is necessary to facilitate reviewer assignments of applications and future improvements to the HFSP fellowship program. The suggested list of keywords should not prevent applicants with different but appropriate scientific backgrounds to submit their application to HFSP.

Fellowship applicants are asked to list keywords in five different sections. There is an option to add or eliminate a new line entry (+/-). Each applicant has the opportunity to list a maximum of 15 keywords describing his/her past experience and training and the proposed project. The individual sections cover:

- |   |   |
|---|---|
| 1. The <b>discipline</b> of the applicant’s Ph.D. | (max. no. of keywords from the list: 1)               |
| 2. The <b>former research area</b>                | (max. no. of keywords from the list: 2) + 1 suggested |
| 3. The <b>former research subject</b>             | (max. no. of keywords from the list: 3) + 1 suggested |
| 4. The <b>proposed research area</b>              | (max. no. of keywords from the list: 2) + 1 suggested |
| 5. The <b>proposed research subject</b>           | (max. no. of keywords from the list: 3) + 1 suggested |

Please use the scroll lists for making your selection in each of the keyword sections and/or for adding new keywords. If there is no keyword corresponding to your experience please use the option “Suggest a keyword” to add a new entry for research area/subject.

## Menu item: Title/abstract

### Title

The title of the research project should not exceed 100 characters (including spaces and punctuation). It should be simple, self-contained and written in sentence case style. Please start the title with a capital letter. Do not capitalize other words in the title except for names of species, acronyms, etc. No full stop at the end of the title.

### Abstract of research plan

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

Summarize your proposed project. This summary should be written clearly so as to be understandable to non-experts without reference to the complete research plan.

**The abstracts of successful applicants will be put on our web site.**

## Menu item: Research plan

### A. Research plan

The research plan including references is limited to 15,000 characters (including spaces and punctuation). There is no specific format for the references. Concisely describe the following aspects of the research that you propose to perform:

#### 1) Subject and specific aims of the proposal

#### 2) Significance of the proposed research

Describe how the innovative components of this project will advance the field and what the likely output will be. What are the major questions/hypotheses you are going to investigate/test?

Applicants for LTF: e.g. explain the novel and innovative components of the project and in which way this proposal will represent a departure from your previous research.

Applicants for CDF: e.g. in which way will you benefit from this training in a new biological discipline? Are you bringing new techniques to the host laboratory?

#### 3) Experimental design and methodology

Describe the approach you intend to use. Make reference to the study species or study system.

Applicants for LTF: e.g. given that you should propose a change in research direction, please explain the new methods you will use in the course of the proposed project.

Applicants for CDF: e.g. explain how you intend to acquire the necessary training to implement the biological part of your project. Given that your prior training/experience was in a different scientific field, describe the new biological techniques/methods that you will be exposed to.

If the project contains a collaborative and/or interdisciplinary component (with other scientists/institutions) how do you plan to implement the collaborative character of your project?

The research supervisor at the host institution may assist you in developing a research plan, but you are requested to describe the proposed project in your own words. The Review Committee will require a clear statement of the research you intend to carry out, with sufficient detail to assess its originality, its feasibility in the host institution, and its contribution to your training in research. The host supervisor must endorse the research plan on the electronic application form by ticking the box "I acknowledge that this is the only candidate that I will endorse and that I have seen and approved the research plan". The application cannot be submitted if this endorsement is missing.

### B. Intellectual contribution to the proposal and change in research direction

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

HFSP encourages applicants to propose a novel and innovative project that marks a significant change in research direction. Comment on the originality and on your intellectual contribution to the study (was this originally your idea?) and describe the nature and degree of change in research direction (e.g. new techniques, change in study species/system). Clearly state how this fellowship experience will differ from your previous research experience and how this will serve your professional growth. This information will play an important part during the evaluation of your application.

### Menu item: Previous research

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

Summarize the research that you have carried out immediately prior to submitting this application. If you recently finished your Ph.D., summarize your thesis work and any other projects that you work on to fill the gap until the fellowship starts. Applicants already well within their (first) postdoc should also refer to this postdoctoral project. Candidates submitting their proposal while already working in the host institution of their intended HFSP fellowship should NOT repeat the summary of the proposed HFSP project. This “summary of previous research” should be written clearly so as to be understandable to a panel of scientists who are non-experts in your particular field.

Any redundancy with the section “Achievements and research goals” is intended. The “summary of previous research” is a straightforward scientific abstract which does not make reference to your professional plans. It represents an important piece of information for reviewers to remind themselves briefly about your past work.

### Menu item: Achievements and research goals

(maximum of 5,000 characters including spaces and punctuation)

This information will play an important part during the evaluation of your application.

Describe the research you have undertaken so far in your career and what you consider to be your most important research findings (state why). Specify your exact role for each publication where you are not the only author. Include your personal motivation and scientific goals. Describe how this fellowship will help you achieve these goals and how it will serve your professional perspectives.

### Menu item: Publications

In the upper part of this section you are asked to provide the correct **number of original research papers** that have appeared in international peer-reviewed journals (do not include conference abstracts, review articles or book chapters) and the **number of lead author papers**. As a lead author you are either single author, first author, or joined first author.

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

- (1) Title of doctoral thesis (include your thesis and/or original research papers that constitute your thesis)**
- (2) Original research papers**
- (3) Review articles**

Within each category begin with the most recent publication. Before you copy and paste your publication list, please mark each publication for which you are the lead author with a # sign. This will help the review committee members to identify your most important contributions. At the end of each citation, please provide a percentage number (in parentheses) that reflects your contribution to each publication.

**Do not list abstracts, manuscripts in preparation, submitted manuscripts, or contributions to book chapters.** If your publication is currently in press, you may add “in press” instead of the page number.

Format the publication list according to the example shown below by **starting each publication with the author(s) name(s). Do NOT add journal impact factors.**

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%).

If the scholarly tradition in your research area is to publish experimental results in a different format (e.g. lead authorship abstracts of conference proceedings) you may list these contributions as well. 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 field “Additional comments”.

### **Abstracts of publication(s)**

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

Use the text boxes near the bottom of the section to copy and paste the abstracts of up to two of your most important research publications including title, author(s), journal and text of the abstract. If the publication has multiple authors you may abbreviate the list using the “et al.” - convention (e.g. Albiges-Rizo, C. et al. (1991) Human adenovirus serotype 3 fibre protein. Comparison of native and recombinant proteins. *J. Biol. Chem.* 266: 3961-3967).

### **Menu section: Additional comments/Feedback to HFSP**

This section is intended to help us optimize our information sources by telling us where you became aware of the current call for fellowship applications. Multiple answers are possible if you saw information about the current round of awards in different places (e.g. printed version of *Nature*, printed version of *Science*, HFSP website, HFSP Email Newsletter, Web site dedicated to grant information, Society for Neuroscience, Society for Developmental Biology, Institute of Physics, European Mathematical Society, American Society of Cell Biology, American Physical Society, American Mathematical Society).

### **Additional comments**

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

This field is open only for applicants to include specific information that is not needed for the evaluation of the research proposal, for example if you want to add a comment regarding authorship policy in connection with your publication list. If you have been granted an exception to submit your application, please add the following sentence: **“I was granted an exception by the HFSP fellowship office to submit my application”**. There is no need to copy the preceding email correspondence with the fellowship office in this field.

Any other information which is not relevant for the application (e.g. abstracts of conference contributions or popular science papers, etc.) or text belonging to the research project (e.g. reference list) will be deleted. The information in this field will be visible by the research supervisor(s) at the host institution and by the reviewers.

### **Feedback to HFSP**

This section is not part of the application and will not be sent to the reviewers. We would welcome the applicant’s comments on the online forms’ layout and/or ease of use. Any other information that cannot be included in the application may also be registered here. Comments entered in this field are not accessible to the research supervisor(s), referees and reviewers.

### **Menu section: PDF files of publications**

Each candidate can **upload up to 6** of his/her best **lead author publications**. These will be made available to the members of the fellowship review committee.

Only PDF files can be uploaded. The size of each PDF file should be as small as possible otherwise it may not be possible to upload the file.

Begin with the most recent publication. Each PDF file should only contain one single publication.

1. Indicate the title of the publication as it appears in the original publication (maximum of 500 characters).
2. Select a PDF file to upload from your hard disc using the "Browse" button  
Please note that you do not need to give a specific name to a PDF file as it will be automatically attached to your application.
3. Click "Upload" to send your file to the HFSP server.

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

In case your lead author publication is only **accepted** by a journal, you have time until 10 September 2009 (at the latest) to

- upload a PDF file of the manuscript as accepted by the journal and
- email the acceptance letter of the journal to fellow@hfsp.org (or fax it to the Fellowship Office at +33 3 88 32 88 97 or upload it in the electronic application form as a PDF file)

**Make sure to upload your PDF files with your publications BEFORE submitting your application.**

Once the PDF files have been uploaded, the titles of the uploaded publications will be visible in the preview section (the PDF themselves will not be visible).

### **Menu section: Preview**

This section allows you to review on screen your personal information and the texts of your proposal. There is also an option to save a copy of your application as a PDF document.

### **Menu section: Submission**

Once all parts (including the sections completed by the research supervisor(s) and the referees) have been completed, you will be able to submit the entire application.

**Please check your application carefully before submitting. Make also sure to have uploaded the PDF files with your publications before submitting.**

You can modify the proposal until it is finally submitted.

The applicant must submit the entire application (including the parts of the host and referees) via the web site. Do not send a copy of your application by fax, mail or email.

Once you have submitted the application it will be locked and will remain available only for onscreen viewing.

## Technical Help

### Tips

We strongly suggest that you write offline and copy and paste your text into the online form in case of a connection problem while saving, which in rare cases has been known to result in loss of data. However, please note that formatting and Greek or mathematical symbols cannot be pasted into the forms.

It is important that you save the information you have input within 40 minutes or the connection with the HFSP website will be interrupted and you will lose data !!

Please make sure you log off after every session.

### Problems

If you experience problems accessing the extranet site, you might have encountered a bad internet connection and the error page is stuck in the cache of your browser linked to the address. In this case empty the cache and try again. It can also help if you add or subtract the final / in the web address. If all else fails, try installing another browser.

### Browsers

The site has been tested successfully with:

Windows: **Firefox 2.x and 3.x, Internet Explorer 7.x**

Mac OS X: **Firefox 3.x**

Linux: **Firefox 3.x**

Other browsers were not tested and may produce errors.

### Recommended browsers

Recommended browsers are:

Windows: **Firefox 3.0, Internet Explorer 7.0**

Linux/Unix: **Firefox 3.0**

Mac OS X: **Firefox 3.0**

Safari on Windows and Mac OS X have only limited functionalities.

Please always use the last stable version of your browser

### Download recommended browsers

Firefox: <http://www.mozilla.com/en-US/> - free