



## Instructions for fellowship host supervisors

The HFSP uses an IT interface that allows participants in all HFSP programs, regardless of their role, to maintain a personal profile and access all relevant applications from a single login.

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

Long-Term or Cross-Disciplinary Fellowship applications including the completed section of the host supervisor(s) **must be submitted by the candidates** via the HFSP web site. Host supervisors must complete their sections independently before submission. Therefore it is important that you complete your part prior to the submission deadline on

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

**Fellowship applicants have no access to the host supervisor section. Without successful completion and submission of the host supervisor section before the deadline, fellowship applicants are not able to submit their proposal.**

### 1. Register with HFSP

The applicant for whom you act as a host will list your contact email in the application. This will trigger an automatically generated email sent to you by the HFSP application server containing your registration information (i.e. login and password). If you are already in the HFSP database this message will be sent to your last known email address. If you have changed your email address in the meantime, please contact [fellow@hfsp.org](mailto:fellow@hfsp.org) for help.

*Please note that sometimes HFSP emails are tagged by SPAM filters as junk email and are diverted to the junk mail folder.*

Use the login information in the email to connect to the HFSP website at <http://extranet.hfsp.org>. 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 field on the website. Upon **first** login you should complete the registration entries:

- nationality and birth date,
- select a security question together with an appropriate answer,
- register and confirm your email address,
- enter the suggested security code.

Your first name and surname are already in our database. They were either registered by the candidate whom you would like to host or were already available in our database. Please double check your first name and family name and make corrections if necessary.

**The information in the registration fields is only needed to provide our office with unique identifiers (e.g. in case of registrants with identical names). Your personal information will not be made available to applicants, nor will HFSP release any personal information to other parties.**

After clicking on the “Register” button you will see a “Welcome” page for confirmation. A click on the button “Continue” brings you again to the login screen of the HFSP extranet site.

After connecting with your login information you arrive in the welcome section of your HFSP account. On this screen you see the menus relating to the personal profile of your HFSP account on the left.

To select the fellowship application for which you contribute the host part, you can either click on the link in the top part of the welcome text or select the item “LTF/CDF” on the horizontal menu bar. The different menu sections to be completed are described below.

## **2. Complete the host supervisor section**

Information to be registered in text fields (i.e. publications, letter of recommendation...) may be prepared offline and then copied and pasted into the appropriate fields. In this case, however, please use plain ASCII format to complete your section.

### **Menu item: Personal details**

This menu lists the personal details that you entered upon registration (if you are in contact with HFSP for the first time). If you registered with our program in the past (no matter in which role) the personal details you find in this menu are those that were present in the HFSP database.

Should your address or institutional affiliation have changed since your last contact with HFSP we kindly request that you update it. Fields marked with an asterisk are mandatory because they are required in case you (or the HFSP offices) need to retrieve your login details in the future.

### **Login and password management**

It is possible to modify the login and the password. A new password must contain at least 8 characters, including one digit and one upper case (capital letter). It is also possible to select another personal question from the list which is available in this section.

### **Menu item: Research experience**

In this section you can list your research experience line by line. Each time you complete a line entry you must click on “Save line”. There are also options to introduce a new first line or to add/eliminate lines (+/-). Once you have finished and saved each line individually, click on the “Save” button at the top of the page to save all information in the proposal part of the applicant.

### **Menu item: List of publications**

You should list the latest publications relevant to the proposed research, including titles (no more than 10 publications).

### Menu item: Recommendation

You can only endorse one candidate for your laboratory in this round, either for a Cross-Disciplinary or for a Long-Term Fellowship. The fact that you are a member of an HFSP Research Grant will not affect your ability to act as a host supervisor of an HFSP fellowship candidate.

You will be asked to certify that you only endorse one applicant, and that you have seen and approved the research plan (check boxes), and whether you have had an opportunity to personally interview the candidate.

As host supervisor you are required to provide a letter of recommendation assessing the applicant's qualifications and the nature of the proposed research. **This letter will not be accessible to the candidate.**

The letter of support should make special reference to the particular aspects listed below because the information represents an important basis for the comparative evaluation of proposals. Therefore the reference letter should place particular emphasis on:

- the originality of the proposed project and the applicant's role in developing the proposal (i.e. intellectual contribution to the project on the part of the applicant)
- the novel techniques and literature the applicant is exposed to
- the specific skills and techniques that the applicant will bring to the lab (in particular applicants for the Cross-Disciplinary Fellowships). What is the benefit to the host lab?
- the potential of the research project to further the knowledge in this field and promote the scientific career of the candidate.

Recycled letters from other applications (e.g. EMBO, LSRF, Marie Curie, NIH, DFG,...) for the same candidate not referring to the specific criteria listed above do not provide a meaningful source of information for the reviewers to make an informed decision and eventually will penalize the candidate.

The text field for the letter should only contain the text of the recommendation (no name of host supervisor, address, date...).

### Menu items: Feedback, Preview recommendation and Preview application

These three menu sections provide a possibility to give feedback to HFSP, to preview the recommendation letter, and to preview the applicant's part of the fellowship application.

### Menu item: Submission

The host supervisor(s) must submit this section to the HFSP database independently from the applicant.

Upon submission the fellowship applicant will receive an automatically generated email about the successful completion of this section of the application.

After submission it is no longer possible to modify any field related to the host supervisor section.