



Instructions for fellowship referees

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 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 or for technical matters at webmaster@hfsp.org.

Long-Term or Cross-Disciplinary Fellowship applications including the completed referee section **must be submitted by the candidates** via the HFSP web site. Referees must complete their sections independently before submission. Therefore it is important that you finish your part prior to the deadline on:

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

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

1. Register with HFSP

Applicants, for whom you provide a reference letter, 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 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 following registration entries:

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

Your first name and surname are already in our database. They were either registered by the candidate who asked you for a reference letter or were already available in our database. Please double check your first name and family name and make corrections if necessary.

The requested information 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 prepare a letter of recommendation 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 for the referee part are described below.

2. Complete the referee section

The letter of recommendation may be prepared offline and then copied and pasted into the appropriate field. 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 have entered upon registration (if you are in contact with HFSP for the first time). In case 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 office) 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: Recommendation

The referees should provide the reviewers with information that will enable them to evaluate:

1. The candidate’s accomplishments and track record, e.g. the applicant’s role and contribution to publications, in particular those where he/she is not the only author. If appropriate, the referee may also comment on the different publication practices in the applicant’s research area (e.g. emphasis on abstract publishing, alphabetical author listing ...).

2. The candidate's research experience and competence, e.g. the applicant's potential to originate and conduct innovative research.
3. The training potential of the research experience, e.g. how the change in research direction will help advance the applicant's career.

The field provided in this menu should only contain the letter of recommendation (no name of referee, address, date...).

Recycled recommendation letters from past or parallel applications with other organizations (for example EMBO, LSRF, Marie Curie, NIH, and 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 referee should make sure to have filled in all mandatory fields and registered the reference letter before the last step, which is the submission of the registered data.

Menu items: Feedback and preview

These two menu sections provide a possibility to give feedback to the HFSP and to preview the recommendation letter.

Menu item: Submission

The referee(s) must submit this section to the HFSP database independently from the applicant. Upon submission, the fellowship applicant and the referee 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 recommendation letter.