



## HUMAN FRONTIER SCIENCE PROGRAM

### Application guidelines for Short-Term Fellowships

#### Contact details

12 quai Saint-Jean  
67080 STRASBOURG Cedex - FRANCE

Tel: +33 3 88 21 51 34    Fax: + 33 3 88 32 88 97  
E-mail: [fellow@hfsp.org](mailto:fellow@hfsp.org) - Web site: <http://www.hfsp.org/>

Registration and submission: <http://extranet.hfsp.org/>

**AUGUST 2009**

# GUIDELINES FOR HFSP SHORT-TERM FELLOWSHIPS

These guidelines are intended to assist those who wish to apply for a **Short-Term Fellowship (STF)** of the Human Frontier Science Program Organization (HFSP).

Applicants should read these guidelines with great care and pay particular attention to the scientific objectives and the criteria of eligibility for the fellowship. Past experience shows that applications fail because candidates or projects do not comply with the specific HFSP requirements. See also [Frequently Asked Questions \[FAQ\]](#) and [Instructions](#) for more information.

Applicants who are unsure if their research project fits with the scientific scope of HFSP or if they are in conflict with formal eligibility criteria should contact the HFSP Fellowship office ([fellow@hfsp.org](mailto:fellow@hfsp.org)) prior to registering for a password.

## I. OVERVIEW

The program supports basic research focused on elucidating the complex mechanisms of living organisms. Emphasis is placed on novel, innovative, and interdisciplinary approaches to basic research that involve scientific exchanges across national boundaries. In particular, HFSP encourages research into biological problems involving approaches and knowledge from different disciplines such as chemistry, physics, mathematics, computer science, engineering, or material sciences because significant new ideas, techniques and discoveries often arise at the boundaries between disciplines.

The HFSP views interdisciplinary approaches as being necessary for addressing the scientific questions that it supports, and that fellows should receive broad research training. Thus, applicants for Short-Term Fellowships should obtain training or establish collaborations in a new research field. Individuals working in physics, chemistry, mathematics, computer science or engineering are encouraged to utilize HFSP fellowships to obtain training or establish new collaborations in the life sciences.

In addition to its international and especially intercontinental character, the HFSP places emphasis on supporting researchers who are early in their careers and who are expected to play an important role in generating and pursuing original research.

### Research areas

Fellowship projects can range from biological functions at the molecular and cellular level up to biological systems including cognitive functions. Within this broad area, all levels of analysis are supported: from studies on genes and individual molecules, intracellular networks, intercellular associations in tissues and organs, to networks underlying complex functions of entire organisms. Studies related to disease are only considered if they allow new insights into fundamental biological mechanisms.

The HFSP does not support:

- Projects that involve only large-scale, systematic genome mapping or proteomics analyses.
- Applied research e.g. in a clinical context, in engineering, biotechnology, or nanotechnology.
- Research to alleviate a medical condition, e.g. developing methods of treatment and diagnosis, searching and testing potential drug candidates or drug targets, advanced trials of drugs under development.
- Research directly concerned with agricultural or environmental problems (crop yield, bioremediation) or studies at the population or ecosystem level.

### Objectives of the Short-Term Fellowship

Short-Term Fellowships are reserved for those who wish to work for a short period in a laboratory in another country for example:

- to learn or develop new techniques
- to use instruments or technology not available in their own country

- to establish collaborations in a new area of research rather than ongoing projects
- to obtain pilot results to establish a new international collaboration

Independent young researchers, early in their careers, are encouraged to apply. Doctoral students may apply only under certain conditions [see section II.2.].

### **When to submit**

Applications may be submitted throughout the year. Decisions on awards will be announced approximately 3-4 months after receipt of the complete application. Applicants must provide adequate time for review of the application before the start of the fellowship.

### **Tenure of the Short-Term Fellowship**

Short-Term Fellowships provide funding for periods of 2 weeks to 3 months maximum. They will not be awarded for a series of multiple visits to the host laboratory. The duration of the fellowship must be justified on the basis of the time required to perform experiments, learn techniques or to use facilities that are only available at the host institution.

**The Short-Term Fellowship must start within 12 months after notification of the award. It is not awarded retroactively and applicants cannot start to work at the host institute before notification of award.**

The award will be withdrawn if:

- The candidate starts working in the host institution before receipt of the review outcome
- The candidate cannot start the fellowship within 12 months after notification of award
- The project or host institution is changed without the explicit consent of HFSP.

## **II. ELIGIBILITY CRITERIA**

### **Applicants for a Short-Term Fellowship must meet following conditions:**

1. **A scientist from one of the supporting countries** (*see below*) can apply for a Short-Term Fellowship to work in a research institution in any other country.

**A candidate from a non-supporting country** may apply to work in a research institution in any of the supporting countries (*see below*).

To be from one of the supporting countries is defined as being a national of one of the HFSP supporting countries: **Australia, Austria, Belgium, Bulgaria, Canada, Cyprus (EU part only), the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, the Republic of Ireland, Italy, Japan, the Republic of Korea, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, the United Kingdom and the United States of America.**

For those going to institutions that are classified as extraterritorial such as the EMBL/EMBL Outstations, the ICPT or the ICGEB (Italy), the country in which the laboratory is located will be taken into account.

2. Candidates must have obtained or be about to obtain their research doctorate (Ph.D.) or a doctoral-level degree (e.g. a research based M.D. or medical Ph.D.) with a proven record of experience in basic experimental research. **Doctoral students who submit an application must have received their degree at the start of the fellowship.**
3. Preference will be given to young investigators at an early stage of their careers. Applications from more established investigators will be considered under exceptional circumstances.
4. **Candidates must have at least one lead author paper either accepted for publication, in press or published, in a peer-reviewed international journal at the time of application.** As a lead author, you are either single author, first author or joint first author. In a joint first author paper the applicant may be listed in second place, even though he/she has played a primary role. In this case the fact that the first authors contributed equally to the work must be clearly stated in the published article.

Exceptions will be made if the standard publication practice in a particular field or research institution makes first authorship impossible (e.g. alphabetical listing of authors) or if publishing of conference

proceedings rather than journal articles is preferred. These circumstances must be explained in the section "Additional Comments" of the application form.

The papers must be written in English. Review papers and patent applications are not taken into account.

5. Applicants must have adequate language skills to carry out their proposed research at the host institution.
6. Individuals are limited to two Short-Term Fellowships each with a different host supervisor and in a different host country.
7. **Former holders of HFSP Long-Term/Cross-Disciplinary Fellowships** who left the host country are eligible for a return visit to complete or extend the research with their former HFSP research supervisor. This can include experimental work or preparation of manuscripts based on the work performed during tenure of the Fellowship.
8. Recipients of a HFSP Career Development Award (CDA) or Research Grant may apply for and be awarded a STF during their CDA or Research Grant.

**The following are grounds for ineligibility:**

1. Applications will not be considered from those who wish to work again with their **former research supervisors, scientific collaborators, or scientists with whom they have already co-authored publications**. Exceptions to this rule are applications from former HFSP Long-Term/Cross Disciplinary fellows (*see above, #6*).
2. Applications to work in a for-profit environment are not accepted.
3. Applications to move from one laboratory to another in the same country are not eligible.
4. A candidate cannot apply to go to the country of which he/she is a national, even though he/she has undertaken pre- or post-doctoral studies abroad or if he/she obtained/will obtain the Ph.D. in another country.
5. The goal of the program is to enable investigators to obtain research experience **in a new country**. Therefore the Short-Term Fellowship cannot be held in the same country or at the same institution as that:
  - in which the candidate obtained/will obtain the Ph.D.
  - in which he/she performed or received research training
  - in which the candidate already carried out research (e.g. research visits during the Ph.D. or as a postdoc) or held an independent research position.
6. Applications to extend the Ph.D. training are not accepted even if considering a change in country.
7. The Short-Term Fellowship cannot be used to precede or follow a visit to the host institution in order to extend the duration of the stay there.
8. The Short-Term Fellowship cannot be combined with funding from another organization granted for the same visit at the host institution.
9. The Short-Term Fellowship is not intended to enable researchers solely to attend workshops, courses or symposia. Nor are they intended to provide an opportunity only to write papers, books or reviews.
10. It is not possible to submit parallel applications (for a Short-Term and a Long-Term/Cross-Disciplinary Fellowship) to work with the same host supervisor or at the same host institution.

### III. FINANCIAL SUPPORT

Short-Term Fellowships will cover following expenses:

- (1) **Travel expenses** - Round-trip travel expenses (the shortest route, the most economical means of travel) for only one trip to and from the host institution at the start and end of the fellowship. A copy of the invoice from the travel agency/airline showing the dates of travel or a copy of the plane/train ticket must be submitted after notification of award.
- (2) **Living expenses** - A daily living allowance is provided for the days spent at the host institution and for 2 travel days. The allowance varies from country to country (see *table below*)\*:

	Living allowance (per day)	Currency
Australia	102	AUD
Austria	70	EUR
Belgium	70	EUR
Canada	90	CAD
Denmark	630	DKK
Finland	75	EUR
France	70	EUR
Germany	70	EUR
Italy	62	EUR
India	2,200	INR
Ireland	75	EUR
Japan	11440	JPY
Korea	55000	KRW
Luxembourg	73	EUR
New Zealand	125	NZD
Norway	700	NOK
Spain	57	EUR
Sweden	761	SEK
Switzerland	140	CHF
The Netherlands	70	EUR
UK	46	GBP
USA	74	USD

\*Information on daily allowances for other countries is available on request.

### IV. REVIEW PROCESS

#### (1) **Review procedure**

Applications are assessed by external Mail Reviewers and members of the HFSP Fellowship Review Committee. Final decision on awards is taken by the Chairman of the Fellowship Review Committee.

#### (2) **Review criteria**

The main review criteria are the accomplishments and/or potential of the candidate, the scientific originality and excellence of the proposal, the training potential and quality of the host institution, and the overall benefit of the international exchange to achieve the aims of the research. The scientific areas and quality of publications, and the applicant's intention to move into a new area of research, learn new techniques, and/or develop a new research collaboration are taken into account.

For former HFSP Long-Term/Cross-Disciplinary fellows, the value of returning to their former host laboratory to develop a new line of research or to complete previous projects will be assessed.

### **(3) Notification of the results**

Applicants will receive written notification about the outcome of their applications once the review procedures are completed (approximately 3-4 months after receipt of the application).

The selection process is confidential; no information can be provided on the decision taken.

## **V. PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS**

- (1)** The results of the research funded by the HFSPPO must be published promptly in internationally recognized scientific journals. An acknowledgement of support by "**The International Human Frontier Science Program Organization**" must be included in any publication resulting from work carried out under the fellowship.
- (2)** The assignment of intellectual and industrial property rights generated from research supported by the HFSPPO will be determined by the parties' concerned (researchers, their research organizations or institutions) on a case-by-case basis. When a collaborative program is conducted between laboratories in different countries, agreement on the ownership of such rights, or on the distribution of income derived from them, will be negotiated between the collaborating laboratories/institutions. The HFSPPO will not claim any intellectual or commercial property rights that may be generated through the research it sponsors, nor will it become involved in any disputes which may arise about the ownership of such rights.

## **VI. BIOETHICAL CONSIDERATIONS**

The HFSPPO requires that the awardee(s) observe the highest ethical standards in conducting all research sponsored by the Organization.

In accepting this award from the HFSPPO, awardees and host supervisors agree to conform strictly to the codes of practice, regulations and laws which govern the ethical conduct of scientific research in their own laboratories/institutions. They are solely responsible if any of these regulations are infringed. Furthermore they also agree not to undertake any research jointly with scientists in another country where experimental procedures which are forbidden in their own laboratories/institutions are permissible.

## **VII. LIABILITY FOR DAMAGE**

The HFSPPO will assume no responsibility for any damage or injury to awardees in connection with research conducted under the HFSP Short-Term Fellowship.

In accepting this award from the HFSPPO, awardees release the HFSPPO of all liability for any damage or injuries which may occur while carrying out the funded research project.

## **VIII. OTHER INFORMATION AND CONDITIONS OF AWARD**

- (1)** The awardees must devote themselves entirely to research in the host institution(s) and may not engage in any other paid activity, without the agreement of the HFSPPO.
- (2)** Each recipient must submit a brief report to the HFSPPO within two months after completion of the fellowship.
- (3)** The Organization will require reimbursement of part of the award if the duration of the fellowship is shorter than was originally calculated.