



## Instructions for online Short-Term Fellowship applications

### Before you begin

Since July 2008 HFSP uses a new IT infrastructure to improve the interface with our funding programs for applicants, host supervisors, referees and reviewers. This change 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.

- If you have already applied for or been involved in one of the HFSP programs you will need to reconnect to our new system to update your personal information. Should you have done so already you can keep using your old password to initialize your application.
- If you have never applied for or been involved in any of the HFSP programs you will need to **register** to our system.
- An HFSP Short-Term Fellowship application involves several persons: an applicant and up to two host supervisors. It is likely that your host supervisor(s) 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 of the new application are working to minimize interruptions. We 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 [webmaster@hfsp.org](mailto:webmaster@hfsp.org).

The HFSP 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.

**Short-Term Fellowship applications, including the sections to be completed by the host supervisor, must be submitted via the HFSP web site.** The host supervisor(s) must complete and submit their sections independently before applicants are able to submit the entire proposal. **Incomplete applications cannot be submitted.**

## A. Initial steps

### 1. Register with HFSP

- **You already exist in the HFSP database**

If you have already applied for or been involved in one of the HFSP programs and obtained a password you will need to register via <http://extranet.hfsp.org> to create your new HFSP account. Your login (your last known email address) and the password you obtained when you last have been involved in the HFSP will enable you to connect to the new system.

Should you have forgotten your password please request it again at <http://extranet.hfsp.org> (*mail me my password again*).

- **You have never been involved in one of the HFSP programs**

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.

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

On the registration page (see screen shot hereafter) 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.

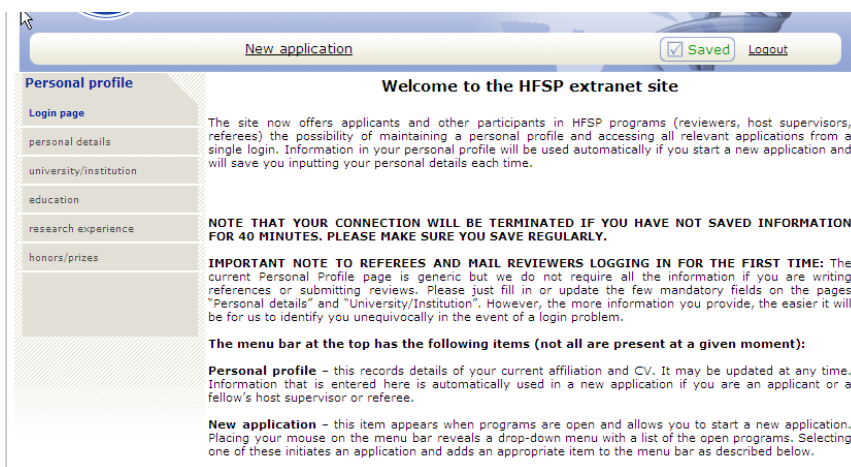
*Note: If you already exist in our database all or part of the personal details appear automatically.*

Click on the “**Register**” button to generate the email with your login and password. A welcome screen will appear confirming the registration. By clicking “**Continue**” you arrive again on the extranet page.

**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 extranet page.

## 2. Access to your personal profile

After connecting again with your login information you arrive in the login page of your HFSP account.



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

### Login and password management

It is possible to modify the login and the password in the menu item personal details of your personal profile. 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.

## B. The HFSP fellowship application

### 1. Initialization of your fellowship application

To initialize your fellowship application, go to the menu item “**New application**” (shown in the grey menu bar on top of the page), select “**Short-Term Fellowship**” and confirm that you wish to create an application.

By clicking on “**next**” you arrive in the application form.

Welcome : Short-Term TEST

HFSP Human Frontier Science Program

Personal profile    New application    STE     Saved    Logout

ST000016/2014

**General Information**

**Start Page**

**Applicant**  
personal details  
university/institution  
education  
research experience  
honors/prizes

**Host Supervisor 1**

**Host Institution**

**Project**  
Title / keywords  
abstract  
research plan  
achievements  
publications

**Additional Comments/  
Feedback to HFSP**

**Preview application**

**Submission**

**General information on the Short-Term 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 guidelines and the instructions for online applications ([http://www.hfsp.org/host/appl\\_forms\\_STE.php](http://www.hfsp.org/host/appl_forms_STE.php)) to make sure you fulfil all eligibility criteria and to know what to prepare.
2. 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). 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 (maximum 2). It will be possible to modify the number of host supervisors 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.

**Search Tool:** The system offers a search possibility to find names and contacts in the HFSP database. After you entered the email address of the particular scientist twice in the appropriate fields you must click on the magnifying glass icon to start the search.

- If the scientist already exists in our database his/her surname and first name will appear in the fields below.
- If the scientist is not in our database you must enter his/her surname and first name in the fields below.

Your reference number (format: **STxxxx/200X-C**) will be visible in the top part of the screen.

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:

- Go to the item **"Start Page"** to indicate the number of host supervisor(s) for your application (maximum = 2), "1" being the default number.
- Go to the item **"Host supervisor 1"** to register the email address of your host supervisor. Please read carefully # 2. below on how to search for host supervisors in the database. Repeat the procedure in section **"Host supervisor 2"** if you have chosen two hosts.

## 2. How to search for host supervisors in the HFSP database?

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

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

Click the button "Send email to host". The host supervisor(s) will instantly 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 application.

**TIP:** Please inform your host supervisor(s) that they will receive an automatically generated email from the HFSP server. In the past, some of the HFSP emails were tagged by SPAM filters as junk email. We therefore recommend that you instruct your host supervisor(s) to check also the junk mail folder should the message not have reached their mailbox.

### 3. How to complete the Short-Term Fellowship application?

The following provides information on the application structure and section which need to be completed to submit online.

**Tip:** Most of the information that is needed to complete the online application form can be prepared in a Word document. However, please do not copy and paste formatted text. This will result in text errors on the inside. You will need to save your text in regular ASCII format, copy the text and use the formatting tools available in the application form.

#### Menu section: Applicant

- Menu item: Personal details

For statistical reasons we would like to receive information on age and gender. This information is however not an element that is forwarded to reviewers.

Use the tick boxes next to the question to indicate if you have already been awarded a HFSP Long- or Short-Term Fellowship, CDA or Research Grant.

- 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. Indicate postal address, telephone and facsimile numbers (without country codes) as well as extension numbers.

- Menu item: Education

The education section refers to your doctoral degree(s) and other degrees (starting with your Bachelor). It should be completed without any gaps.

- Indicate the month and year on which you obtained your doctoral degree and provide the name of the supervisor under whose direction you obtained 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

#### **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...).

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...).

- **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”**

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.

Fellowship applicants have no access to this section and host supervisors have read-only access to the application documents of the candidate.

Without completion and submission of the host supervisor(s) section(s), fellowship applicants cannot submit the proposal.

### **Menu section: Institution**

#### Host institution:

Please indicate the name of the department or laboratory, the institution or university, the city and the country.

#### Previous stay(s) in the host country or host institution

Please indicate how many months you have already spent in scientific institutions of the host country.

#### Dates / duration of the proposed project:

- Indicate the proposed starting / ending dates and the total duration of the fellowship (including two days for travel)
- Indicate the time already spent in scientific institutions of the host country

### **Menu section: Project**

You will not be able to submit your application if, in particular sections of this part of your application, the maximum number of characters (including spaces and punctuation) is exceeded.

- ↳ **Info:** It is not possible to include pictures or figures in the web submission form. Limited formatting of characters (bold, italics, Greek letters...etc.) is possible using the formatting tool.

- **Menu item: Title / keywords**

#### **a. 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... No full stop at the end of the title.

#### **b. Keywords**

Select a maximum of six appropriate keywords that describe the research project, materials, methods and instruments in a concise way.

- **Menu item: Abstract** (max. of 1,700 characters including spaces and punctuation)

Summarize your proposed project. Clearly state how the Short-Term Fellowship will serve the future development of the research field and/or your professional growth.

- **Menu item: Research plan** (max. 10000 characters including references, spaces and punctuation)

Concisely describe the following aspects of the research:

- (a) Subject and objectives of the proposed research
- (b) Methods and experimental plan
- (c) Significance of the proposed research
- (d) Reason for selecting the host institution.

It is recommended that reference be made to the interdisciplinary nature of the research.

- **Menu item: Achievements** (max. of 2,000 characters including spaces and punctuation)

Please provide a summary of your research accomplishments. Summarize your most significant research contributions to date and describe how your past research achievements have influenced the nature of your current application.

- **Menu item: Publications**

Please list your publications by category in the appropriate three sections:

- (1) Doctoral thesis (your thesis and/or original research papers that constitute your thesis)
- (2) Research papers
- (3) Review articles

Within each category begin with the most recent publication and end with the oldest. Please mark each publication for which you are the lead author with a # sign. This will help the reviewers to better identify your most important contributions.

**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”.

## Menu section: Additional comments / Feedback to HFSP

### a. Additional comments (max. of 1,000 characters including spaces and punctuation)

Use this section for comments regarding authorship, claims for exceptional circumstances. 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.

### b. 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 in particular since we just implemented a new application interface. 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).

- Please 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).

## 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 section completed by the research supervisor(s)) have been completed, you will be able to submit the entire application.

**Please check your application carefully 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**

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