



Instructions for short-term 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 or for technical issues at webmaster@hfsp.org.

Short-Term 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.

1. Register with HFSP

Applicants, for whom you act as a host, will list your contact email in their 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. Should 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 logon you should complete the registration entries:

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

Your first name, surname and email address 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 are 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 again with your login information you arrive in the welcome section of your HFSP account. On this screen you see the menus relating to your personal profile on the left.

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.

2. Completing the host supervisor section

To select the fellowship application for which you want to prepare a letter of recommendation you can either click on the link in the top part of the welcome text or select the item “STF” on the horizontal menu bar. The different menu sections to be completed for the host supervisor part are described below.

Information to be registered in text box fields (i.e. publications, letter of recommendation...) may be prepared offline and then copied and pasted into the appropriate fields.

Short-Term Fellowship applications including the completed section of the host supervisor(s) **must be submitted by the candidates** via the HFSP web site.

Without successful completion and submission of the host supervisor section applicants are not able to submit the proposal.

Fellowship applicants have no access to this section.

Menu section: Host supervisor

- **Menu item: Personal details**

- If you are in contact with HFSP for the first time this menu lists the personal details that you entered upon registration.
- 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.

- **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**

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.**

In the letter of recommendation you should assess the applicant’s qualifications, briefly describe the nature of the proposed research, and comment the role of the applicant in developing the research project and the intellectual contribution of the application to the project.

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

↳ Tip: If you prepare your recommendation letter and list of publications in a word processing software please do not copy and paste formatted text. This will result in text errors on the inside. You will need to save the text in regular ASCII format and then copy it in the appropriate field. Fellowship applications together with the host part will be automatically formatted by our server before sending it to reviewers.

Menu sections: Feedback and preview

The three menu sections provide a possibility to give feedback to HFSP, to preview the recommendation letter, and to preview the entire fellowship application.

Menu section: Submit recommendation

The host supervisor(s) must submit this part to the HFSP database independently from the applicant **by clicking the “submit recommendation” button at the bottom of the left menu bar.**

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.

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