



THE INTERNATIONAL HUMAN FRONTIER SCIENCE PROGRAM ORGANIZATION

POST AWARD GUIDELINES FOR THE HFSP CAREER DEVELOPMENT AWARD

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The following guidelines are intended for awardees of the HFSP Career Development Award (CDA). They describe the general conditions of the award, the financial support, and give specific details about administrative procedures and reporting requirements.

The guidelines also contain information that is important for the institutional administrators responsible for the management of the CDA funds. **Therefore awardees should forward a copy of this document to the responsible administrative officer at their host institution.** This document is also available on the HFSP website: <http://www.hfsp.org/funding/career-development-awards/cda-guidelines>.

Awardees should keep these guidelines, as well as copies of the documents submitted for the activation of the CDA, for their personal record.

In case of any questions, awardees should contact the [Fellowship Office](#).

1. GENERAL GUIDELINES

1.1 CONDITIONS

The host institute must confirm to HFSP, in writing, that:

- the awardee holds a salaried position at a government, educational, or not-for-profit research institution, including information on the type of appointment (e.g., tenure track, etc.), the position held (e.g., group leader, assistant professor, etc.), the salary and the research support committed to the CDA holder (e.g., startup funds, funds for students, etc.);
- the host institution recognizes the awardee as an independent researcher with full control over the use of the CDA funds and provides sufficient protected research time to carry out the research project;
- sufficient laboratory infrastructure and access to core facilities will be provided so that the awardee can carry out the research program linked to the award.

If this information has not yet been sent to HFSP, it must be provided before the CDA is activated.

1.2 FUNDS AND DURATION

A total amount of **300,000 USD** is granted to the awardee over a period of **three years**. Information on the management of the CDA funds can be found in Section 5.

CDAs are not renewable, nor can the award be extended. Former CDA holders cannot apply for a second CDA.

1.3 STATUS OF THE AWARDEE

The CDA holder is neither considered an employee of HFSP nor is the award to be considered a fee-for-service.

2. ACTIVATION OF AWARD

2.1 ELIGIBLE START DATES

The CDA must be activated between 1 April 2018 and 1 March 2019. It can only be activated after the HFSP Long-Term or Cross-Disciplinary Fellowship is terminated.

2.2 DOCUMENTS

The following forms and documents are required to activate the CDA:

- the "Agreement" form
- the "General conditions for the acceptance of an HFSP Career Development Award (CDA)" form
- the "Banking Instructions" form
- the "Address at the CDA Institution" form
- the statement from the host institute confirming conditions for the award (*see Section 1.1*).

Payments cannot be initiated until all of the requested information has been received. A paper copy of the completed documents must be mailed to the Fellowship Office (see address below) before the proposed activation date of the CDA:

HFSP (CDA)
12 quai Saint-Jean
BP 10034
67080 Strasbourg Cedex
FRANCE

In order to avoid a delay in the first payment for awardees activating the CDA in April or May, the Fellowship Office will exceptionally accept faxed or emailed copies of the documents. The forms with original signatures still must be mailed afterwards.

3. CHANGES DURING THE CAREER DEVELOPMENT AWARD

3.1 CHANGES TO THE RESEARCH PROJECT

Considerable changes to the research plan outlined in the application are only granted under exceptional circumstances, and must receive prior approval by HFSP. If a CDA holder intends to change his/her research project, he/she should contact the [Fellowship Office](#) in advance to seek approval.

3.2 CHANGE OF INSTITUTION / CHANGE OF COUNTRY

If an awardee intends to change institution (within the same country) or move to another country, he/she should contact the [Fellowship Office](#) in advance to seek approval to transfer the CDA.

The CDA is awarded to individual scientists, not to host institutions, and is to be used towards the costs of establishing the awardees' independent research program. Consequently, equipment purchased with CDA funds should follow the awardee if he/she moves to a new institution.

The original host institution must provide a financial report covering the period of tenure of the CDA at the institute. This should be submitted within one month following the move. The original host institute should, if possible, arrange for the transfer of residual CDA funds to the new host institution.

The CDA may be transferred to another country: other HFSP member country, awardee's home country or awardee's spouse's home country pending prior approval by HFSP. **However it cannot be transferred to the host country in which the HFSP Fellowship was carried out.**

A change in project, host institution or country without prior approval by HFSP will lead to the termination of the award

3.3 EARLY TERMINATION OF THE CDA

If, for any reason, the CDA is terminated earlier than scheduled, HFSPo must be informed immediately. The awardee is then responsible for providing a final scientific and financial report, and must reimburse any unspent CDA funds (*see sections 5.8 and 6*).

4. OPPORTUNITIES FOR AWARDEES

4.1 ADDITIONAL SUPPORT DURING THE CDA

4.1.1 Additional HFSPo support

CDA holders are eligible to apply for an HFSP Research Grant, and can hold both awards concurrently.

Current or former CDA holders can act as principle investigators on an HFSP Research Grant regardless of the location of their laboratory, as long as the team includes at least one co-applicant located in an HFSPo member country.

4.1.2 Support from other sources

The CDA is a research grant designed to help support the initiation of the awardees' first independent laboratory. Awardees can hold additional research funding from other international or domestic organizations.

4.2 AWARDEES ANNUAL MEETING

HFSPo awardees will be invited, and are encouraged, to participate in the HFSPo Awardees annual meeting. The location of this meeting rotates among the supporting member countries and thus changes every year. The meeting is an excellent venue for the HFSPo "community of scholars" to exchange scientific ideas in an informal setting.

Expenses for attending the meeting can be paid from the CDA funds. Detailed information will be sent prior to each meeting.

5. HFSPo POLICY ON CDA FUNDS

5.1 PAYMENT OF FUNDS

5.1.1 Installments

A total amount of 300,000 USD is granted to the awardee over a period of three years. Installments of 100,000 USD are made at the beginning of each twelve-month period. The first payment is transferred at the beginning of the CDA (*see section 2.2*). The second and third payments will only be made upon approval of the annual scientific report (*see section 6*).

5.1.2 Beneficiary of funds

It is expected that CDA funds will be administered through the host institution and that the funds (with the exception of salaries) will be managed by the awardee.

5.1.3 Exchange rates

While the CDA is budgeted in USD, the annual installments will be paid in local currency according to the exchange rate applicable at the time of each payment.

HFSPo is not in the position to provide additional funds or adjustments to compensate for financial losses due to exchange rate fluctuations.

5.2 USE OF FUNDS

The funds provided by HFSPPO are intended to be flexible, but must be used for the direct support of the awardees' research program, as described in the original application. CDA funds are to be used for research-related expenses such as:

- salaries of personnel (postdocs, students and technicians) who are members of the CDA holder's research team
- the purchase of equipment and laboratory supplies: the purchased equipment must be essential for the proposed research
- costs related to meetings and conferences (meals, travel, accommodation, registration, etc.)
- expenses related to publication of HFSPPO-supported research
- supplements to the awardee's salary (which can also be used to cover the costs of health insurance premiums) on condition that:
 - the awardee is a paid employee of the CDA institution
 - the following limits are respected: up to **30,000 USD in the first year, 20,000 USD in the second year and 10,000 USD in the final year** of award
 - the supplements bring the salary to levels commensurate with those of other faculty or similar staff categories in the institution
 - **the supplement is approved and paid through the CDA institution.**

The awardee should contact the [Fellowship Office](#) prior to purchasing or allocating funds if there are any doubts as to the eligibility of the expense.

5.3 EXCLUDED EXPENDITURES

The following expenses are not eligible:

- purchase of major equipment to supplement current domestic programs; host institutions should already be equipped with appropriate infrastructure to support the proposed research
- replacement of support for current domestic programs
- purchase of materials or services that constitute basic institutional infrastructure (e.g., desks, benches, chairs, telephone charges, etc.)
- salaried positions not specifically linked to the awardees' laboratory (e.g., administrators, support staff, technicians for shared research infrastructure)
- set daily allowances (e.g. fixed rates); however specific expenses related to travel are eligible (see section 5.2).

5.4 INSTITUTIONAL OVERHEAD

Institutional overhead charges are **limited to 10% of the total amount of CDA funds used for research and travel expenses**. Salary and benefits costs should not be included in the calculation of these charges.

Institutional overhead charges must be deducted from the award as no further funds will be provided by HFSPPO for such costs.

All deductions for indirect costs must be detailed in the financial report.

5.5 RECORDS ON EXPENDITURES

Exact amounts (not rounded figures) must be used when completing the financial report. Estimated costs, quotes and fixed daily allowances cannot be claimed in the financial report: only the exact, incurred costs should be used.

Statements of expenses, receipts, vouchers, etc., should not be submitted with the report. However, these documents must be kept on file by the awardee or the host institution for at least two years after the award is completed, as they may be requested by HFSPo for internal or financial audit purposes.

5.6 CARRY-OVER OF FUNDS

Unspent funds will automatically be carried over at the end of the first and the second year of the CDA; there is no need to seek approval from HFSPo.

5.7 NO-COST EXTENSION

A no-cost extension of up to 12 months can be granted at the end of the CDA to use the remaining funds. The conditions for the use of CDA funds during a no-cost extension is the same as described in sections 5.2, 5.3, 5.4 and 5.5.

Awardees must contact the [Fellowship Office](#) to request a no-cost extension before the end of the third year of the CDA.

5.8 UNSPENT CDA FUNDS

All unspent funds after the third year of the CDA or at the end of the no-cost extension must be reimbursed to HFSPo.

6. REPORTS

A scientific report must be submitted within 2 weeks of the end of the first and the second year of the award. The second and third payments will be released once the report is approved by the HFSP scientific director.

At the end of the award a scientific and a financial report must be submitted within one month of the end of the CDA or no-cost extension period.

Awardees will be provided with the forms and instructions for these report(s) both when the CDA is accepted and at least one month before the end of each reporting period. The financial report form should be forwarded to the official at the host institution responsible for the financial administration of the award, so that both parties can track all expenses during the tenure of the CDA.

HFSPo may suspend payments or require reimbursement of all or part of the award if any of the reports are missing or if ineligible expenses or false accounting statements are submitted.

6.1 SCIENTIFIC REPORT

The annual scientific progress report should describe the subject, objectives and progress of the research. It should also include a list of the publications which have resulted from the work under HFSPo support (Fellowship and CDA).

The report should not exceed 5 pages (including list of publications). It should be emailed to the [Fellowship Office](#) as a Word or PDF file.

6.2 FINANCIAL REPORT

The financial report due at the end of the award period should list all expenses paid with CDA funds. This information is critical to ensure the appropriate use of HFSPPO funds and is subject to audit.

The report must be signed by the awardee and the official at the host institution responsible for the financial administration of the award. **The original, signed document must be mailed to the Fellowship Office within one month of the end of the CDA or no-cost extension.**

Expenditures related to the CDA are only permitted during the period of tenure of the award and the no-cost extension (if applicable). Unaccounted funds will be considered as unspent and must be reimbursed to HFSPPO.

7. RESPONSIBLE CONDUCT OF RESEARCH

7.1 LIABILITY

HFSPPO will not assume liability for accidents, damages or injuries occurring to the awardee in relation to the research conducted during the period of tenure of the HFSP Career Development Award. This condition must be formally accepted by the awardee and the host institution before the award is activated by signing the liability statements appearing in the “*Agreement*” and “*General conditions for the acceptance of an HFSP Career Development Award (CDA)*” forms.

Awardees should consult with the official of the host institute responsible for liability before signing these forms.

7.2 INTELLECTUAL PROPERTY RIGHTS

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 dispute which may arise about the ownership of such rights. The following declaration must be signed by the awardee and the research director prior to activating the CDA:

In accepting this award from HFSPPO, all parties agree that the assignment of any intellectual or commercial property rights, or any income arising from them, will be determined by the procedures and regulations which apply in the laboratory/institution in which the research is conducted. 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 CDA institution retains all patent rights from sponsored research. Any inventions or patentable ideas conceived or reduced to practice in the course of this project belong to the CDA institution.

7.3 BIOETHICAL CONSIDERATIONS

HFSPPO requires that awardees observe the highest ethical standards when conducting research sponsored by the Organization. The following declaration must be signed prior to activating the CDA:

In accepting this award from HFSPPO, all parties 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. The parties are solely responsible if any of these regulations are infringed and 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.

7.4 PROCEDURE FOR DEALING WITH ALLEGATIONS OF SCIENTIFIC MISCONDUCT

Definition

Scientific misconduct refers to data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the scientific community, either in research proposals submitted to HFSP, or in performing or reporting research funded by HFSP.

HFSP expects that awardees will adhere to the most stringent international criteria of appropriate scientific conduct during the tenure of the award (see for example the guidelines prepared by Dr. Miguel Roig; <http://ori.hhs.gov/education/products/plagiarism/>).

Preliminary Inquiry

When the HFSP Secretariat receives an allegation, the Secretary-General confirms whether the alleged misconduct falls within the definition of scientific misconduct and whether it occurred in the context of an HFSP-funded activity. Only allegations in writing can be accepted.

Measures taken by HFSP

The Secretary-General will communicate that there is an allegation to the host institution. Should an investigation be carried out by the host institution, HFSP will ask to be notified of the outcome of the investigation, including any disciplinary measures taken by the institution, within 30 days of completion of the investigation and determination of disciplinary action, if any. The Secretary-General will inform the Board of Trustees of the result of the institution's investigation and of any disciplinary measures. The Board of Trustees may decide to suspend the review of the research proposal, or to suspend or terminate the award, bearing in mind the nature of the misconduct. The Board of Trustees may also impose further restrictions, such as declaring the ineligibility of the researcher in question for future awards.

HFSP reserves the right to withhold funds if it becomes aware of claims of misconduct, and recover funds if misconduct is eventually proven.

Contact information

Information can be found at <http://www.hfsp.org/funding/scientific-misconduct-policy>.

Other dispositions

If the procedure defined above is considered insufficient to cope with the alleged misconduct, the Secretary-General will seek advice from the Board of Trustees. This procedure will be reviewed periodically by the Secretariat, for possible revision by the Board of Trustees.

7.5 PUBLICATIONS

Publications arising from work performed during the tenure of the CDA should acknowledge the support of the "*Human Frontier Science Program*". Awardees should use the entire title rather than the acronym "HFSP". In addition, they should indicate the reference number of the award: CDA000XX/201X.

Awardees are free to choose to make the article open-access by 1) publishing in an open-access journal, 2) posting to an online repository, or 3) paying an open access fee to a hybrid journal. More details on HFSP's open access policy are available at <http://www.hfsp.org/funding/open-access-policy>.

Selected publications arising from HFSP-supported work are posted on our web page (<http://www.hfsp.org/frontier-science/awardees-articles>) We are also interested to hear about any press release in preparation which is related to your project. Awardees are therefore encouraged to send a short note about upcoming publications or press releases to communications@hfsp.org.