



THE INTERNATIONAL HUMAN FRONTIER SCIENCE PROGRAM ORGANIZATION

Post award guidelines for HFSP fellowships 2012

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The following post award guidelines are intended for awardees of the **HFSP Long-Term and Cross-Disciplinary Fellowship Programs**. They describe the general conditions of the fellowship award, the financial support, and give specific details about administrative procedures. The guidelines also contain information that is important for the institutional management. Therefore fellows should forward a copy of this document to the responsible administrative officer at their host institution while keeping copies of these guidelines and of the completed forms for their personal record.

In case of any questions, fellowship awardees should contact the HFSP Fellowship Office (fellow@hfsp.org).

I THE HFSP FELLOWSHIP

I.1 THE ORGANIZATION

The International Human Frontier Science Program Organization (HFSP) is an international not for profit organization based in Strasbourg that promotes research collaboration in the life sciences across national borders. It was established in 1989 by the Economic Summit Countries and the current Member States of the Organization include Australia, Canada, France, Germany, India, Italy, Japan, the Republic of Korea, New Zealand, Norway, the UK, the USA, Switzerland and the European Union. The program is highly selective, supporting only the top 10-15% of its applicants. The fellowships are recognized internationally as prestigious awards and HFSP fellows have been highly successful in their subsequent research careers.

I.2 OBJECTIVES

HFSP Long-Term and Cross-Disciplinary Fellowships are awarded for prolonged visits of up to 36 months with the possibility of deferral and are intended for advanced training through research. Whereas the initial period, i.e. the first 24 months under HFSP support, must be carried out in a foreign country, fellows are encouraged to use the final period to return to their country of origin or to transfer their fellowship to another HFSP member country where they intend to start their first independent laboratory as a young investigator.

The fellowship is awarded to an individual in recognition for important scientific achievements during the Ph.D. and for having crafted an innovative research proposal. The goal of the Fellowship Program is to develop a global network of talented young scientists by enabling postdoctoral fellows to obtain training in a new research field in an outstanding laboratory abroad.

I.3 ADMINISTRATION OF FUNDS

HFSP fellows receive annually a subsistence rate (“living allowance”) to help defray the cost of living during the period of research training abroad. In addition other allowances may be paid. Depending on host country or institution, postdoctoral researchers may have a different employment status (for example regular employee, stipendee postdoc, research associate, etc.). Regardless of a fellow’s status, the research project carried out under HFSP support is considered non-compensatory as the fellowship stipend is not a salary or wage paid for service. The HFSP is not the employer of the fellow and therefore the fellowship award does not entail a work contract between the HFSP and the fellow.

An institutional management and accounting procedure to administer the funds including the monthly disbursement of the living allowance may be used. It should be considered the preferred way of administering the fellowship funds. Under exceptional circumstances fellows may manage their funds through their private bank account.

It is not possible to combine the HFSP fellowship with another paid fellowship or salaried position. The awardee must devote himself/herself entirely to the approved research project as outlined in the original application and may not engage in any other paid activity without the agreement of the Fellowship Office.

If the host institution regulations stipulate a “minimum postdoctoral salary”, HFSP fellows are allowed to receive a supplement to their living allowance with funds from other sources (for instance the host institution or a host supervisor’s grant) so as to match the regulations of the host institution.

I.4 WHERE TO FIND INFORMATION ON TAXATION AND BENEFITS?

Since HFSP fellowships provide support for scientific training in a foreign laboratory we would not expect the fellowship stipend to be taxed. However, each host country has its own tax regulations and agreements with the fellow’s home country.

In some host countries postdoctoral fellows are considered as non-degree trainees who are required to report any payments paid on their behalf for stipends as gross income. The taxability of stipends in no way alters the relationship between HFSP fellows and their host institutions. The interpretation and implementation of the tax laws is the domain of the revenue and tax authorities in the host countries. HFSP takes no position on what the status may be for a particular taxpayer, and it does not have the authority to dispense tax advice. Fellows should consult a local tax office or a legal counsel of the host institution concerning the applicability of the tax law to their situation and for information on their tax obligations.

Many research institutions have established offices for researchers from abroad (“International Office”) that provide advice for new arrivals. Also, local or regional postdoctoral associations or scientific organizations can be a valuable source of information and help. Below are a series of links that can be used to find advice.

For fellows working in the USA:

- The Internal Revenue Service (IRS) has compiled a document called “The IRS guide for foreign students and scholars” that can be consulted at <http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html>.
- The National Postdoctoral Association (www.nationalpostdoc.org) has prepared two documents to introduce foreign postdocs to the problems of taxation and benefits (Overview of tax issues for postdocs; International Postdoc Survival Guide).
- HFSP fellowships share important features with the Ruth L. Kirschstein National Research Service Award (NRSA) for Individual Postdoctoral Fellows (F32) that is managed by the NIH (<http://grants1.nih.gov/grants/guide/pa-files/PA-07-107.html>).
- The website of the UCSF postdoctoral office is also a good place to look for information <http://www.ucsf.edu/postdocs/> or <http://graduate.ucsf.edu/postdoctoral/>.
- The interactive online guide and the frequently asked questions on the website of the [International Office of The University of Texas at Austin](http://www.internationaloffice.utexas.edu) are extensive sources of information for visitors with different kinds of visas from any country (not only working at Austin).
- There are country specific websites such as the portal of French postdocs at the NIH (<http://frenchpostdoc.free.fr/>) or the German portal called “German Scholarship Organization” (<http://www.gsonet.org/>). Fellows should check if their home country maintains a similar online service for researchers abroad.

For fellows working in Europe or any other country:

- The European Researchers Mobility Portal (<http://ec.europa.eu/euraxess/>)
- European countries or research institutions are in the process or already have established so called Welcome Centers (e.g. "France Contact" at <http://www.francecontact.net/index.htm>) often linked to the international office, that provide help for researchers from abroad.
- Depending on country, particular organizations are mandated to provide information for foreign researchers. In France you can contact the Fondation Kastler in Strasbourg at <http://www.fnak.fr/> . In Germany you should consult the web sites of the German Academic Exchange Service (DAAD).

I.5 BENEFITS AND CHARGES

The HFSP fellowship does not provide any specific funds to cover health insurance costs or to accommodate other benefits. These can be paid out of the fellow's living allowance.

The HFSP fellowship living allowance may be used to establish an institutional employment contract. In this case, host institutions may deduct social security charges or health insurance premiums from the fellowship living allowance. In this regard it is acceptable that a fellow's salary is supplemented so as to match the minimum salary required by the institution.

The host institution is not allowed to deduct employer's charges from the fellowship living allowance.

The final confirmation of a Long-Term or Cross-Disciplinary Fellowship award is contingent upon formal acceptance of the above condition by the host supervisor of the fellow and/or an authorized representative of the host institution.

As a not for profit organization, HFSP is neither in the position to compensate host institutions for administering a fellowship nor is it permissible to take out institutional overheads or bench fees from any of the fellowship funds.

II AWARD PROVISIONS AND OPPORTUNITIES FOR FELLOWS

II.1 ACTIVATION OF THE FELLOWSHIP

Fellows may begin their fellowship **at the earliest on 1 April** of the award year and **not later than January 1** of the subsequent year. The following forms and documents are required for activating the fellowship:

- the "Acceptance of HFSP fellowship" (including "Bioethics" and "Intellectual Property Rights" statements),
- the "Agreement" (including a liability statement),
- the "Child Allowance/Spouse's Situation",
- the "Relocation Allowance",
- the "Banking Instructions" (incl. an official bank document with account details),
- the "Address at the Host Institution",
- a copy of the Ph.D. certificate (or a letter from the university stating that the fellow successfully completed the Ph.D.),
- a copy of the passport(s) or of official document(s) showing the fellow's nationality/nationalities (in case of dual nationality).

Fellows who are accompanied by dependents in the host country should also provide a copy of their marriage certificate and a copy of the birth certificate(s) or of an official document showing the date(s) of birth of the child(ren), if any.

A paper copy of all requested documents has to be mailed to the Fellowship Office and should arrive at the latest a few days before the actual activation date of the fellowship or upon arrival at the host institute. In order to avoid any delay in the first payment of some fellows (for instance those starting in April or May), the Fellowship Office will accept exceptionally faxed or scanned copies of the documents but the originals will nevertheless have to be mailed to the Fellowship Office afterwards.

No payment can be initiated unless all of the requested documents have been received.

Fellows whose funds are managed through the host institution should provide the administration with all the documents listed above to initiate an institutional account. In case a stipend sheet is revised (e.g. because of a change in family status), the fellow should forward an updated copy of the stipend sheet to the administration.

II.2 DURATION

The fellowship **award** is made for **three years**. A renewal or extension of the fellowship beyond three years is not possible. The **maximal period** of the Long-Term and Cross-Disciplinary Fellowship, from starting date to ending date and including time under other support, is **five years**.

II.3 FUNDING DURING THE FINAL YEAR OF THE FELLOWSHIP

Fellows are encouraged to carefully consider their career options when deciding on when and where to take their final fellowship year. HFSP fellowships offer a flexible use of the final year, since it is possible to defer it for up to two years.

The final year funding is exclusively reserved to support a postdoctoral position and cannot be used to supplement the salary of a permanent position.

Fellows must notify the Fellowship Office about their plans for the future before the end of their second year.

II.3.1 OPTIONS FOR THE THIRD YEAR OF THE FELLOWSHIP

Fellows may use their final year of fellowship:

- 1) to stay in their current host laboratory,
- 2) to repatriate to an institute of their home country,
- 3) to move to a laboratory of their spouse's home country,
- 4) to move to a laboratory of any of the HFSP supporting countries (see list below), regardless of the fellows' nationalities.

Options (2), (3) and (4) are meant as incentives for career advancement and allow the fellows to apply for the HFSP Career Development Award to support the transition from postdoctoral fellow to independent researcher.

It is not possible to activate the final year in another laboratory of the initial host country.

The current HFSP member countries are: Australia, Austria, Belgium, Bulgaria, Canada, Cyprus (EU part only), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Republic of Ireland, Italy, Japan, Republic of Korea, Latvia, Lithuania, Luxembourg, Malta, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom and United States of America.

STAY IN THE SAME HOST LABORATORY

Fellows who remain in the host laboratory for the third year (with or without a deferral) will continue to be paid according to the stipend levels of their host country.

A scientific report will need to be provided within 2 months after the end of the second year. In case of a deferral fellows will be requested in addition to complete an interim financial report listing the research/travel expenses incurred during the first two years of fellowship.

MOVE TO AN INSTITUTION IN ANOTHER COUNTRY

(fellow's home country, spouse's home country or HFSP member country)

The home country is the country of which the fellow is a national (holds citizenship). Fellows with dual nationalities can return to either country.

For those returning to an institution that is classified as non-territorial (EMBL...etc.), the country in which the laboratory is located will be taken into account.

Fellows who wish to obtain third year funding must:

- *have completed at least two full years of HFSP fellowship in the initial host laboratory,*
- *complete and return to the HFSP a set of forms (provided in due time by the Fellowship Office) together with a one-page abstract of the research project that will be carried out during the final year,*
- *prepare a second year progress report and an interim financial report listing the research and travel expenses incurred during the period of the fellowship in the initial host laboratory.*

Fellows will receive their stipend in local currency. They will also receive a relocation allowance provided their move is not paid by another source.

II.3.2 DEFERRAL OF THE THIRD YEAR

The third year may be delayed for up to two years. During the deferral period, a fellow has to maintain his/her affiliation with the host laboratory/supervisor. Hosts are encouraged to provide other funding for the intervening period.

It is not possible to return to the home country/spouse's home country or to move to another HFSP member country during the deferral period without prior activation of the funding for the final year.

After the end of the deferral period the fellowship may be re-activated in the same host laboratory, in the fellow's/spouse's home country or in another HFSP member country.

II.4 OPPORTUNITIES FOR AWARDEES

II.4.1 CAREER DEVELOPMENT AWARD (CDA)

HFSP fellows who have completed at least two years of their fellowship tenure are eligible to apply for an HFSP **Career Development Award** provided they return to their home country or move to another member country of the HFSP. The country where they will carry out their CDA has to be different from the original host country of their fellowship.

II.4.2 AWARDEES ANNUAL MEETING

HFSP awardees will be invited to participate in the HFSP Awardees Annual Meeting. The location of this meeting rotates among the supporting member countries and thus changes every year. Detailed information about the Awardees Annual Meeting will be sent out prior to each meeting. All fellows are encouraged to attend the Awardees Annual Meeting because it provides an opportunity for HFSP staff and awardees to meet and learn about each other's research in an informal setting.

Fellows will be invited for the first time in the year following their award year.

If a fellow wishes to attend the meeting during a deferral in order to present research carried out during the initial period of the fellowship, expenses related to this meeting may be included in the final financial report. In case the Awardees Annual Meeting takes place shortly after the end of a fellowship, the fellow may request a six-month no-cost extension of the fellowship.

II.5 CHANGE IN FAMILY SITUATION

Fellows should notify the Fellowship Office of any change in their family situation (e.g. marriage, divorce, birth of a child) as this can affect the calculation of the child allowance and the relocation allowance granted at the end of the fellowship, if the fellow qualifies for it.

II.6 CHANGE IN RESEARCH PROJECT OR HOST

Changes of the research plan are only granted under exceptional circumstances and must receive prior approval by the HFSP. Equally, a change of host institute and/or host supervisor is only granted under exceptional circumstances. The fellowship is awarded based on the candidate's accomplishments, the quality of the proposed research project and the suitability of the host laboratory in providing the fellow with the training he/she will need to achieve the outlined career objectives. A request to change the host laboratory requires a re-review of the application to ensure that the research project maintains the same quality.

A change in research project or host institution/host supervisor without prior approval of the Fellowship Office will automatically lead to the termination of the fellowship.

If the fellow's host supervisor moves his/her laboratory to another location the fellow should inform the Fellowship Office of his/her plans as these have to be approved.

In case a change of host supervisor and/or a transfer to another institution has been approved, an interim financial report has to be prepared. Information concerning the administrative procedures can be obtained from the Fellowship Office.

II.7 TERMINATION OF THE FELLOWSHIP

If, for any reason, the fellowship is terminated earlier than scheduled, the Fellowship Office must be informed immediately. As HFSP payments cover 6-month periods, the fellow may have received funds for a period beyond the actual termination date of his/her fellowship. All funds in excess as well as unspent research and travel funds have to be reimbursed. The fellow will also have to provide within two months after the end of the fellowship a final financial and a final progress report.

If the fellowship is terminated as scheduled, the fellow will have to provide within two months after termination of the fellowship a final financial and a final progress report. Any remaining research and travel funds will have to be refunded.

Awardees should also inform the Fellowship Office about their future address after the end of the fellowship. As we try to keep our data base up to date, we would appreciate if fellows notified us of any change in their address, even years after the end of the fellowship. We sometimes contact former fellows to inform them of HFSP activities.

III HFSP FELLOWSHIP ALLOWANCES

The financial support for an HFSP fellowship is made in the form of a stipend that consists of several allowances which are calculated according to host country. The possible allowances together with the payment schedule are listed on a “stipend sheet” that is prepared at the beginning of the fellowship. Fellows should forward a copy of the stipend sheet to the grants administrator in their department.

Following allowances can be combined to provide the full stipend of an HFSP fellowship:

- the living allowance,
- the child allowance,
- the research and travel allowance,
- the additional meeting allowance (for attending an HFSP Awardees Annual Meeting),
- the relocation allowance,
- the parental leave allowance.

HFSP allowances for child care and relocation are flat rates and should be paid to the fellow in full, as calculated on the stipend sheet. They are not contingent upon any further condition.

III.1 PAYMENT OF ALLOWANCES

Payments are made twice a year at the beginning of each six-month period.

The different allowances must be transferred to the same account, either belonging to the host institution or to a personal bank account.

It is not possible to predict the exact date on which the funds arrive in the fellow's or the host institution's account. The bank transfer usually takes place in the first fortnight of the month and it generally takes a few days for the funds to arrive in the account. However delays during the international wire transfer cannot be ruled out.

Whenever possible, the stipend will be paid in the currency of the host country. However, for some countries, the stipend has to be paid in a different currency and the fellow may receive a different amount than the one stated on the stipend sheet. Fellows who notice a significant loss due to variations in currency exchange rates should contact the Fellowship Office.

For each transfer, the bank may charge some fees. These are acceptable expenses which can be included in the final financial report.

III.2 LIVING ALLOWANCE

The living allowance is a subsistence allowance and is meant to cover the cost of living expenses while in training at the host institution. It is paid according to the rate of the country where the fellowship is carried out. Should the fellow repatriate to the home country or transfer the fellowship to the spouse's country or to another HFSP member country in the final year of the fellowship, the rate of this country will be applied.

HFSP fellows considered as regular employees of their host institution should expect that social charges (for example contributions to health & retirement plans, income taxes) are deducted from the living allowance. However it is not allowed to deduct any employers' charges from this allowance.

III.3 CHILD ALLOWANCE

HFSP fellows with children are entitled to receive a child allowance. The allowance is paid per child and corresponds to about 10% of the living allowance for the first year. Should the fellow receive a child allowance from another source, this amount will be deducted from the HFSP child allowance.

III.4 RESEARCH AND TRAVEL ALLOWANCE

The research and travel allowance is intended as a contribution towards the cost of carrying out the research project.

- **Research:** the allowance may be used to cover the expenses for materials and supplies which are needed specifically for the performance of the fellow's research. Any equipment purchased using fellowship funds remains the property of the host institution after the end of the fellowship unless the host supervisor gives his/her approval for the fellow to keep the items.
- **Travel:** the allowance includes funds to support participation in scientific/academic meetings and travel costs associated with collaborators in different institutions. Travel expenses should be reimbursed on accrued costs and not on per diem rates.

Fellows are accountable regarding the use of this allowance and any unspent funds from this allowance will have to be returned to the HFSP.

There is no need to spend the total amount granted for research and travel purposes during a given year. All funds not used in one year are automatically carried over to the following year. A negative balance can also be carried over from one year to the other, for example if the fellow overspent the amount granted in the previous year.

Expenses paid out of the research and travel allowance are only allowed during the period of the fellowship, except if a no-cost extension has been requested and granted.

Expenses that accrued during the deferral of the fellowship after the second year cannot be included in the final financial report. The only exception to this rule is if a fellow attends the HFSP Awardees Annual Meeting, if the latter takes place during the interruption period.

III.4.1 ELIGIBLE RESEARCH AND TRAVEL COSTS

The list below details standard categories or items that can be purchased with the funds from the research and travel allowance.

- Bank fees due to the transfer of the stipend.
- Fees related to work permit or the renewal of a visa during the period of the fellowship. Flight ticket in relation to visa renewal.
- Membership dues for scientific or professional organizations.
- Publication costs (e.g. page charges) for scientific articles.
- Purchase of one computer (or Ipad) during the period of the fellowship. Purchase of a second computer only with approval by the Fellowship Office.
- Software.
- Subscriptions to scientific journals and purchase of scientific textbooks.
- Reagents and small equipment items specifically needed for the research.
- Office supplies (if not supplied by host lab).
- Travel, food and accommodation for attending scientific meetings.
- Paying the registration fees for scientific conferences, workshops, or training courses.
- Attendance of grant writing courses or laboratory management courses.
- Visiting other laboratories or institutions in order to conduct work connected with the research project or to give invited lectures.
- Public transportation costs for the daily commute to the laboratory.

In case of doubts as to the eligibility of a particular item, the fellow should contact the Fellowship Office prior to purchasing.

III.4.2 EXCLUDED EXPENDITURES

The research and travel allowance cannot be used to cover a fellow's health insurance costs, employer's charges or to pay taxes or other institutional overheads.

Other items not permissible to be paid out of the research and travel allowance:

- Editing/improving of English language of a manuscript or a grant proposal through third party providers.
- Personal subscription to health insurance or payment of income taxes.
- Fees for Visa or work permits for dependents.
- Electronic equipment for entertainment purposes or private use (e.g. Digital Audio Players, Personal Digital Assistants, e-book readers).
- Fees for private internet access.
- Costs related to job interviews.
- Travel of other laboratory members or invited guest speakers.
- As a supplement to the fellow's living allowance.
- Purchase of novels or subscriptions for daily newspapers and cable/satellite TV.
- Attendance at cultural events.
- Renting/purchases of bicycles and petrol costs for the daily commute to the laboratory.

III.5 ADDITIONAL MEETING ALLOWANCE

Fellows attending the HFSP Awardees Annual Meeting will receive a subsidy towards the travel costs. Remaining expenses for attending the meeting can be paid out of the fellowship research and travel allowance.

III.6 RELOCATION ALLOWANCE

The relocation allowance is a fixed amount considered as a contribution towards the cost of travel of the fellow and his/her family members to and from the host country. These funds may be used as a help to get settled in the new environment, e.g. to pay for flight tickets, to ship personal belongings, or as security deposit to rent an apartment.

The relocation allowance is paid in the following situations:

- At the start of the fellowship: a fellow is entitled to receive the relocation allowance only if he/she moved to the host institution no more than 3 months prior to the actual start of the fellowship.
- At the beginning or during the third fellowship year: a fellow qualifies automatically for the relocation allowance if he/she repatriates, moves to the spouse's home country or to another HFSP member country for the third year, even after a deferral period.
- At the end of the fellowship: fellows remaining at the host institution beyond their third year may request the relocation allowance if their move takes place within six months of terminating the fellowship. The allowance has to be requested by the fellow when sending the final scientific and financial reports. The Fellowship Office will transfer the relocation allowance once both final reports have been approved.

The relocation allowance is granted only if the fellow does not receive any other funds to cover the costs of his/her move to and from host country (for instance from the host institution at the start of the fellowship or from the future employer after the end of the fellowship). The fellow has to formally state that this condition is fulfilled before receiving the relocation allowance.

The relocation allowance has to be paid to the fellow in full, without any deduction. It does not have to be accounted for in a financial report (no receipts will be requested).

III.7 PARENTAL LEAVE ALLOWANCE

HFSP fellows have the possibility to apply for up to 3 months paid parental leave during the course of their fellowship. The parental leave must be taken within 6 months of the birth of the child. It only applies for children born during the period of the fellowship. The fellowship will be extended for the period of the parental leave, during which the fellow will be entitled to receive the living and the child allowance.

HFSP support for parental leave cannot be granted during a deferral of the fellowship.

If both parents are supported by HFSP, each parent may take a portion of the leave, for a combined maximum duration of 3 months. Additional time necessary for child care beyond the 3 months paid leave will count as an interruption of the fellowship (without pay by the HFSP).

Fellows should inform the Fellowship Office and their host supervisors/host institutions of their intention of taking a parental leave prior to the interruption.

III.8 NO-COST EXTENSION

Upon request, a six-month no-cost extension of the fellowship can be granted to fellows who remain in their host institution after the end of their fellowship. During the no-cost extension period, the fellow will be able to continue using his/her research and travel funds in the same way as during the fellowship.

The final financial report will be due shortly after the end of the no-cost extension. Any unspent funds left at the end of the no-cost extension have to be refunded to the HFSP.

The final progress report will be due as scheduled within two months after the end of the fellowship.

III.9 UNSPENT FELLOWSHIP FUNDS

HFSP fellowships are awarded to individuals. Therefore we do NOT allow remaining funds to be transferred to the mentor or the host institution. All funds remaining at the end of a fellowship or at the end of a no-cost extension will have to be refunded to the HFSP. It is not possible to forward remaining funds from a fellowship to a Career Development Award.

At the end of the second year, there are three possibilities:

** the fellow stays in the host institution for a contiguous final year funding: payments will continue according to the stipend level of the host country.*

** the fellow moves to another country within six months after the end of his/her second year: any remaining funds from the research and travel budget can be transferred directly from the host institution to the fellow or to his future host institution, so that this amount of money is immediately available to the fellow for his/her third year. Regrettably some institutions require reimbursement of remaining funds to HFSP. In this case, the funds are transferred back to the fellow through the HFSP accounts. Whenever possible, this way should be avoided as it increases the administrative workload of the Fellowship Office, results in loss of funds due to transaction fees and increases the delay for the fellow to have access to the money again.*

** the third year is deferred for over six months: in this case we accept that amounts below 5% of the research and travel allowance over the first two years are transferred directly to the fellow by the host institution. However, if the amount exceeds the 5% cut off, the money has to be refunded to the HFSP and will be made available again when the fellow reactivates the fellowship for the final year.*

The amount of the carry over reimbursed to the HFSP will be registered in the currency it was refunded. When the fellow reactivates his/her fellowship, this amount will be converted into the local currency (if necessary) and will be included in the next payment.

At the end of the third year, any unspent research and travel funds have to be reimbursed without delay to the HFSP, except if a no-cost extension has been requested.

At the end of the no-cost extension, any unspent research and travel funds have to be reimbursed without delay to the HFSP.

The HFSP may require reimbursement of all or part of the award if ineligible expenses or false accounting statements have been submitted or if scientific or financial reports have not been prepared.

III.10 INTEREST EARNINGS ON FELLOWSHIP FUNDS

In the past, the HFSPPO has noticed that in some cases interest earnings have been added to the total amount granted by the HFSPPO for research and travel purposes. Any interest earned on HFSPPO payments should be administered according to the financial regulations of the host institution/country. HFSPPO will not influence how interest earnings are treated.

III.11 ACCOUNTABILITY AND RECORDS OF FELLOWSHIP FUNDS

During the period of the fellowship, the fellow or his/her host institute must keep receipts of all expenditures related to research and travel in order to complete a final financial report due at the end of the fellowship (and in some specific cases an interim financial report). These receipts must be kept for two years after the end of the fellowship as they can be requested for financial audit. The Fellowship Office does not request originals or copies of receipts (unless this is explicitly asked for in case the fellow's file has been selected at random for a financial audit).

IV RESPONSIBLE CONDUCT OF RESEARCH

IV.1 LIABILITY

The HFSPPO will not assume any liability for accidents, damages, or injuries occurring to the fellow in relation to the research conducted during the HFSP fellowship. This condition must be accepted formally by the fellow by signing the liability statement appearing in the "Agreement form" before the start of the fellowship.

IV.2 INTELLECTUAL PROPERTY RIGHTS

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 dispute which may arise about the ownership of such rights. The following declaration must be signed by the fellow, the host supervisor and a host institution official prior to activating the fellowship:

In accepting this award from the HFSPPO, we 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 host 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 host institution.

IV.3 BIOETHICAL CONSIDERATIONS

The HFSPPO requires that the awardees observe the highest ethical standards in conducting all research sponsored by the Organization. The following declaration must be signed by the fellow, the host supervisor and a host institution official prior to activating the fellowship:

In accepting this award from the HFSPPO, we agree to conform strictly to the codes of practice, regulations and laws which govern the ethical conduct of scientific research in our own laboratories/institutions. We are solely responsible if any of these regulations are infringed. We also agree not to undertake any research jointly with scientists in other countries where experimental procedures which are forbidden in our own laboratories/institutions are permissible.

IV.4 PROCEDURE FOR DEALING WITH THE ALLEGATION OF SCIENTIFIC MISCONDUCT

Definition

Scientific misconduct means 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 the HFSP, or in performing or reporting research funded by the HFSP.

We expect that awardees will adhere to the most stringent international criteria of good scientific conduct (see for example the guidelines prepared by Dr. Miguel Roig (available at <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 activity. Only allegations in writing can be accepted.

Measures taken by the 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, the 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 host 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.

Contact information

Information on how and whom to contact 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.

IV.5 PUBLICATIONS

Publications arising out of the work performed during the fellowship should acknowledge the support of the "Human Frontier Science Program". The entire title rather than the acronym "HFSP" should be used. A copy of these publications should be emailed in PDF format to the Fellowship Office.

Selected publications arising from HFSP-supported work are posted on our web page (<http://www.hfsp.org/frontier-science/awardees-articles>). Fellows are encouraged to inform the HFSP about upcoming publications.

V.1 GUIDELINES FOR THE SCIENTIFIC REPORT

A detailed scientific progress report must be submitted **within two months after the end of each fellowship year**.

Faxed copies are not accepted. The report has to be emailed to the Fellowship Office (fellow@hfsp.org) as a **Word or a PDF file**.

Before emailing the report to the Fellowship Office, the fellow should show it to his/her host supervisor since the report needs to be approved by him/her beforehand.

When emailing us the progress report, the fellow needs to also **copy the host supervisor** on the same email. If this requirement is not met, the report cannot receive a final approval.

Financial support will be continued only upon approval of the reports (i.e. the fourth and sixth payments will be blocked if respectively the first year and the second year progress reports have not been approved).

Fellows who repatriate or who transfer their fellowship to another HFSP member country in their third year should email their final progress report to the Fellowship Office and at the same time to the host supervisor of the final period of the fellowship (fellows may also send it in addition to their original host supervisor).

FORMATTING INSTRUCTIONS:

Fellows have to use the provided Word template to prepare their progress report.

Font: 11 or 12 point font (please use preferentially Times New Roman, Times, Arial)

Spacing: single spacing throughout

Length: 4 to 5 pages (including the cover page)

NOTE:

It is not possible to include pictures, graphs, figures ... in the protected sections. If you feel that it is important for the comprehension of one of the sections that you add a picture, a graph or a figure, please save your scientific report as a PDF file and add the additional information at the end of the PDF.

V.2 GUIDELINES FOR THE FINANCIAL REPORT

The primary aim of the financial report is to make sure that the funds have been used in accordance with HFSPo regulations. Use of HFSPo funds are only permitted during the period of the fellowship, except if a no-cost extension has been granted. Unaccounted funds will be considered as not spent and must be reimbursed at the end of the fellowship.

REPORTING SCHEDULE:

YEAR 1: No financial report is requested at the end of the first year.

YEAR 2: Depending on where the third year is carried out, an **interim financial report** may be requested.

* If the third year is taken in the original host institution directly after the second year, no financial report is requested at the end of the second year. However, there are situations where **it is recommended that fellows prepare an interim financial report**, for instance if there is a change in the administration of the funds from private account to institutional account (and vice versa) or if a fellow relocates with the host supervisor to a new institute.

* Fellows who defer the third year of support, return to their home country, or move to another HFSPo member country **must provide an interim financial report** at the end of their second year. This report should arrive within two months after the end of the second year.

At the end of the second year, fellows who defer the third year of support will have to transfer unspent research and travel funds exceeding 5% of the granted amount back to the HFSPo. Upon activation of the final year any refunded research and travel funds from the second year will be added to the third year research and travel allowance.

YEAR 3:

A **final financial report** is required within two months after the end of the fellowship. Fellows who remained in their host institution for the total duration of the fellowship will need to report on all research and travel funds granted during the entire period of the fellowship.

Should an interim financial report have been provided, expenses reported in this interim financial report should not be repeated in the final financial report.

Fellows who returned to their home country or transferred their fellowship to another HFSPo member country must account for all carry over funds from the second year (if any) and all granted third year research and travel funds.

PROCEDURE

Fellows who managed the HFSPo funds privately may prepare the financial report themselves.

All fellows will be emailed at the start of the fellowship an Excel form for the financial report which can be used to keep track of expenses right from the start of the fellowship.

If the financial report is prepared by administrative officers at the host institution, they can either email the completed Excel form to fellow@hfsp.org or mail a signed paper copy of the financial report to the attention of:

Fellowship Office
Human Frontier Science Program Organization
12, Quai Saint-Jean
BP 10034
67080 Strasbourg Cedex
FRANCE

If the financial report is prepared by the fellow, he/she should send the Excel file with the financial report attached to an email (with a 'CC' copy to the host supervisor). In this case, no signatures are required. Reports that are not forwarded to the host supervisor at the same time they are being emailed to the Fellowship Office will be considered incomplete.

Alternatively a paper copy signed by the host supervisor or an administrative officer can be sent to the Fellowship Office (see address above).

INSTRUCTIONS:

Financial reports should account for all expenses related to research and travel. Only one currency (usually the local currency) is to be used throughout the financial report (if necessary, the fellow has to make conversions).

There is no need to include amounts granted for the living allowance, the child allowance, the parental leave allowance or the relocation allowance in the financial report.

To calculate the total amount granted for research and travel expenses, the fellow or the administrator has to add up all amounts allocated for research and travel and the additional awardees meeting allowances (if any) granted during the period covered by the financial report. For instance, for the United States, the maximum amount for the research and travel allowance for a 3-year fellowship is currently USD 14,760. Similarly, it is EUR 13,500 for many European countries.

All purchases should be itemized and the name of the materials and vendors specified. When indicating purchase prices, there is no need to add information about discounts or taxes, nor specify the unit price of an item if several were purchased. Estimated costs cannot be included in the financial report. Only prices effectively paid by the fellow or host institution have to be listed.

If numerous scientific textbooks were purchased from the research and travel allowance, the titles, authors and prices should be listed on the appropriate Excel table at the end of the financial report form. The total cost of all purchased books will then automatically appear in the list of expenses in the financial report. However, if only a few books were purchased, they can be registered directly in the financial report. For subscriptions, the titles of the scientific journals/magazines should be indicated. Items that were already reported in an interim financial report do not need to be repeated in the final financial report.

The Fellowship Office does not request copies or originals of receipts (unless this is explicitly asked for, in case a fellow's file has been selected at random for a financial audit).

V.3 RELOCATION ALLOWANCE (IN USD)

FROM:	TO:							
	West USA/Canada	East USA/Canada	Europe	Middle-East	Asia	Oceania	Africa	Central & South America
West USA/Canada	1,500	1,500	3,000	3,000	2,000	2,000	2,000	1,500
East USA/Canada	1,500	1,500	2,000	2,000	2,500	2,500	1,500	1,500
Europe	3,000	2,000	1,000	1,000	4,000	4,000	1,000	3,000
Middle-East	3,000	2,000	1,000	●	3,800	3,800	1,600	3,000
Asia	2,000	2,500	4,000	3,800	●	2,200	3,000	2,500
Oceania	2,000	2,500	4,000	3,800	2,200	●	4,000	2,000
Africa	2,000	1,500	1,000	1,600	3,000	4,000	●	3,000
Central and South America	1,500	1,500	3,000	3,000	2,500	2,000	3,000	●

● Relocation allowances from/to other areas will be calculated on a case-by-case basis.

For a family, the following calculations will be used:

Spouse: same basic allowance
 Child 2-12 years: 50% of basic allowance
 Child under 2 years: 10% of basic allowance

V.4 LIVING, RESEARCH & TRAVEL AND CHILD ALLOWANCES

Country	Curr.	Living Year 1	Living Year 2	Living Year 3	Annual research and travel allowance	Annual child allowance
Argentina	ARS	75,000	78,000	80,400	15,000	7,500
Australia	AUD	64,800	67,800	70,800	7,500	6,480
Austria	EUR	41,700	43,620	45,540	4,500	4,140
Belgium	EUR	41,700	43,620	45,540	4,500	4,140
Brazil	BRL	90,000	94,200	98,400	14,160	9,000
Canada	CAD	49,800	52,320	54,720	6,000	5,820
Chile	CLP	15,000,000	15,750,000	16,500,000	2,613,600	2,532,000
China	CNY	220,200	225,000	229,800	45,600	22,020
Denmark	DKK	370,440	387,600	404,880	42,720	37,044
Finland	EUR	49,200	51,540	53,880	4,500	6,000
France	EUR	40,200	42,000	43,800	4,500	4,200
Germany	EUR	40,200	42,000	43,800	4,500	4,200
Greece	EUR	30,300	31,680	33,000	4,500	3,060
Hungary	HUF	6,048,000	6,324,000	6,601,200	680,400	604,800
India	INR	1,368,000	1,431,000	1,494,000	220,500	136,800
Ireland	EUR	42,360	44,340	46,320	4,500	4,236
Israel	ILS	154,320	161,400	168,480	24,720	15,420
Italy	EUR	36,000	37,560	39,120	4,500	3,600
Japan	JPY	6,431,520	6,732,900	7,034,160	642,000	624,000
Korea	KRW	33,000,000	34,500,000	36,000,000	5,580,000	3,300,000
Luxembourg	EUR	41,760	43,680	45,600	4,500	4,176
Mexico	MXN	289,800	303,000	316,200	54,000	28,980
Netherlands	EUR	41,700	43,620	45,540	4,500	4,140
New Zealand	NZD	78,600	82,800	86,400	9,000	7,860
Norway	NOK	402,000	420,000	438,000	46,500	40,200
Poland	PLN	103,740	108,480	113,160	20,160	10,380
Portugal	EUR	29,400	30,720	32,040	4,500	2,940
Spain	EUR	34,200	35,760	37,320	4,500	3,420
Sweden	SEK	457,200	478,800	500,160	52,500	45,720
Switzerland	CHF	76,800	80,400	84,000	6,744	7,680
UK	GBP	27,000	28,260	29,520	3,000	2,700
USA	USD	46,800	48,720	50,700	4,920	4,680

The HFSP0 reserves the right to review the fellowship stipend levels.
Please contact the Fellowship Office for information concerning the amounts of allowances in other countries.