



## THE INTERNATIONAL HUMAN FRONTIER SCIENCE PROGRAM ORGANIZATION

### Post award guidelines for HFSPO fellowships 2014

The following post award guidelines are intended for awardees of the **HFSPO 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 administrators responsible for the management of the award. 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 HFSPO Fellowship Office ([fellow@hfsp.org](mailto:fellow@hfsp.org)).**

#### KEY RESPONSIBILITIES, OPPORTUNITIES AND REPORTS:

- How to activate the award (Section II.1)
- Awardees Annual Meeting (Sections II.4.2 & III.5)
- Annual scientific report (Annex V.1)
- Financial report on the use of the Research and Travel Allowance (Sections III.4 & III.11; Annex V.2)
  - **NOTE:** *receipts for all expenses must be retained, both for awards administered by the university and those paid directly to the fellow*
- Reimbursement of unspent funds (Section III.9)
- Decision on the deferral of the third year of funding (Section II.3)
- Acknowledgment of HFSP support in publications (Section IV.5)

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## **I THE HFSPo FELLOWSHIP**

### **I.1 THE ORGANIZATION**

The International Human Frontier Science Program Organization (HFSPo) is an international not for profit organization based in Strasbourg, France. HFSPo promotes global research collaboration in the life sciences and was established in 1989 by the Economic Summit Countries. 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. HFSPo programs are highly competitive, supporting the top 5-10% of applicants. HFSPo fellowships are recognized internationally as prestigious awards and fellows have been highly successful in their subsequent research careers.

### **I.2 OBJECTIVES**

Fellowships are awarded to individuals, in recognition of research excellence, innovative research proposals and important scientific achievements during their Ph.D./postdoctoral work. The main goal of the Fellowship Program is to support a global network of talented young scientists by enabling postdoctoral fellows to obtain training abroad, in a new research field, and in an outstanding host laboratory.

HFSPo Long-Term and Cross-Disciplinary Fellowships are designed to facilitate the transition to independent researcher by enabling fellows to repatriate to their home country or move to another country in the final year. The first 24 months of the fellowship must be carried out in a foreign country; however fellows are able to use the final period (up to 12 months) to return to their country of origin or to transfer to another HFSPo member country.

### **I.3 ADMINISTRATION OF FUNDS**

HFSPo fellows receive an annual "living allowance" to help defray the costs of living during the period of research training abroad. In addition, an annual research and travel allowance is provided. Fellows with children may also apply for a child allowance.

Depending on host country or institution, postdoctoral researchers may have a different employment status (e.g. regular employee, postdoc, research associate, etc.). Regardless of the status, the research project carried out under HFSPo support is considered non-compensatory, as the fellowship stipend is not a salary or wage paid for service. HFSPo is not the employer of the fellow and therefore the fellowship award does not entail a work contract between the HFSPo and the fellow.

An institutional management and accounting procedure to administer the funds - including the monthly disbursement of the living allowance - is 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 HFSPo fellowship with another paid fellowship or salaried position, however the fellowship can be supplemented from other sources (e.g., the host supervisor's grant). Awardees must devote their time entirely to the approved research project, as outlined in the original application, and may not engage in any other paid activity. Exceptions can only be granted by prior approval of the Fellowship Office.

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

Each host country has its own income tax regulations and may have agreements with the fellow's home country. In some host countries postdoctoral fellows are required to report postdoctoral stipend payments as gross income.

The taxability of stipends in no way alters the relationship between HFSPo fellows and their host institutions. The interpretation and implementation of tax law is the domain of the revenue and tax authorities in the host country. HFSPo 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 the 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 (e.g. International Office) that provide advice for new arrivals. Local or regional postdoctoral associations or scientific organizations can also be a valuable source of information. Below are a series of links that can be used to find advice.

For fellows working in the USA:

- The Internal Revenue Service (IRS) provides taxation information for foreign students and scholars: <http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html>.
- The National Postdoctoral Association ([www.nationalpostdoc.org](http://www.nationalpostdoc.org)) has many resources to improve the postdoctoral experience for both national and foreign postdocs, including information on taxation and benefits.
- The UCSF postdoctoral office is a good place to look for information for international postdocs <http://postdocs.ucsf.edu/>.
- The International Office of The University of Texas at Austin has a "Frequently Asked Questions" section that is a good source of information for visitors with different kinds of visas from any country (not only working at Austin) <https://austin-utexas.custhelp.com/>.
- 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 Scholars Organization e.V." (<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/>)
- Depending on the 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 websites of the German Academic Exchange Service (DAAD).

## **I.5 BENEFITS AND CHARGES**

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

The HFSPo 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, ensuring that the fellow's salary is supplemented so as to match minimum salary requirements of the institution.

The host institution is not allowed to deduct employer's charges from the fellowship. As a not for profit organization, HFSPPO 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 allowances (see Section III).

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.

## **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 documents are required to activate the fellowship:

- "Acceptance of HFSPPO fellowship" form (including "Bioethics" and "Intellectual Property Rights" statements);
- "Agreement" form (including a liability statement);
- "Child Allowance/Spouse's Situation" form;
- "Relocation Allowance" form;
- "Banking Instructions" form (incl. an official bank document with account details);
- "Address at the Host Institution" form;
- a copy of the Ph.D. certificate (or a letter from the university stating that the fellow successfully completed the Ph.D.); and
- 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 a spouse and/or dependents in the host country should also provide a copy of their marriage certificate (or equivalent legal partnership document) and a copy of the birth certificate(s) or an official document showing the date(s) of birth of the child(ren), as appropriate.

A paper copy of all requested documents must be received at the Fellowship Office before the activation date of the fellowship, or upon arrival at the host institute. Fellows starting in April or May can exceptionally send faxed or scanned copies to avoid a delay in the first payment, however the originals must 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 paid over **three years**. Fellowships cannot be renewed or extended beyond three years. The payment period can be extended under certain circumstances, such as the deferral of the fellowship after the second year (up to 2 extra years) and/or for time away from research (e.g. maternity/parental leave, extended sick leave, etc.).

## II.3 FUNDING DURING THE FINAL YEAR OF THE FELLOWSHIP

HFSP provides flexibility in the third year of the award to facilitate research career planning. Fellows are encouraged to consider the options of taking up the third year of the award in a different country and/or deferring the funding for the final fellowship year.

Third year funds must be used for postdoctoral research and cannot be used to supplement the fellow's salary in a new research position.

### LOCATION OF TENURE

HFSP fellows may hold the third year (final period) of fellowship in:

- the current host laboratory;
- an institute in their home country;
- an institute in their spouse's home country; or
- an institute in any HFSP supporting country, regardless of the fellow's nationality.

*The current HFSP member countries are: Australia, Austria, Belgium, Bulgaria, Canada, Croatia, 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, the Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom and United States of America.*

Options (2), (3) and (4) support the transition from postdoc to independent researcher by facilitating the move to the country where the fellow plans to eventually establish their research career. In addition, all HFSP fellows have the opportunity to apply for the HFSP Career Development Award. This program is open exclusively to HFSP fellows, and provides funds to establish an independent laboratory.

**Note that it is not possible to transfer the final year of funding to another laboratory in the initial host country.**

### DEFERRAL

The third year of funding may be delayed **for up to two years**. Fellows must remain in the same host laboratory, with the same supervisor, during the deferral. Host supervisors are encouraged to provide financial support during this period. Fellows cannot use the deferral period to carry out research in another laboratory.

At the end of the deferral period the fellowship may be re-activated in:

- the same host laboratory;
- the fellow's home country;
- the fellow's spouse's home country; or
- another HFSP member country.

### OPTIONS FOR THE THIRD YEAR OF FELLOWSHIP

#### OPTION 1 - REMAIN IN THE ORIGINAL HOST LABORATORY

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

Depending on the visa category, fellows remaining in the USA may need to have their third year stipend paid through the host institute. The fellow should consult with the administration of the host institution for any necessary changes.

A scientific report is required within two months of the end of the second year. Fellows who defer will, in addition, be asked to complete an interim financial report listing the research/travel expenses incurred during the first two years of the fellowship.

## OPTION 2 - MOVE TO AN INSTITUTION IN ANOTHER COUNTRY

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

For those moving to an institution that is classified as non-territorial (e.g., EMBL), the country is the one in which the laboratory is located.

Fellows who wish to take up their third year of funding at an institution in another country must:

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

Fellows receive their stipend in local currency and will also receive a relocation allowance, if this is not provided by another source.

## **II.4 OPPORTUNITIES FOR AWARDEES**

### II.4.1 CAREER DEVELOPMENT AWARD (CDA)

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

### II.4.2 AWARDEES ANNUAL MEETING

HFSPO awardees will be invited 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 exchange of scientific ideas, to meet the HFSPO staff, and to liaise with other awardees in an informal setting, as a “community of scholars”. Fellows are encouraged to attend at least one Awardees Annual Meeting during the tenure of their award, and 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 applicable).

## **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 HFSPo. 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 they will need to achieve the outlined career objectives. A request to change the host laboratory requires the re-evaluation of the application to ensure that the research project and host institution meet the quality standards and expectations of the program.

**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 their laboratory to another location, fellows must inform the Fellowship Office of their plans prior to the move. An interim financial report must be submitted in cases where a change of host supervisor and/or a transfer to another institution occurs. Information concerning 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 HFSPo payments cover 6-month periods, the fellow may have received funds for a period beyond the actual termination date of their fellowship. All excess funds, including unspent research and travel funds, must be returned. The fellow must also provide a final financial and a final progress report within two months of the end of the fellowship.

If the fellowship is terminated as scheduled, the fellow will have to provide a final financial and a final progress report within two months of the end of the fellowship. Any unspent research and travel funds must be returned.

## **III HFSPo FELLOWSHIP ALLOWANCES**

The financial support for an HFSPo fellowship is made in the form of a stipend that consists of several allowances, 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.



Fellows may receive the following allowances, as appropriate:

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

***The relocation allowance is a flat rate and is paid to the fellow in full, as calculated on the stipend sheet. It is 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 will arrive in the fellow's or the host institution's account. The bank transfer usually takes place in the first half 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 and 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 conducting postdoctoral research 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 move to the spouse's country or another HFSPo member country in the final year of the fellowship, the rate of the new host country will be applied.

HFSPo 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 host institutions are not allowed to deduct any employers' charges from this allowance.

### **III.3 CHILD ALLOWANCE**

HFSPo fellows with children are entitled to receive a child allowance. The allowance is paid per child and corresponds to about 10% of the first year living allowance. Should the fellow receive a child allowance from another source, this HFSPo allowance will be reduced by this amount and any positive balance will be paid.

### III.4 RESEARCH AND TRAVEL ALLOWANCE

The research and travel allowance is a contribution towards the costs of carrying out the research project and to enable career development.

- **Research:** the allowance may be used to cover the expenses for materials and supplies which are directly related to the fellow's research projects. Any equipment purchased using fellowship funds remains the property of the host institution at the end of the fellowship, unless the host supervisor releases the equipment to the fellow.
- **Travel:** costs associated with participating in scientific/academic meetings; costs associated with meeting with collaborators in different institutions; and costs associated with disseminating research results (e.g. invited talks). Travel expenses should be reimbursed on accrued costs and not on per diem rates. Costs exclusively associated with job interviews or with visits to family members are not eligible.

The research and travel budget is to be managed by the fellow, in accordance with HFSP regulations. The host institution may administer the funds, however the use of the funds is at the discretion of the fellow, who is accountable regarding the use of this allowance. Any unspent funds from this allowance must be returned to HFSP.

Unused research and travel funds are automatically carried over from award years 1 and 2. A negative balance can also be carried over from award years 1 and 2, for example if the fellow overspent the amount granted in the previous year.

Only expenses incurred during the period of the fellowship can be paid out of the research and travel allowance, unless a no-cost extension has been granted.

Expenses incurred during a deferral period (possible after the second year) cannot be paid through the research and travel allowance. The only exception to this rule is if a fellow attends the HFSP Awardees Meeting during the interruption period.

#### III.4.1 ELIGIBLE RESEARCH AND TRAVEL COSTS

The list below is not exhaustive, however it gives examples of standard categories or items that can be purchased with the funds from the research and travel allowance. If you are uncertain about the eligibility of an expense, please contact the Fellowships Office in advance of the purchase.

- Bank fees due to the transfer of the stipend.
- Fees related to work permits, temporary residence permits or visa renewals during the period of the fellowship, including travel costs related to the visa renewal.
- Membership dues for scientific and professional organizations.
- Publication costs (e.g. page charges) for scientific articles or other costs associated with the dissemination of research results.
- Purchase of two computers (including laptops and tablets) during the period of the fellowship. Purchase of a third computer (laptop, tablet) 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, accommodation and registration fees for attending scientific meetings and research-related workshops and training courses.

- Visiting other laboratories or institutions in order to conduct work connected with the fellowship research project, to establish collaborations or to give invited lectures (these may be combined with job interviews).
- Public transportation costs for the daily commute to the laboratory (including bicycle rental fees).
- Language training materials for the fellow (e.g. dictionaries, language training textbooks, electronic training materials, etc.).
- Editing/improving of English language of a manuscript or a grant proposal through third party providers.

#### III.4.2 EXCLUDED EXPENDITURES

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

The list below is not exhaustive, however it gives some examples of items that are not eligible to be paid through the research and travel allowance:

- Personal subscription to health insurance or payment of income taxes.
- Fees for Visa or work permits for dependents.
- Fees associated with seeking permanent residency (e.g. Green Card in USA).
- Electronic equipment for entertainment purposes or private use (e.g. Digital Audio Players, Personal Digital Assistants, e-book readers).
- Office equipment (e.g. chairs, tables, filing cabinets, etc)
- Fees for private internet access
- Costs related exclusively to job interviews and family visits.
- Travel of other laboratory members or invited guest speakers.
- Supplements to the fellow's living allowance.
- Purchase of non-scientific literature or information (e.g. novels, subscriptions for daily newspapers, cable/satellite TV.)
- Attendance at cultural events.
- Purchase of bicycles or other means of transportation.
- Petrol costs for the daily commute to the laboratory.

#### III.5 ADDITIONAL MEETING ALLOWANCE

Fellows attending the HFSP/O 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 offsets some of the costs incurred by fellows and their family members associated with the move to and from the host country. These funds may be used for expenses such as travel, shipping of 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 HFSPPO 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 reports have been approved.

Should the fellow receive funds from other source(s) for his/her move, HFSPPO will top up these funds to a maximum of the amount corresponding to the total HFSPPO relocation allowance. It is not acceptable that the HFSPPO relocation allowance be topped up by other sources. The fellow has to formally state that this condition is fulfilled before receiving the relocation allowance.

**The relocation allowance is a flat rate and is paid to the fellow in full**, without any deductions, as calculated on the stipend sheet. It is not contingent upon any further condition and does not have to be accounted for in a financial report (no receipts will be requested).

### III.7 PARENTAL LEAVE ALLOWANCE

HFSPPO fellows may apply for up to 3 months of paid parental leave for each child born/adopted during the course of their fellowship. The parental leave must be taken within 6 months of the birth/adoption of the child, and may only be taken during the period of the fellowship. The fellowship will be extended for the period of the parental leave, during which the fellow will also be entitled to receive the living and the child allowance.

The HFSPPO parental leave allowance cannot be granted during the deferral period of the fellowship.

If both parents are HFSPPO fellows, each parent is entitled to receive up to 3 months paid parental leave for each child born/adopted during the course of the fellowship. Additional time necessary for child care beyond the 3 months of paid leave will count as an interruption of the fellowship (without pay by the HFSPPO).

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 at the host institution at the end of their fellowship. During the no-cost extension period, the fellow will be able to continue using the research and travel funds in the same way as during the fellowship. The research and travel funds can only be used for eligible expenses as outlined in section III.4.1 of these guidelines, and not to cover the costs of living.

The final financial report will be due within two months of the end of the no-cost extension. Any unspent funds left at the end of the no-cost extension must be refunded to HFSPPO.

**NOTE:** The final progress report is due within two months of the end of the fellowship (and not at the end of the no-cost extension).

### III.9 UNSPENT FELLOWSHIP FUNDS

**At the end of the second year, if...**

- *the fellow moves to another country within six months of the end of their 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/her future host institution. Some institutions require reimbursement of the remaining funds to HFSPo. In this case, the funds are transferred back to the fellow through the HFSPo accounts. This should be avoided in order to reduce the administrative workload of the Fellowship Office, the loss of funds due to transaction fees and delays in providing the fellow access to the funds.*
- *the third year is deferred for more than six months, only small amounts of the research and travel allowance can be transferred directly to the fellow by the host institution (5% or less). Amounts exceeding 5% of the research and travel allowance must be refunded to HFSPo and will be provided again to the fellow when the fellowship is reactivated.*

The amount of unspent funds reimbursed to the HFSPo will be registered in the currency it was refunded. When the fellow reactivates their 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 must be reimbursed to HFSPo immediately, except if a no-cost extension has been requested.

**At the end of the no-cost extension**, any unspent research and travel funds must be reimbursed to HFSPo immediately.

Remaining funds cannot be kept by the host supervisor or the host institution. It is not possible either to forward remaining funds from a fellowship to a Career Development Award.

The HFSPo may require reimbursement of all or part of the award if ineligible expenses or false accounting statements have been submitted, if receipts cannot be provided (when requested), or if scientific or financial reports have not been prepared.

### III.10 INTEREST EARNINGS ON FELLOWSHIP FUNDS

Any interest earned on HFSPo payments should be administered according to the financial regulations of the host institution/country. HFSPo does not become involved in how interest earnings are treated.

### III.11 ACCOUNTABILITY AND RECORDS OF FELLOWSHIP FUNDS

During the period of the fellowship, the fellow and/or their host institute must keep receipts of all expenditures related to research and travel. These will be required to complete a final financial report which is 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 routinely request originals or copies of receipts however may request them for internal or financial audit purposes.

## **IV RESPONSIBLE CONDUCT OF RESEARCH**

### **IV.1 LIABILITY**

HFSPo will not assume any liability for accidents, damages, or injuries occurring to the fellow in relation to the research conducted during the HFSPo 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**

HFSPo 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 HFSPo, 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**

HFSPo 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 HFSPo, 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 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 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 appropriate 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 of the end of each fellowship year**.

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

The scientific report must be approved by the host supervisor, and the host supervisor must be copied on the email when the scientific report is submitted. The report will only be sent to the HFSP scientific director for approval if this requirement is met.

Financial support will be continued only upon approval of the reports by the HFSP scientific director (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 the third year of their fellowship to another HFSP member country must copy their new host supervisor when they email the final progress report to the Fellowship Office (fellows may also choose to copy the 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 financial report is used to ensure 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 to HFSPo.

### 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 a private account to an 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 of the end of the second year.

At the end of the second year, fellows who defer the third year of support must transfer unspent research and travel funds exceeding 5% of the granted amount back to HFSPo. Upon activation of the final year, 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 of the end of the fellowship. Fellows who remained in their host institution for the entire duration of the fellowship will need to report on all research and travel funds granted during the fellowship.

In cases where an interim financial report was submitted, only expenses incurred after the period covered in the interim report should be included in the final 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) as well as the research and travel funds for the third year.

### **PROCEDURE**

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

All fellows will be sent an Excel form at the start of the fellowship which is to be used for the financial report. **It is recommended that fellows use this form to track expenses from the start of the fellowship.**

**If the financial report is prepared by administrative officers at the host institution**, the completed Excel form must be emailed to [fellow@hfsp.org](mailto:fellow@hfsp.org) .

**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). The report will only be accepted if the host supervisor is copied when the report is emailed to the Fellowship Office.

## **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 must make conversions).

**Please do not include amounts granted for the living allowance, the child allowance, the parental leave allowance or the relocation allowance in the financial report.**

When calculating the total amount granted for research and travel expenses, the fellow or administrator must include all amounts allocated for research and travel as well as the additional awardees meeting allowance(s) (if applicable) granted during the period covered by the financial report.

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/quotations cannot be used in the financial report;** exact, incurred costs are required.

**Do no round off figures; maintain both decimals.**

If numerous scientific textbooks were purchased from the research and travel allowance, the titles, authors and prices should be listed in 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.

### 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 allowance  
 Child 2-12 years: 50% of allowance  
 Child under 2 years: 10% of 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

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.