



Long-Term and Cross-Disciplinary Fellowships 2017

Instructions for host supervisors

The **host supervisor** is defined as the senior scientist who will mentor the applicant in the proposed host institution for at least the first two years of the fellowship. A host supervisor cannot act as a referee for the same applicant.

Members of the HFSP Fellowship Review Committee, Board of Trustees and Council of Scientists cannot stand as host supervisors of HFSP fellowship applicants for conflict of interest reasons.

You have been identified as a host supervisor for an applicant for an HFSP postdoctoral fellowship. The applicant entered your email address. This triggered an automatic message from the HFSP application server which contains your registration information.

You have “read-only” access to the applicant’s research proposal and CV.

Fellowship applicants do not have access to the host supervisor section.

This document contains tips on the information to include in your letter of reference, as well as explanations on the steps to follow to complete your section of the application.

Applicants for Long-Term or Cross-Disciplinary Fellowships can only submit their application after the host supervisors have completed and submitted their sections.

The submission deadline is **25 August 2016, at 1:00 p.m. CEST** (Central European Summer Time). It is essential that you enter your personal details, complete and submit your letter of reference before the applicant’s deadline.

The HFSP online system provides an interface that allows participants in all HFSP programs, regardless of their role, to maintain a personal profile and access all relevant applications from a single login.

If you encounter technical issues, please contact webmaster@hfsp.org.

Questions concerning the fellowship application should be sent to fellow@hfsp.org.

1. IF YOU ARE NEW TO HFSP - FIRST TIME LOGIN TO REGISTER

An applicant for an HFSP fellowship selected you as a host supervisor and you received an automatic email containing a link to set a password.

By clicking on this link, a registration screen appears on which you should:

- indicate your nationality and date of birth,
- select a security question and register an appropriate answer,
- set and confirm a password (which must contain at least 8 characters, including one digit and one capital letter).

Please make corrections to your first name and family name, if necessary.

Welcome

HFSP Human Frontier Science Program

[Welcome](#) [Register](#) [HFSP Home](#) [Contacts](#) [Links](#) [Help](#)

WELCOME

To create your HFSP personal profile please complete the requested information.

Your **nationality** and **date of birth** are used by the HFSP office as unique identifiers (e.g. in case of identical names). Your **personal information** will be kept **confidential** and will not be released to other parties.

The password must contain at least 8 characters including one digit and both upper (capital) and lower case letters.

Surname (family name):

First name:

Nationality:

Date of birth:

Question:

Answer:

Email:

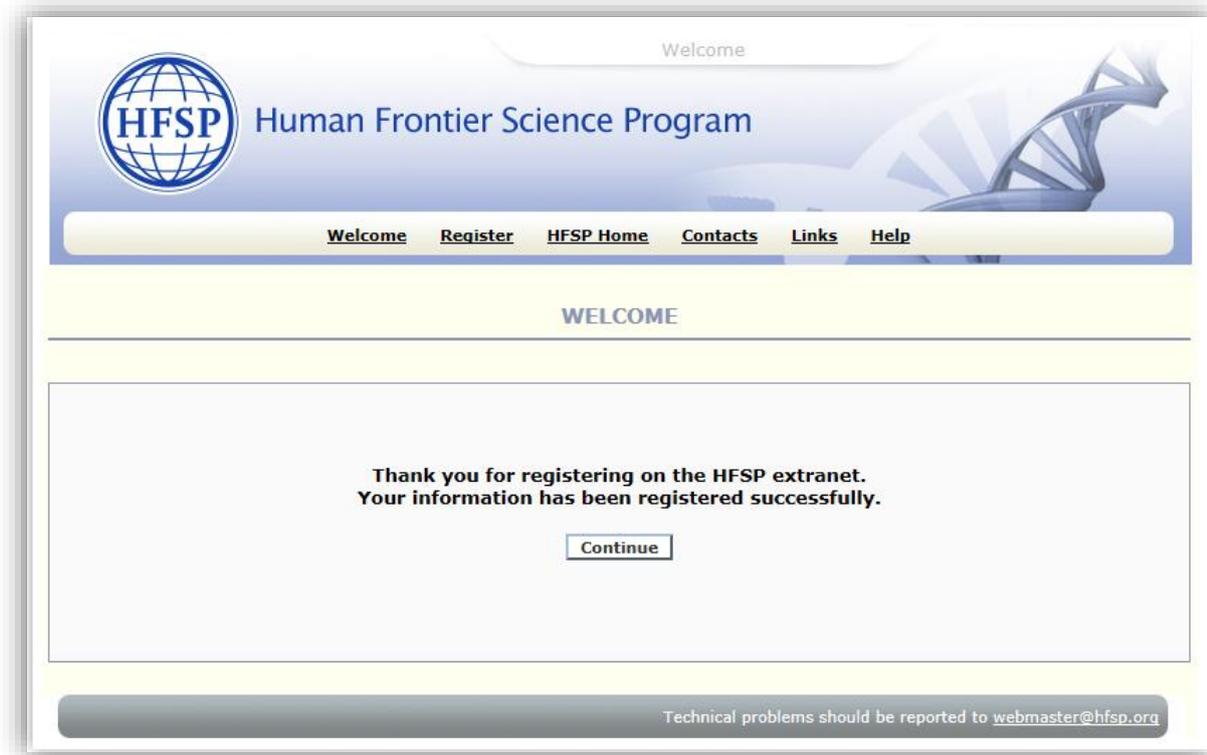
Login:

Password:

Confirm password:

Technical problems should be reported to webmaster@hfsp.org

Once you have completed the requested information and have clicked the "Update" button, you will see a welcome page confirming the registration.



Clicking “Continue” will bring you directly to your **HFSP account**.

The screenshot shows the HFSP extranet interface. At the top, it says "Welcome, Bob HOST SUPERVISOR". The main header includes the HFSP logo and "Human Frontier Science Program". A navigation bar contains "LTF/CDF", a "Save" button with a checkmark, and a "Logout" button. On the left, a "Personal profile" sidebar lists "Login page", "personal details", "university/institution", "education", "research experience", and "honors/prizes". The main content area is titled "Welcome to the HFSP extranet site" and contains the following text:

The site allows all participants in HFSP programs (applicants, referees, host supervisors, reviewers) to access their personal profile and all relevant applications from a single login. Information in your personal profile will automatically populate all relevant applications.

2017 LONG-TERM AND CROSS-DISCIPLINARY FELLOWSHIP APPLICATIONS

To obtain a reference number for a 2017 fellowship application:
2017 applicants logging in for the first time or returning applicants from 2016 should click on "New application" in the menu above, select "Long-Term/Cross-Disciplinary Fellowship" and follow instructions.

To access a 2017 fellowship application form:
2017 applicants should either click on their 2017 link "LT00XXX/2017-X as Applicant" under the sentence "You are/were active in following application(s):" or click "LTF/CDF" in the top menu bar and select their 2017 reference number.

Host supervisors and referees should click on the appropriate 2017 reference number under the sentence "You are/were active in following application(s):" in order to access the fellowship application.

Under the sentence “You are/were active in following application(s):”, click on the link “LT00.../2017-X as Host supervisor => Applicant’s name”.

The screenshot shows a section titled "You are/were active in following application(s):". Below this title, the text "LTF/CDF" is displayed. Underneath, a link "LT000001/2017-L as Host supervisor => CANDIDATE Jane" is highlighted with a green background.

This will **connect you to the fellowship application** for which you have been asked to prepare a letter of support and some personal details as the proposed host supervisor.

A welcome screen will appear, from which you will be able to complete your section of the application (see below “4. Complete the host supervisor section”).

2. IF YOU ARE RETURNING TO YOUR HFSP ACCOUNT

If you already have an HFSP account (because you are a former applicant, awardee, referee, host supervisor, review committee member ...), you must connect to <https://extranet.hfsp.org> in order to get access to your section of the application form.

Your login was indicated in the automatic email you received when the applicant selected you as the proposed host supervisor.

Should you not remember your password, click on “Forgotten my password”.

Note that login details can be requested at any time by clicking on “Forgotten my login details”.

The screenshot shows a login interface with the following elements:

- Input fields for "Login:" and "Password:"
- A "Connect" button
- A "Register" link with a "REGISTER" button
- A link "I have forgotten my password" with a "FORGOTTEN MY PASSWORD" button
- A link "I have forgotten all my login details" with a "FORGOTTEN MY LOGIN DETAILS" button

Clicking “**Connect**” will bring you directly to your **HFSP account** (see screenshot on previous page).

3. PERSONAL PROFILE

Menu items relating to your “Personal profile” are visible on the left of the welcome page of your HFSP account.

Personal profile
Login page
personal details
university/institution
education
research experience
honors/prizes

You do not need to complete this section: the information you will provide in the “Education” and “Research experience” sections of the application will automatically populate the “Personal profile” section (e.g., current affiliation, CV, etc).

The “Personal profile” section may be updated at any time. Some information (e.g., address, email, etc) will automatically appear in the “personal details” section of future HFSP applications in which you will be involved.

You can change your login, password and personal question in the “personal details” section of your “Personal profile”.

4. COMPLETE THE HOST SUPERVISOR SECTION

When clicking on the link to the application form, following welcome screen appears:

The screenshot shows the HFSP Extranet interface. At the top, it says "Welcome, Bob HOST SUPERVISOR". The HFSP logo is on the left, and the text "Human Frontier Science Program" is in the center. Below the logo, there are links for "Personal profile" and "LTF/CDF". On the right, there are "Save" and "Logout" buttons. The main content area is titled "Welcome to the HFSP Extranet" and contains the following text:

LT000001/2017-L
CANDIDATE Jane

Welcome

General information

Host supervisor
personal details
research experience
list of publications
recommendation

Feedback

Preview recommendation

Preview application

Submission

You are the research supervisor of an applicant for an HFSP Fellowship. The research supervisor at the host institution is defined as the senior scientist who will mentor the applicant in the host institution.

Please note that you can endorse only one applicant (either for a Long-Term Fellowship or for a Cross-Disciplinary Fellowship) in this round of awards.

This section is a required part of the application. **The applicant will only be able to submit the application once your section is completed and submitted.**

Your letter of recommendation is confidential and will not be accessible to the applicant.

You can access the various pages by clicking on the appropriate menu items on the left.

Do not forget to click "SAVE" in the upper menu bar before switching pages.

The menu on the left hand side of the welcome page provides access to the sections of the application you must complete.

Before you switch sections or log out, make sure to click "**SAVE**" in the top menu bar. New information will then be stored on the HFSP server.

Note that the system will automatically log you out after 40 minutes unless you click "**SAVE**" while you work.

We **recommend that you work offline**, save your recommendation letter in regular ASCII format and then copy and paste it into the appropriate field. Please use a text editor such as "Notepad" (PC) or "TextWrangler" (Mac).

Formatting and Greek or mathematical symbols cannot be pasted into the forms.

4.1. Personal details

Welcome, Bob HOST SUPERVISOR

**Human Frontier Science Program**

Personal profile LTF/CDF Save Logout

LT000001/2017-L
CANDIDATE Jane

Welcome

General information

Host supervisor personal details
research experience
list of publications
recommendation

Feedback

Preview recommendation

Preview application

Submission

Personal details

*** Mandatory fields**

Email:

Title:

Surname (family name): *

First name: *

Nationality:

Nationality 2:

Nationality 3:

Date of birth:

ORCID Identifier:

About the ORCID identifier: <http://about.orcid.org/>

Address (use English form of city name [e.g. Munich, not München])

Department/lab:

University/institution 1: *

University/institution 2:

Street address 1:

Street address 2:

Postal code:

City: *

Country: *

Tel (without country code):

Fax (without country code):

Website:

Technical problems should be reported to webmaster@hfsp.org

If you are new to HFSP please enter your personal details in the appropriate fields. Fields marked with an asterisk are mandatory.

If you are returning to HFSP your personal details are automatically populated in this section. Should any of your information have changed, please update it.

We recommend that you register your ORCID identifier (if you have one) as this helps us distinguish scientists who have identical names and first names.

4.2. Research experience

Please list your research experience line by line in this section.

Each time you complete a line entry, click **"Save line"**.
Use (+) or (-) to add or remove lines.

Once you have finished and saved each line individually, click **"SAVE"**.

Welcome, Bob HOST SUPERVISOR

HFSP Human Frontier Science Program

Personal profile LTF/CDF Save Logout

LT000001/2017-L
CANDIDATE Jane

Research experience

Welcome

General information

Host supervisor
personal details
research experience
list of publications
recommendation

Feedback

Preview recommendation

Preview application

Submission

Click "Add first line" in the table and enter the most recent data.

Adding and deleting lines
Clicking on the "+" button will add a line *below* the current line.
Clicking on the "-" button will delete the *current* line.
You can add a new first line by clicking "Add first line".

IMPORTANT INFORMATION ON SAVING YOUR DATA:

1. You must save each line separately by clicking "Save line". Save a line before moving to another, either to enter or edit information.
2. After completing the table save the whole page by clicking "SAVE" on the upper menu bar.

PLEASE NOTE: the number of characters in the "Institution ..." field of each line is limited to **200**.

From To Institution (city, country), position, area of research

Before leaving the page or logging off the application form, click the **SAVE** button to store the information on the HFSP server.

Technical problems should be reported to webmaster@hfsp.org

4.3. List of publications

Please list up to 10 of your publications.

They should be in areas closest to the applicant's proposed research and should include the titles, journals, authors and years.

Number your publications starting from "1".

4.4. Recommendation

The screenshot shows the HFSP (Human Frontier Science Program) web interface. At the top, it says "Welcome, Bob HOST SUPERVISOR". The main header includes the HFSP logo and the text "Human Frontier Science Program". Below the header is a navigation bar with "Personal profile", "LTF/CDF", "Save", and "Logout". The main content area is titled "Letter of recommendation" and is for candidate "LT000001/2017-L" named Jane. A sidebar on the left contains a menu with options: "Welcome", "General information", "Host supervisor" (with sub-links for personal details, research experience, list of publications, and recommendation), "Feedback", "Preview recommendation", "Preview application", and "Submission". The main text area contains the following instructions: "A host supervisor can only endorse one applicant in each competition year, either for a Cross-Disciplinary or for a Long-Term Fellowship. Please certify this and confirm that you endorse the research plan." It then asks the supervisor to "Please tick this box otherwise the applicant will not be able to submit the application." and provides a checkbox for the statement: "I acknowledge that this is the only applicant I will endorse, and that I have seen and approved the research plan." Below this is a "Please select:" dropdown menu with two options: "I have personally interviewed the applicant" and "I have not personally interviewed the applicant". There are also input fields for "Number of people in my laboratory:" with sub-fields for "Postdocs: 0", "PhD students: 0", and "Technicians: 0". At the bottom, it states "The evaluation criteria to be addressed are:".

In this section you will be required to provide a letter of recommendation assessing the applicant's qualifications and suitability to perform the proposed research.

You will first be asked to confirm that you are supporting only one applicant and that you have seen and approved the research plan. You will also be asked if you have interviewed the applicant and to indicate the number of postdocs, Ph.D. students and technicians who are currently in your laboratory.

You should endeavour in no more than 7,000 characters (including spaces and punctuation) to convince the review committee that the proposed research project is novel, high impact and provides an excellent opportunity for the applicant to expand their expertise to achieve their career goals.

If you are an early career scientist (i.e. in the first three years of setting up your first independent laboratory), both you and the applicant should address the common challenges facing new labs. Explain any plans for collaboration, access to experienced colleagues for troubleshooting, access to necessary infrastructure, whether the lab is fully functioning or still in the process of being set up, etc. The review committee appreciates the dynamic nature of new labs, but requires reassurance that the applicant has the environment they need to thrive.

The strongest letters contain details specific to the applicant and their research, and directly address the HFSP evaluation criteria. Be aware of [unconscious bias](#)¹ when writing your letter and try to capture evidence-based information as much as possible.

The **evaluation criteria** to be addressed are:

Originality and contribution: novelty of the proposed research project; the applicant's intellectual contribution in developing the proposal; expected impact of the proposed work; potential of the research to move the field forward.

Learning potential and knowledge exchange: the learning potential for the applicant through exposure to new techniques and literature; the knowledge/techniques the applicant will bring to the lab (particularly important for Cross-Disciplinary Fellowship applicants); unique synergy that will be achieved through hosting the fellow in the proposed laboratory.

Career development: alignment of what will be learned during the fellowship with the knowledge needed by the applicant to pursue their career goals; possibility of the proposed work to build the applicant's international network of collaborators; the suitability of the proposed host laboratory environment to nurture the applicant's career goals.

4.5. Feedback

This section **will not be sent to the review committee**, but is used by HFSP to improve our online system.

Any other information that cannot be included in the application may also be entered here. This information is **not accessible to the applicant**.

4.6. Preview recommendation

You can preview your personal details, research experience, list of publications, recommendation letter and feedback (if any).

4.7. Preview application

You can preview some sections of the applicant's application form, in particular the proposed research plan.

¹ PNAS 109 (no.41), 16474-79 (2012)

5. SUBMISSION

This is the last step in the process.

The applicant can only submit their application after your information has been submitted. Please ensure that you have filled in all mandatory fields before submitting.

You finalize by clicking “**Submit**”.

Both you and the applicant will immediately receive an email confirmation about the successful completion of this section of the application.

At this point you can no longer modify any field related to the host supervisor section.

6. TECHNICAL HELP AND TIPS

Automatic logout

It is important that you save the information you have input within 40 minutes or the connection with the HFSP website will be interrupted and you will lose the information you have entered.

Saving

Click “**SAVE**” before you leave a page or logout in order to save any information you have entered on the HFSP server.

Connection problems

If you experience problems accessing the extranet site, you might have encountered a bad internet connection and the error page is stuck in the cache of your browser linked to the address. In this case empty the cache and try again. It can also help if you add or remove the final / in the web address. If all else fails, try installing another browser.

Browsers

The extranet site has been tested successfully with:

Windows: Firefox > 35, Chrome > 40, Opera > 25, Internet Explorer 9, 10 & 11

Mac OS X: Firefox > 35

Linux: Firefox > 35, Chrome > 40

Other browsers were not tested and may produce errors.

Safari on Windows and Mac OS X have only limited functionality.

Please always use the last stable version of your browser.

Recommended browsers

Firefox: <http://www.mozilla.org/en-US/firefox/fx/>

Chrome: <http://www.google.com/chrome>

Opera: <http://www.opera.com/computer>