

## HFSP RESEARCH GRANTS INSTRUCTIONS FOR SUBMITTING A FULL APPLICATION

Applicants should read the following instructions carefully before filling in the application form. A page of information for institutional officials is pasted at the end of this file. The guidelines for applicants issued for the letter of intent can be consulted here: [LI2021 Guidelines](#).

### DEADLINE AND FORM OF SUBMISSION

#### What to submit:

- Several Word files of the application (scientific and administrative parts) must be uploaded to the HFSP site. The application will be converted to a PDF file which will be sent to you for verification before being sent to reviewers. See Technical Issues, paragraph 6, for further instructions. If any team member has received an HFSP grant in the **2015** award cycle or later, they must complete the 'Declaration of Previous HFSP Grant' and add it to the package (see below).
- Separate texts containing the Project Abstract, limited to approx. 2400 characters, (extracted from the full application) and the Public Abstract must be pasted directly into the forms provided on the HFSP site. The Public Abstract will be published on the HFSP web site if you are funded - it should not contain any privileged information: limit 2400 characters including spaces and punctuation.
- **Electronic copies of the signature pages should be sent to [grant@hfsp.org](mailto:grant@hfsp.org)**. Note that applications must be approved / signed by an institutional official from each team member's institution.

#### When to submit:

**The deadline for receipt of your uploaded electronic application is 10 SEPTEMBER 2020, 6 pm your local time.**

#### If you have difficulties:

- Contact [grant@hfsp.org](mailto:grant@hfsp.org)

### HOW TO FILL IN THE APPLICATION FORM

- **Technical issues (important to read before you start)**
1. The Principal Applicant should download a ZIP containing Word files for the application forms from <https://extranet.hfsp.org> using the login and password details from the letter of intent (the login ID is indicated in the email accompanying these instructions, there is a help facility on the extranet website if you have lost your password:
    - **Part A:** this file is the first part of the application and is for information relating to the project as a whole.
    - **Part B:** these files are for information concerning each team member. The Principal Applicant should send the relevant file to co-applicants.
    - Unfilled forms (labeled Grant\_PartA\_MAC\_RGXXX or Grant\_PartB\_MAC\_RGXXX) are provided in case of incompatibility issues – see below.

- Declaration of a previous HFSP grant: If any team member has received an HFSP grant (Young Investigator or Program Grant) in the **2015** award cycle or later he/she must complete this form and add it to the package to be uploaded.

- Publication and research support updates form: for articles accepted for publication and all research support granted after submission of the grant application.

**SAVE THESE FILES TO YOUR DESKTOP AS THEY WILL ONLY BE SAVED BY HFSP WHEN YOU SUBMIT THE COMPLETED APPLICATION.**

2. The files are provided in Word format only. Parts of the files are protected, which has the advantage that you can fill them in as forms on the screen without risk of changing the page layout. Protection is only used in forms. Items that require text of one page or more are not protected. In the protected items it is not possible to use Greek letters or character formatting (bold, italic, etc.). The unprotected items (overview, proposal, applicants' publication lists and previous grants held) accept freely formatted text. Please do not use formatted text in the abstracts.
3. When filling in the forms, please make sure that the tables do not expand to beyond one page.
4. You may attach a maximum of two pages of figures and tables to the end of the project proposal (Part A, Item 6), or insert the equivalent in the text (within this limit - figure legends are not included in the character count). Please do not use high resolution figures (figures and tables must not increase the final PDF file size by more than about 1 Mbyte)
5. You are advised to write the abstract, overview and proposal (Items 3, 5 and 6) in separate files before copying and pasting them into the field provided in the application form. Add the list of references and any figures (if not included in the text). You might have to adjust the format after pasting. You must count the number of characters, including spaces and punctuation, in each of these items using your word processor and enter the number in the box provided at the top of the page (the list of references should not be included in the character limit).
6. The Principal Applicant must submit several Word files: one Part A and Parts B from each applicant. We will assemble and convert your Word files into a bookmarked PDF which will be sent to you for verification before being used for the review process.  
If you encounter any technical problems, please contact [grant@hfsp.org](mailto:grant@hfsp.org) for advice with details (include the computer type Mac/PC), operating system (Mac OS + version, windows + version, Linux distribution) and Word version you are using. Your 'imaginative' solutions may block the creation of the PDFs. Mac users should not encounter problems. However, unfilled forms (labeled Grant\_PartA\_MAC\_RGXXX or Grant\_PartB\_MAC\_RGXXX) are provided in case you have problems with the pre-filled forms.
7. Please do not leave everything to the last minute. If you have problems of any kind you are welcome to contact us but allow enough time to get the upload to us by the deadline (bear in mind time zones...).

### **General Instructions**

1. The title of the research and the list of applicants must be identical to those on the letter of intent. No substitutions, deletions or additions of applicants are allowed. **In general, a maximum of information has been automatically transferred from your letter of intent. You should check this. You may make changes in all sections other than the title and team composition.**

2. English must be used throughout.
3. The text must be typed using **11 point, Calibri** (or equivalent) type. The characters to be used are limited to the 26 letters of the Roman alphabet, numbers, Greek letters and other symbols. **Use 1.5 line spacing for the abstract, overview and proposal.** Applications that do not conform to this format will not be accepted.
4. Do not exceed the required length limits. Applications that exceed the stated character limits will not be accepted. Appendices or other supplementary material will not be sent to the reviewers.
5. Signature pages (applicants and institution officials) should be sent separately as electronic scans to [grant@hfsp.org](mailto:grant@hfsp.org).
6. **PART A, which consists of items 1 to 6, must be completed by the principal applicant on behalf of the whole team. Each member of the team including the principal applicant must complete PART B, consisting of items 7 to 9. The principal applicant is responsible for coordinating the sections of the application prepared by the other members of the research team.**  
**No budget proposals are required – see [Guidelines](#) Section 5.6. If teams include two members from the same country 50,000 USD per year will be deducted.** This will be determined after the scientific review.

## PART A

### 1. COVER PAGE (ITEM 1)

Please check that the details from your letter of intent have been correctly transferred and correct or complete as necessary.

**Signatures.** The first page of the application must be printed and signed and dated by the principal applicant and the responsible institution official. It should then be scanned and sent to [grant@hfsp.org](mailto:grant@hfsp.org) together with the other signature pages. Do not use the highest scan resolution available as you may generate a picture file that will be too large for the mail system (use a size of 1 Megabyte maximum). The responsible institution official may be the provost, director of sponsored programs, vice-president for research, the individual who will be responsible for the administration and fiscal management of the program, or equivalent, should an award be made. He/she should be aware of the financial terms of HFSP funding which are not negotiable ([LI2021 Guidelines](#)).

### 2. APPLICANTS OTHER THAN PRINCIPAL APPLICANT (ITEM 2)

Applicants listed in item 2 take responsibility for a specific part of the project as described in items 5 and 6. The addresses given are minimal as the complete address is in our database from the letter of intent stage. Each scientist listed in item 2 must complete PART B of the application form, consisting of items 7 – 9, including signatures and endorsement by the responsible institution official. The signature page from each team member (applicant and institutional official) must be scanned and sent to the Principal Applicant for transmission to HFSP. The responsible institution official should be aware of the financial terms of HFSP funding (see [LI2021 Guidelines](#)).

You must indicate in sections 1 and 2 all active appointments if you have dual affiliations. (this should be also clearly indicated in your CV - see 7A).

### 3. ABSTRACT OF PROPOSED RESEARCH (ITEM 3)

Summarize the objectives, hypotheses, approaches and research plan. The abstract must fit on one page. Use Calibri 11 point type, 1.5 line spacing (approx. 2400 characters). You will also have to paste this project abstract directly into a form on the HFSP website – it will be used to pilot the review process.

#### 4. MAIL REVIEWERS (ITEM 4)

Please name six referees who could give authoritative written opinions on your application. They should not be members of your own institutions or cities, and they should preferably be located outside your own countries. They should not be, or have been associated with any of the applicants within the last 5 years. List up to 5 keywords or phrases that describe their fields of competence to enable a balanced set of reviewers to be chosen (note that two or three descriptors are normally sufficient). The referees chosen will not be restricted to those you suggest. You may request that direct competitors (including close collaborators) are not consulted – send the names by e-mail to [grant@hfsp.org](mailto:grant@hfsp.org) (this option is used only rarely by applicants).

#### 5A. OVERVIEW OF PROPOSED RESEARCH (ITEM 5)

This section should describe how the proposal meets the aims of the HFSP. The special feature of HFSP grants is that they support **programs of novel, interdisciplinary research that could not be undertaken without international collaboration; they are not intended to support ongoing research programs. Before starting we suggest that you consult the [Tips](#) section, particularly concerning the concept of [risk](#).**

This section should present clearly the scientific aims of the proposal. It should explicitly answer the following questions:

- Which aspects of the proposal are especially novel/innovative?
- Which collaborative elements are essential for the project to succeed; what makes the team more powerful than the sum of the individual contributions?
- If your application consists of more than 4 applicants (including the principal applicant) or if you have more than one applicant from any one country, explain the necessity of this for the interdisciplinary nature of the team as a whole.
- How did the idea of collaborating originate?
- How will the collaboration be conducted? **In the case of team members with dual affiliations they should specify where their part of the project will be conducted.**

Please ensure that this section contains all the above information and is self-explanatory. **Do not exceed 10 000 characters including spaces and punctuation (Calibri 11 point text, 1.5 line spacing).** State the number of characters in the box at the top of the page.

#### 5B. DIFFERENCE FROM ONGOING RESEARCH

This section should describe how this proposal differs from the ongoing research activities of each team member.

Please ensure that this section contains all the above information and is self-explanatory. Do not exceed 1 500 characters including spaces and punctuation (Calibri 11 point text, 1.5 line spacing). State the number of characters in the box at the top of the page.

#### 6. PROPOSED RESEARCH (ITEM 6)

Describe the objectives, hypotheses, approaches and background of the research proposed by the team, as well as the detailed research plan. This section should be organised like a scientific manuscript with a section of text (**maximum 30 000 characters** including spaces and punctuation, but excluding references, Calibri 11 point text, 1.5 line spacing) followed by a list of references (this can be single spaced) and up to two pages of data (figures and/or tables, including legends). You may choose to insert the figures within the text. Do not use high-resolution figures. **Inclusion of the figures and tables must not increase the final PDF file size by more than about 1 Mbyte.** State the number of characters in the main text in the box at the top of the page – **applications that exceed these limits will not be accepted.** Appendices or other supplementary material will not be accepted.

This section, compiled by the principal applicant in consultation with the other applicants, should integrate the different research strategies of the collaborators into a single, combined research plan. It should contain the following elements:

- scientific background of the proposal
- outline of the objectives and integrated research plan, and allocation of the research to each applicant. Hidden partners /collaborators should be avoided
- the necessity for international collaboration. This should include an explicit statement of which collaborative elements are essential for the project and how the collaboration will work (if more detail is required than was possible within the limits of the Overview - item 5 above)
- detailed description of the research project of each collaborating team member
- note that preliminary data are not necessary
- in the case of applications with theoretical components (e.g. mathematical modelling, bioinformatics), the theoretical approaches and their interaction with experimental strategies should be clearly described. The Review Committee includes members with appropriate expertise
- A discussion of potential problems and alternate strategies if these are encountered

## **PART B**

### **7A. CURRICULUM VITAE OF EACH APPLICANT (ITEM 7 A)**

Please check the data transferred from your letter of intent. Each member is asked to write institution names, etc. in English, as far as possible. You must indicate all active appointments if you have dual affiliations.

Applicants for Young Investigator grants should indicate their first independent position (not postdoctoral training period) with an asterisk. In the “Honors” field, please do not insert line breaks in the list if the text exceeds the available space.

### **7B. LIST OF PUBLICATIONS BY EACH APPLICANT (ITEM 7 B)**

- State the total number of co-publications with other members of the team (regardless of date). If there are none, write “NONE”.
- List co-publications since January 2015.
- State the total number of peer-reviewed publications (published, in press, accepted for publication) since January 2015.
- Provide a list of up to 10 publications or articles on [preprint](#) servers (**with titles** and full pagination) which have appeared in peer-reviewed journals during the past five years. If in your discipline, peer-reviewed conference proceedings are considered archival publications (i.e. they are reviewed based on the full manuscript, and are considered as prestigious as journals) you may list peer-reviewed conference publications that are particularly relevant to the application (this is often the case for non-biological disciplines). Please do not add information other than required above – introducing hidden advertisements/publicity will negatively affect the review of your application.

HFSP is a signatory to the San Francisco Declaration of Research Assessment ([DORA](#)) which we consider to be an incentive to evaluate research proposals on the basis of their content and not solely by the criterion of Journal Impact Factors (JIF). Reviewers at all stages of the HFSP grant application process are advised that they should consider the quality of the research published and/or proposed in an application. While productivity may be an important factor, the assessment will be based on the content of articles and not the JIF.

- Mark with an asterisk (\*) the publications most relevant to the proposed research. For papers in press make sure that important information is described in sufficient detail in the proposed research to enable the reviewers to assess its relevance. If you have been awarded a research grant by the HFSP before, indicate with a double asterisk (\*\*) those papers that arose from the grant (mark only papers acknowledging HFSP support).

#### **7C. SUPPORTING PERSONNEL FOR EACH APPLICANT (ITEM 7 C)**

- List the personnel to be paid from HFSP funds. You may only use HFSP funds for paying personnel who are working directly on the HFSP-supported project (possibly part-time). The funds are meant to support staff such as laboratory technicians, postdocs or research staff. They may not be used to pay personnel who are associated with your institutional infrastructure, such as administrative assistants or laboratory managers. Note that stipends may be paid to graduate students but not tuition fees.
- Describe the roles in the proposed research, of other personnel associated with your laboratory who will be involved in the project. (It is not necessary to describe those who will not be directly engaged in the research).

Do not include the curricula vitae of supporting personnel.

#### **8. CURRENT AND PENDING RESEARCH SUPPORT (ITEM 8)**

Describe all current support and pending research applications. State the title of the grant, the source, the period covered and the amount (including indirect costs).

Please provide an abstract in case of potentially overlapping research with the proposed project. You have to also inform us if a pending application is granted after the submission deadline (this information will be provided to the Review Committee).

#### **9. RESEARCH REGULATIONS AND APPROVAL (ITEM 9)**

State if there is a regulation regarding bioethical issues, intellectual or industrial property rights at the institution with which the member is affiliated. If your project involves manipulation of human, animal or tissue cells you should consider the ethical aspects and describe the procedures in your institution to obtain approval. Note that you cannot participate in projects where experiments, which would not be allowed in your own institution, will be conducted in partner countries.

**Item 9 must be signed by the applicant and a signature of approval is required from the responsible institution official.** The responsible institution official may be the provost, director of sponsored programs, vice-president for research, the individual who will be responsible for the administration and fiscal management of the program, or equivalent, should an award be made. The institutional official must approve the full application notably concerning sections 5, 6 and 7 of the Guidelines for applicants. The signed Items 9 from all applicants must be scanned and sent to the Principal Applicant for transmission to HFSP.

#### **DECLARATION OF PREVIOUS HFSP RESEARCH GRANTS**

Applicants who have previously been awarded an **HFSP research grant in 2015 or later** (not a long-term fellowship nor CDA), either as principal applicant or co-applicant, must provide information about the objectives and outcome of the former project, together with a statement of its relationship to the current application. If you have been a member of a previous research grant team, fill in the form for the most recent award only. State the award year, the names (with city and country) of the principal applicant and all co-applicants and the title of the project. Publications that arose from former grants must be marked in your publication list (item 7 B) with a double asterisk. If a further publication results from a recent HFSP grant after submission, please indicate the grant number (RGX000XX/20XX) at the end of the reference in the 'Publication Update' section

## **PUBLICATION AND RESEARCH SUPPORT UPDATES (SEE SEPARATE FILE)**

You may submit updates to your publication list after submission of the application up until **Monday, 4 January 2021** using the file provided. Send the information on the form provided as an email attachment to [grant@hfsp.org](mailto:grant@hfsp.org). List all manuscripts by applicants that have been accepted for publication or have been published in international peer-reviewed journals since the application was submitted. Do not duplicate information that was provided in the original application. Do not list submitted papers, manuscripts in preparation, abstracts, or book chapters. Provide applicant's name and the year of publication in bold letters. All research support awarded after the submission deadline has to also be indicated.

## **PROTECTION OF PERSONAL DATA**

### **Use of private data of HFSP applicants and awardees**

HFSP is committed to safeguarding your personal information in accordance with the Directive 95/46/EC of the European Parliament and of the European Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

The HFSP [Privacy Policy](#) explains how, and on what legal basis, we collect, store, and use personal information about you as an applicant or awardee for the HFSP Research Grant program or as any other person that interacts with our Organization.

The HFSP Privacy Policy also explains how we collect, store and use personal information in connection with HFSP awards.

### **Use of private data in your proposed research**

In case your HFSP funded research project involves the collection/processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction, etc.) or genetic information, please justify the need for their collection, discuss the possible ethical implications and how you will address them in the appropriate section of the HFSP Research Grant proposal.

In case your research involves observation of participants, please state whether any video or photo will be used publicly and describe the methods you will use to guarantee the privacy of the participants, including the informed consent provisions (if applicable). In case you are planning to use existing data, please specify if these originate from any available sources, and whether the use of the data has been authorized for secondary use (by the primary owner of the data who must also confirm that the informed consent included the possibility of a secondary use of data).

## TIPS

A number of promising full applications each year fail to convince the Review Committee for the following reasons:

- the project reads as simply supporting the ongoing research project of the principal applicant;
- the interactions between partners are only vaguely described and the committee has the impression that team members will be working in parallel rather than collaborating;
- the applicants fail to cite relevant background publications in the field and present a catalogue of techniques without stating the chosen approach;
- the committee are convinced that not all team members have read the project, this is particularly apparent in the case when there are serious errors in the presentation of the contributions of physical scientists ('he/she couldn't have read this'). A variant of the latter is a team member whose contribution is not integrated into the overall plan or who appears merely as a resource (mice, cDNAs, antibodies etc.) without receiving meaningful feedback from other team members;
- there is no indication of an experimental plan nor are there alternative plans if the initial approach does not work. The committee simply wants to be convinced that this has been thought through - they are not looking for 'milestones' or 'deliverables';
- applicants do not appreciate what HFSP understands by 'risk'. It is not simply that « It's risky because it may or may not work ». A hand waving « but we hope it will », followed by a few vaguely described experiments, will not convince the reviewers. What is expected is that the team is aware of the problem and that according to the team's calculations there is a reasonable chance that it will work. This might involve a discussion of the current limiting parameters of a technique, and the novel methods proposed that might bring improvements. For data analysis it might mean providing an estimate of the number and nature of data points to be collected and a discussion of the appropriateness of a computational tool to handle such a dataset.
- if the entire project depends on the success of a single initial experiment and no alternative plan is presented;
- if proposed modelling and mathematical methods are not presented clearly; applicants should be aware of the considerable modeling expertise on the committee Review Committee members are expecting equations, mathematical methods and discussions of the limits of the proposed approaches etc;

Given the program structure, it is impossible for us to reconvene the Committee for a second round of assessments each year, so you are advised to bear the above problems in mind when preparing your full application.

We look forward to receiving your application by the deadline of 10 September 2020.



## INFORMATION FOR INSTITUTIONS

This page is provided as information for applicants' institutional officials at the Full Application stage.

A signature is required. The first page of the application must be printed and signed and dated by the principal applicant and the responsible institution official. It should then be scanned and sent to [grant@hfsp.org](mailto:grant@hfsp.org) together with the other signature pages. The responsible institution official may be the provost, director of sponsored programs, vice-president for research, the individual who will be responsible for the administration and fiscal management of the program, or equivalent, should an award be made. He/she should be aware of the financial terms of HFSP funding which are not negotiable ([LI2021 Guidelines](#)).

**No budget proposals indicating the amounts per category of expenses are required – see Guidelines Section 5.6 [LI2021 Guidelines](#).**

- Indirect costs must not exceed 10% of the direct costs of each co-investigator's budget
- HFSP funds may not be used for the investigators' own salaries
- Starting dates: the research team must decide on a starting date for the grant, which is expected to be at the latest December 1<sup>st</sup> in the calendar year in which the award is made.
- Annual distribution of funds: each year, the investigators must decide on the distribution of the funds awarded, and the principal investigator must return an **Annual Budget Proposal** (form RG103) to the HFSP before the beginning of the next period.

For Ethical considerations, see section 6 of the [LI2021 Guidelines](#).

For Intellectual property rights and publications, see section 7 of the [LI2021 Guidelines](#).

*The HFSP budget is determined in US dollars. While payments may be requested in another currency, the amount in that currency will be determined by the exchange rate against the US dollar at the time of each transfer (and thus may vary for each annual payment). **HFSP reserves the right to wire funds in local currency.** After receipt of the funds, the grantee will have to confirm the amount assigned to the project. In the final financial report, due at the end of the grant, the amount received should correspond to the total declared during the grant period.*