Instructions to submit a proposal for an Accelerator Grant in ProposalCentral

This is not an open call to all, only the teams awarded this year will be invited to submit an application for an Accelerator Grant.

DEADLINE: Submission of the application for an Accelerator Grant: **24 September 2024, 1:00 PM (U.S. Eastern Time)**

USEFUL LINKS: Overview, Application guidelines, How to write an Accelerator Grant application Eligibility criteria for Accelerator team members

Only 3 signatures will be required: PI of the team, "Accelerator team member" and their administration (institutional official).
No budget proposals are required. Award sums are fixed: an additional amount of 100,000 USD will be awarded to the enlarged team for the second and third years of the grant.

All the sections of the application must be completed directly in the online form - please make sure that you save as often as possible, and before moving to the next submenu. To be on the safe side, you are advised to prepare all the texts for the scientific elements offline before pasting them into the system. Please note that ProposalCentral will require you to log in again if you have been inactive in the system for more than 20 minutes.

You can use the submenu "Validate" to check for any missing REQUIRED information at any time. All mandatory elements that are missing will be listed; and you can complete these before proceeding to the next step.

You may also print a PDF of your application via submenu "Print LOI". However, please note that the PDF is for reference only, the layout will be updated for the reviewers.

Please make sure that the Accelerator team member has registered and completed the mandatory fields in their Professional Profile at least 48 hours before this deadline.

Some instructions for completing the online form also appear as blue boxes in each submenu.
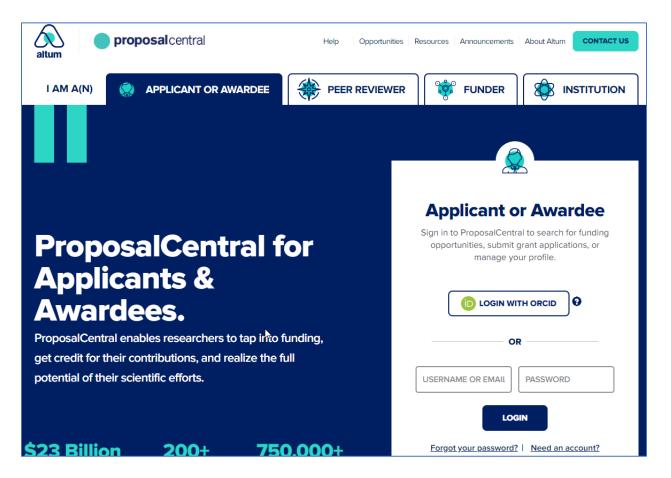
ACCESS

An application for an Accelerator Grant has been initiated for all the Research Grant teams awarded this year. However, please note that **only the PI of the team can "activate" the application on behalf of the team**. The other members of the team can be invited to participate in the writing of the proposal.

After discussion with the team and the potential Accelerator team member, the PI of the team will have to "activate" the application by adding a title to the application.

1. Connect to your [ProposalCentral](#) user account as "**applicant or awardee**" using your credentials (or "forgot your password?" if necessary).
   You can then consult your Professional profile and check/update your contact details if necessary (please also send us an email for major changes/moves).

2. Navigate to the Proposal tab and select the HFSP Accelerator Grant (make sure that the "proposal status" is set to ALL to see the proposal for the Accelerator Grant).
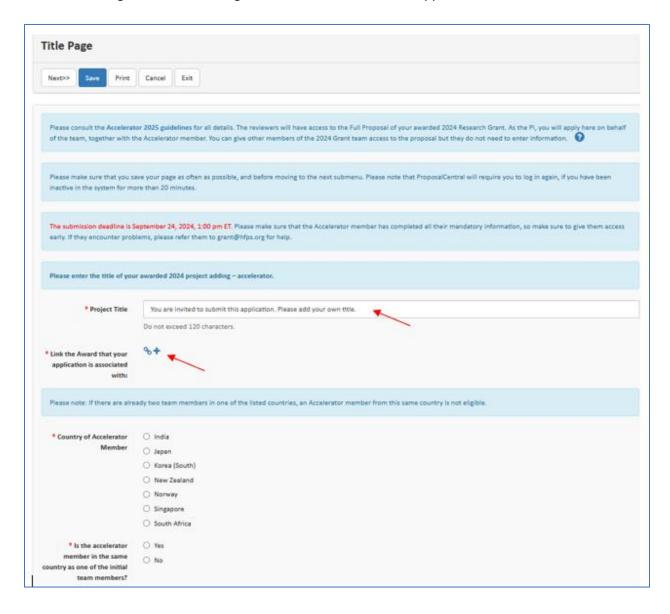
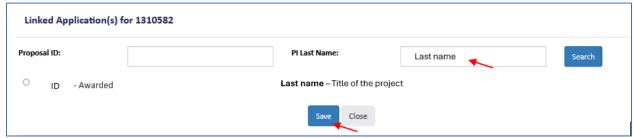## HOW TO ACTIVATE AND COMPLETE THE APPLICATION FORM

- **Submenu "Title Page"** (to be done by the PI of the team only)

Please enter the title of your application ("title of the 2024 awarded project – accelerator") and answer the remaining questions.

Note that adding the title and saving is sufficient to "activate" the application.

You will also have to "link" the Accelerator proposal to your 2024 awarded project. You need to click on the "linked application" icon – see the screen shot above, a pop up windows with further instructions will appear (see the screen shot below). You will just need to indicate your last name and the system will retrieve the awarded project to link to the Accelerator application.
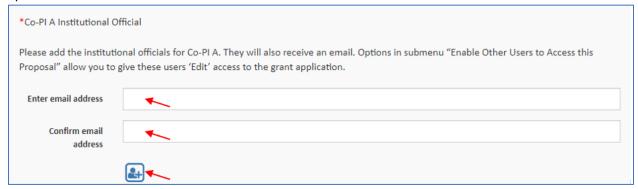

At this stage, if another member of the team needs to access this application (to complete the abstract or the Accelerator sub-project for example), they need to be granted access to the application using the submenu "**Enable Other Users to Access this Proposal**".

All the fields of the submenus "**Principal applicant**" and "**Principal applicant Confidential data**" will be prefilled with the information provided at the Full Proposal stage, please update if necessary:

- ## Submenu "PI institution and Administrators"

All the fields are also completed with the information provided at the Full Proposal stage but you will have to add the "**Co-PI A Institutional Official**", this is the person from the administration of the Accelerator team member (Co-PI A) who will sign the application. This is mandatory.
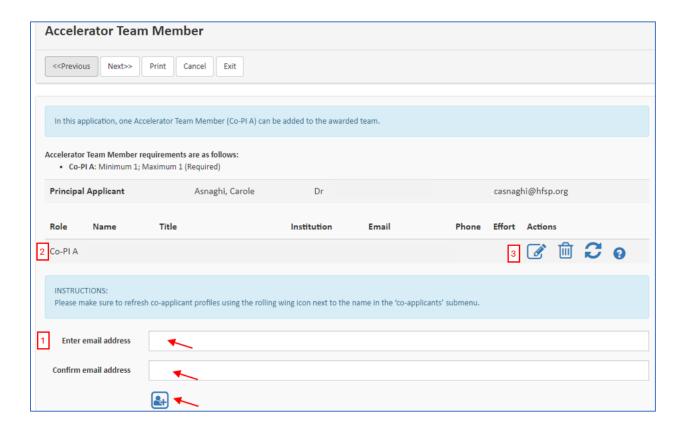
You can also add another institutional Official for the PI or a Financial official for the Co-PI A, but this is optional.

Administrators (institutional official of the Co-PI A) will receive an automatic email with instructions to connect and sign the application (they should connect to ProposalCentral as "**institution**" and use the email address of the automatic email).

- ## Submenu "Accelerator Team Member"

To add the Co-PI A to the application please enter their email address at the bottom of the page (screenshot (1)). Their name and email address will appear in the Co-PI A row (screenshot (2)).

The Co-PI A will then receive an email with information on how to access the application. They need to be given administrator access to the application (via the submenu **Enable other users**) to be able to work on the application.

Once connected to ProposalCentral, the Co-PI A can access the application via the tab "Proposal" and complete the missing information in the "**Contact Screen – Accelerator member**" using the "Edit" icon (in the far-right Action column - screenshot (3))

EDIT: will allow access to the application profile of the Co-PI A (**Contact Screen – Accelerator member)**. Some data can be prefilled if this person already exists in the system, if not all the mandatory fields will have to be completed.

Here is few additional information:

-institute: if your institute does not exist in the system (not in the list proposed via the search engine), please contact ProposalCentral directly (pcsupport@altum.com).

-CV (in the application form): please provide the following information for each position in the last 10 years (in chronological order starting with the current position):

Period	Institution, Department, University, City, Country	Position held*	Area of Research (for example, biophysics, molecular biology etc..)**

* *do not list editorial or review committee positions, prizes, publications or other achievements*
** not project titles

-number of publications: please only consider peer-reviewed papers including preprints on public servers, accepted publications and publications in press, but not manuscripts in preparation or submitted.
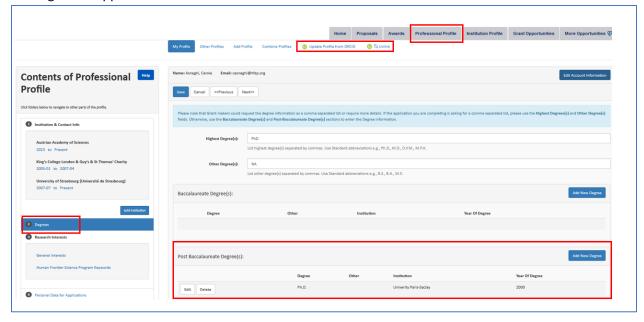
For the other sections, please follow the instructions available in the online form.

REFRESH: if the "ORCID ID" and "PhD or MD/PhD Degree or Equivalent" are empty (see screen shot below), these need to be completed in the **Co-PI A Professional Profile** and the application must be refreshed.

ORCID ID and "PhD or MD/PhD Degree or Equivalent missing in the application

How to complete ORCID ID and "PhD or MD/PhD Degree or Equivalent" in the Professional Profile if missing in the application

EDIT CONFIDENTIAL DATA: this is mandatory. We ask for the date of birth, gender and nationality of the Co-PI A. This information is not visible to reviewers (nor to other applicants) and will only be used for statistical analyses.

- **Enable Other Users to Access this Proposal**(only visible for users with administrator access)

Please enter the roles (Co-PI A) and define access permissions here (preferably Administrator).

To give other people access to the application, for example for the other members of the team (Co-PI1, Co-PI2…), type the email of the person in "Give User Proposal Access" and choose the correct permission level.

- **Submenu "Publications"**

Each team member needs to list 10 publications for the last five years (since January 2019). Publications can be added one by one using the "Edit" action button, but we advise you to import your published papers from your ORCID account into your Professional Profile and then choose them here. You may also enter preprints on public servers, accepted publications and publications in press, but these need to be added manually to the application, and they need to have a DOI.

To import your publications from ORCID to your professional profile in ProposalCentral please authorize PC to access your ORCID account in your professional profile. Answer the question "would you like to copy select ORCID profile data directly into your ProposalCentral profile" with YES. You can then select all sections or just Works/Publications (Funding information, for instance, has to be entered in ProposalCentral directly, not via ORCID).

In the Publication submenu, please choose up to 10 publications to add to your proposal (by using the "+" button).

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 and have a DOI) you may list peer-reviewed conference publications that are particularly relevant to the application (this is often the case for non-biological disciplines).

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 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.

- **Submenu "Abstracts & Keywords/Disciplines"**

Scientific Abstract of the Full Proposal of the original Research Grant project awarded 2024 (copied).

Public Abstract of the Accelerator Sub-project: Do not include confidential material or details on the methods to be used if you think this may be prejudicial to the project. It should be written for a broad audience, avoiding use of acronyms or terms that are only understood by experts in the field.
(2400 characters, including spaces and punctuation).

Disciplines: Select disciplines represented in the Accelerator sub-project (up to 5).

Keywords: select keywords for 1. Biological function, 2. Biological material, 3. Methods and instruments (up to 10 in total).

Additional Keywords: you should first select keywords from the list provided in the online form. If important keywords are missing in this list, you may add them in this free text zone

For keywords and disciplines, if you select more than the maximum allowed (i.e. 10 or 5) in each list, you will not be able to submit the application (this will be indicated in "Validate" where you can check whether everything is correctly completed).

- **Submenu "Accelerator sub-project"**

All the elements have to be typed (or pasted) directly in text fields of the online form. It is not possible to add any other material. Please consult the Application guidelines and "How to write an Accelerator Grant application".

Research plan for the accelerator sub-project: description of the new sub-project and explain how adding the new team member and sub-project will contribute to the success of this HFSP project. The special feature of HFSP grants is that they support novel, interdisciplinary research that could not be undertaken without international collaboration. Please outline which approach will be taken, which methods will be used, and which aspects of the added sub-project are especially novel/innovative?
(8000 characters, including spaces and punctuation).

Frontier Research: description of how the new sub-project will contribute to meeting the aims of the HFSP even better than with the original proposal.
(1600 characters, including spaces and punctuation).

Interdisciplinarity: description of which new disciplines/skill sets/concepts the new team member will bring to the team and how this will make the team more interdisciplinary.
(1600 characters, including spaces and punctuation).

Collaboration: how the integration of the new member originated, how will the collaboration be organized and in which way will the accelerator team member benefit from the inclusion in the team. (1600 characters, including spaces and punctuation).

- ## Submenu "Bioethical Considerations"

Check if there is a regulation regarding bioethical issues, intellectual or industrial property rights at the institution with which each member is affiliated. Note that you cannot participate in projects where experiments, which would not be allowed in your own institution, will be conducted in other team members' countries.
If the reply to one of the questions was yes in the initial application it has to be yes here as well, even if this does not apply to the new sub-project.

- ## Submenu "Validate"

Click the "Validate" button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.
Please make sure that the accelerator team member has filled in all mandatory information before the deadline – else the application cannot be submitted.

- ## Submenu "Signature Page/Print Application"

Please note that the Pdf is for reference only as it is still under development and the reviewers will be instructed to consult the application online. For information, you will receive a mail when a team member/institutional official signs the proposal.

- ## Submenu "Submit"

Before submitting your application please make sure to check the Application guidelines and the eligibility criteria if not already done.

Once the application is submitted, the Principal Applicant will receive an email of confirmation.