HFSP RESEARCH GRANTS

INSTRUCTIONS FOR SUBMITTING A LETTER OF INTENT

IN PROPOSAL CENTRAL

At the Letter of Intent stage no signatures are required (neither for the applicants nor for their administration).

No budget proposals are required. Award sums are fixed but if teams include two members from the same country, USD 50,000 per year will be deducted from the award sum. This will be determined after the scientific review.

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

DEADLINE

- Compulsory initiation of a Letter of Intent by obtaining a reference number: **19 March 2024, 1:00 PM (U.S. Eastern Time)**
- Submission of a Letter of Intent: **28 March 2024, 1:00 PM (U.S. Eastern Time)**

Please make sure that all team members have registered and completed the mandatory fields in their Professional Profile at least 48 hours before this deadline.

- Submission of Full Proposals: mid-September 2024, on invitation only

Link to create an account: https://proposalcentral.com/

You can contact HFSP at grant@hfsp.org for any general question related to the grant program. For technical support, you can contact ProposalCentral at pcsupport@altum.com or by calling toll-free 1-800-875-2562 (U.S. and Canada) or 1-703-964-5840 (international direct dial). Technical Support hours for ProposalCentral are 8:30 am ET to 5:00 pm ET Monday - Friday.

STEPS FOR THE INITIATION AND SUBMISSION OF THE LETTER OF INTENT

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 missing required elements of information are listed, you can complete any missing information 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 is still under development.

- **Create your account and complete your Professional profile**

Principal Applicants must initiate Letters of Intent in ProposalCentral (PC). They will first have to set up an account if they are not already registered in the PC database - detailed instructions can be consulted here, these are not specific to HFSP applicants. Please note that links to activate an account or retrieve login details expire after 24 hours.
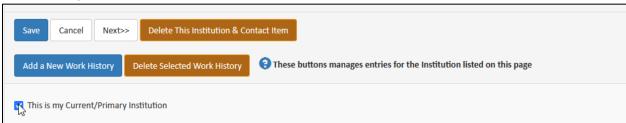
Once logged in, navigate to your Professional profile and complete only the following sections (other information, e.g. CV, has to be entered in the application itself):
- Section 1. Institution & Contact Info
For the institution: use the search engine available in the system and select the name of your institution in the proposed list (preferably with a "confirmed" status). If the status of your institution appears as "unconfirmed", this has no consequences for your application.
In the unlikely case that the system finds "no Matching Institution", please use the "Request a new institution profile " button and enter the name of the University (not the Department or Faculty/School). You will have to provide the name of a person in the central administration of your institution who can confirm that the information is correct. ProposalCentral will check the information and add the institute. Please contact ProposalCentral (pcsupport@altum.com) if you encounter difficulties.
Once you have selected the right institution, please tick "This is my Current/Primary Institution" in your Professional profile.
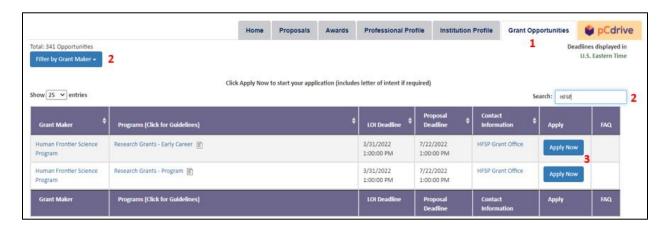

- Section 2. Degrees
- Section 7 Publications (you can import your publications from your ORCID account, see submenu **Publications** in the application form).
- Section 10. Account Information. In Section 10 you can update your email address, password and security questions as needed.
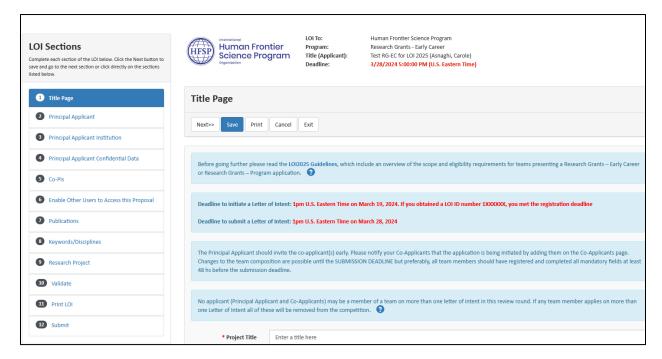
You will also have to connect your ProposalCentral account to your ORCID ID, using the button "Create or Connect your ORCID ID" in the upper menu of the Professional profile. Please note that an ORCID ID is mandatory for the application.

If you have several PC accounts associated with several email addresses, you can use the option "Combine Profiles" (upper menu of the Professional profile). Please follow instructions on the page or contact pcsupport@altum.com if needed.

- ## Initiate and submit a Letter of Intent

After completing the Professional Profile, the Principal Applicant should navigate to "Grant Opportunities" and filter by Grant Maker or search HFSP to access the "apply now" button – be sure to apply for the right category (Early Career or Program) – see the screen shot below for more information.

- ## Submenu "Title Page"

Please enter the title of your application and answer the remaining questions.

- **Submenu "Principal Applicant"**

Most of the information for the Principal Applicant will be automatically prefilled with the data registered in the Professional profile, if mandatory fields are still empty, please add the required information (in your Professional Profile or directly in the application form). If the name of the institute has not been completed in the Professional Profile this will have to be entered twice in the application (submenus "Principal applicant" and "Principal applicant institution").

For the "Prefix", indicate the title you would like us to use for correspondence (Dr., Prof.) – to be completed in your Professional Profile (in section 10 "Account information").

To update the degree information, please select the "Edit Professional Profile" button available on this page and navigate to Section 2 – Degrees.

For the CV please provide the following information for each position held in the last 10 years (in chronological order starting with the most recent): the period, Institution with department, city and country, the position held and area of research. Please do not list editorial or review committee positions.

For the number of publications, please only consider peer-reviewed papers including preprints on public servers (with DOI) but not manuscripts in preparation or submitted.

For the other sections, please follow the instructions available in the online form.

- **Submenu "Principal Applicant Institution"**

Primary affiliation: contact details of the Principal Applicant will be automatically prefilled with the data registered in the Professional profile if you are already in the system (new users will have to add their institution again), if some mandatory fields are still empty, please add the required information. You can also use the button "Change Institution" if corrections are necessary. Please contact PC support if you encounter difficulties.

Secondary affiliation: please indicate if you have a secondary affiliation and give the contact information in the dedicated field. Please note that all affiliations are considered for eligibility checks and award level.

- **Submenu "Principal Applicant Confidential Data"** only visible for Principal Applicant

In this section we ask for the date of birth, gender and nationality of the Principal Applicant. This information is not visible to reviewers (nor to other applicants) and will only be used for statistical analyses.

- **Submenu "Co-Applicants"**

The Principal Applicant will have to add all the members of the team (Co-PI 1, Co-PI 2...) via the submenu "Co-applicants". Co-Applicants should be given administrator access rights for modifying and submitting the proposal (edit access rights will only enable Co-Applicants to fill in but not submit the application). Access rights have to be determined in the submenu "**Enable other users to access this proposal**". Only users with administrator access can see this submenu.

To add Co-Applicants, please enter the e-mail address of the person you wish to invite. Click the "Add contact" icon (see above) to open the contact form. It is not necessary to complete all fields of the contact form, but just add the role, first and last names - the other mandatory fields can be completed by the Co-Applicant. If the person is already registered in ProposalCentral, some information will be pre-loaded into the contact form. Please note that an alert may appear indicating that the contact form is incomplete, but the information that you typed will be saved and the Co-Applicant added to the team. To delete a person from the table, click the "Delete" icon.

To visualize changes in the team composition, please use the browser's refresh button to update the page.

Once you have added Co-Applicants to the application, they 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.

For Co-applicants: it is best to first complete the Professional Profile (see PI's sections above) and access the application via the section "Home" of your ProposalCentral account to complete the missing information on the "Contact Screen" using the "Edit" icon (in the far-left Action column) – for details see instructions for the **Principal Applicant** submenu.

Degrees and ORCID profiles are added in the Professional Profile but it is mandatory to refresh the online form to update the application with these (see here for more information).

For the name of the institute, we recommend to use "Search Institution" and select the name of your institute. Please consult the Principal applicant's section for more details (Section 1. Institution & Contact Info).

Note: Changes made to the Co-Applicant's contact information that are not pulled from the Professional Profile will be for this proposal only. Permanent changes must be made in the person's Professional Profile. If necessary, latest data from the Professional profile can be imported by using the icon "REFRESH"

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– see above. You reach the Professional profile easiest by returning to the tab in your browser, in which you logged in to ProposalCentral, do not use the "go back" arrow.

Please note that if the "confidential (demographics) data" are not completed, these fields will appear as missing under "Race and Ethnicity" on the validation page, but be sure that we do not ask for race or ethnicity information – the language will be changed.

- **Submenu "Enable other users to access this proposal**" (only visible for users with administrator access)

Please enter the roles *(Co-Applicant 1,2,3)* and define access permissions here (preferably Administrator).

To give other people access to the application, type the email of the person in "Give User Proposal Access" and choose the correct permission.

- **Submenu "Publications"**

Each team member needs to list up to 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 your professional profile or 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 the 10 publications to add to your proposal (by using the "+" button). Joint publications among team members need to be listed separately on the 'Title' page.
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 "Keywords/Disciplines"

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 the free text zone

Disciplines: Select disciplines represented among the members of your team (up to 10).

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

For keywords and disciplines, if you select more than 10 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 "Research 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 "Writing a Letter of Intent".

-Abstract: summarize the objectives, hypotheses, approaches and research plan - limit 1,200 characters (including spaces and punctuation).

-Subprojects: There are 4 boxes, please use as many boxes as your team has members starting with the Principal Applicant of the team. *If there are 5 members in the team, Co-Applicants number 3 and 4 will share the same Subproject field using only 1,200 characters each to describe their own contribution to the project.*
A Team members should each first indicate their Name and Research Discipline and then describe their subproject (1,200 characters, including spaces and punctuation), with a clear indication of the role played in achieving the goal of the team as a whole. Use this space for the scientific contribution, do not repeat details that are in the CV here.

For each of the following fields please consult the instructions online for more information
-Frontier Science
This is a new field to emphasize the frontier character of your proposal (1,600 characters)
-Interdisciplinary and collaborative aspects
-Collaborative aspects
-5 key references
Key references should represent important papers on the topic of the proposal and may include your own and other scientists' publications.

- ## 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 all team members have filled in all mandatory information before the deadline – else the application cannot be submitted.

- **Submenu "Print LOI"**

The PDF is for reference only, the layout is still under development.

- **Submenu "Submit"**

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

PROTECTION OF PERSONAL DATA

Use of private data of HFSP applicants and awardees
HFSPO 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 regards to the processing of personal data and on the free movement of such data.

The HFSPO 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.

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).