HFSP RESEARCH GRANTS

INSTRUCTIONS FOR SUBMITTING A FULL PROPOSAL

Invited applicants should read the following instructions carefully before filling in the online application form. Instructions for completing the online form appear as blue boxes in each submenu. A page of administrative information for institutional officials is available at the end of this file. The guidelines for applicants issued for the letter of intent can be consulted here: LI2022 Guidelines.

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.

DEADLINE

The submission deadline is September 14, 2021, 1:00 pm ET. 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.

Technical Support hours for ProposalCentral are 8:00 am ET to 5:00 pm ET Monday - Friday. 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). You can contact HFSP at grant@hfsp.org for any other question.

STEPS FOR THE SUBMISSION OF THE FULL PROPOSAL

Most sections of the proposal 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. The Proposed Research, only, is completed using a Word template to be downloaded via submenu “Research Project”. 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 or files 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 “Signature page/Print application”. However, please note that the PDF is incomplete for the moment, the final version will only be available on August 30th (the modifications will mainly concern the Co-Applicant and Publication pages).
• **Access your account/application and Professional profile**

We have now initiated your proposal in the system and automatically created a temporary account in ProposalCentral for all Principal Applicants. This account is associated with the email address used to reach you (the email address that you provided for the letter of intent). If you had already created an account in ProposalCentral with the same email address the proposal will appear in “Home”. If not please use “forgot your password” on the ProposalCentral welcome page and follow the instructions to access your account. Co-applicants will have to create an account in ProposalCentral.

Once you have created/updated your account, navigate to your Professional profile and enter only the following information (other information on the CV etc 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 “confirmed” status). If you need to create a new institute, ProposalCentral will be notified and will check the information – 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 "Create New Institution" 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, please contact ProposalCentral (pcsupport@altum.com ) if you encounter problems.
- **Section 2. Degrees**
- **Section 7 Publications** (you can import your publications from your ORCID account, see submenu **Publications**).
- **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 already had an account associated with a different email address, you can use the option “Combine Profiles” (upper menu of the Professional profile). Please follow instructions on the page or contact pcsupport if needed.

• **Submenu “Title Page”**

Please enter the title of your application, it should be identical to the title of the Letter of Intent.

• **Submenu “Download templates & Instructions”**

You can download these application guidelines, as well as the template for the Proposed Research (also available in submenu “Research Project” for more details).
• **Submenu “Principal Applicant”**

Most of the information for the Principal Applicant will be automatically prefilled with the data registered in the Professional profile, if some mandatory fields are still empty, please add the required information.

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

You will also have to complete your CV (Research experience), Current research support and pending research applications, and previous HFSP research grants if you were awarded an HFSP research grant in 2016 or later.

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). Please list all active affiliations as follows:

Period / Institution, Department, University, City, Country / Position held – do no list editorial or review committee positions /Area of Research (for example, biophysics, molecular biology etc..) but not project titles.

Example:

10/2020-: University of Tokyo, Dept. of Biological Sciences, Tokyo, Japan / Associate Professor / Genetics

01/2018-09/2020: National Institute of Genetic, Mishima, Japan / Associate Professor / Integrated Genetics

For the 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.

• **Submenu “Principal Applicant Institution and Administrators”**

Contact details of the Principal Applicant will be automatically prefilled with the data registered in the Professional profile, you can use the button “Change Institution” if corrections are necessary (if you do not find the new institution in the system, you need to make the change in your professional profile, not here).

**Primary affiliation**: the name and address of your institute is prefilled with the information from your professional profile, if some mandatory fields are still empty, please add the required information.

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

**Institutional officials**: This 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 (LI2022 Guidelines). The Principal Applicant’s institutional official will need edit access (see submenu Enable other users) to be able and sign this application. This person will receive an email when you add him or her.

Financial officials: This is the person who will sign financial reports if you are awarded a grant. This person does not have to sign this application now, but we need the name. This person will receive an email when you add him or her.

For the moment it is only possible to add institutional and financial officials for the Principal Applicant of the team. Please use the tool “add” available on this page and follow the instructions. This section will be updated on August 30th for the other team members to add the names of their institutional officials (mandatory - you will be informed by email) – it is not necessary to add financial officials for the Co-applicant(s) at this stage.

For the full proposal we will only need the signatures from all the applicants and the institutional official of the Principal Applicant. We do, however, ask all team members to make the administrative information available to their institutional officials as they contain information that will be important in case your team is awarded.

- Submenu “Co-Applicants”

The Principal applicant will have to add all the members of the team (Co-applicants) via the submenu “Co-applicants”. Co-applicants should be given administrator access rights for modifying the proposal and adding the names of their institutional officials (it is not possible to add institution officials for the Co-applicants for the moment, this will be possible from August 30th. You will be informed at that time). 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.

The team must be identical to the team that submitted the letter of intent. No substitutions, deletions or additions of applicants are permitted. If you make changes, please use the refresh button of the browser to update the page and see the structure of the team.

To add Co-applicants, please enter the e-mail address of the person you wish to add. 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 him/herself. 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.
Once you have Co-applicants to the application, they receive an email from the system. They need to be given administrator access to the application (via submenu **Enable other users**) to be able to work on the application. They can access the application via the section “Home” of their ProposalCentral account and complete their information on the “Contact Screen” using the “Edit” icon (in the far right Action column) – for details see instructions for the **Principal applicant** submenu. Note: Changes made to the person’s contact information 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” – see above. Please not that the ORCID number and PhD degree (or equivalent) should be completed in the Professional profile (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).

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

Please enter the roles and define access permissions here.

Co-applicants:
Co-applicants must have “Administrator” access permission to be able to complete the online form (and add their institutional officials, if they have “Edit” access permission, the Principal applicant can add the institutional officials for all the team members when this will be available).

Institutional officials:
- for the Principal applicant: “Edit” access permissions to be able to sign the application online. The Financial official is not requested to sign and does not need access permission.
- for the Co-applicants: Institutional officials do not need access permissions, but can be given “View” access permission to be able and read the application (reminder: Institutional officials for the Co-applicants cannot be added for the moment, we will send you further information on how to proceed later).

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”**

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. 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 up to 10 publications from the last 5 years, since January 2016, to add to your proposal (by using the “+” button). In addition, choose all joint publications with other team members. Flag these co-publications by # in the author field, by opening the entry using the edit action (far right). Flag the publications most important for the proposal with an asterisk *. Note that these flags will not be visible on the page, but they will be seen in the Pdf provided to reviewers.

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 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.

- **SubMenu “Abstracts & keywords/disciplines”**

*Scientific Abstract* (for review): summarize the objectives, hypotheses, approaches and research plan - limit **2 400 characters** (including spaces and punctuation).

*Public abstract* (to be published on the HFSP web site if your project is funded, this should not contain any privileged information - limit **2 400 characters** (including spaces and punctuation).

*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 (please separate keywords by “;“).

*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”**

Most elements have to be typed (or pasted) directly in text fields of the online form. Only the research plan with reference list and figures/tables has to be uploaded as one Pdf file, see the specifications below.
Overview: In this section you should explain how the proposal meets the aims of the HFSPO and summarize the scientific aims of the proposal. Keep in mind that HFSP grants support programs of novel, interdisciplinary research that could not be undertaken without international collaboration; they are not intended to support ongoing research programs.

The following questions should be addressed:
(a) which aspects of the proposal are especially novel/innovative?
(b) which collaborative elements are essential for the project to be pursued?
(c) which different disciplines are represented among the team members?
(d) how did the idea of the collaboration originate?
(e) 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.

This section should not exceed 8,000 characters (including spaces and punctuation) - do not include figures or tables here.

Difference to ongoing research, this should describe how this proposal differs from the ongoing research activities of each team member. Do not exceed 1,500 characters.

Interdisciplinarity: only if your team consists of more than 4 members (including the Principal Applicant) or if your team has more than one member from any one country, explain the necessity of this for the interdisciplinary nature of the team as a whole. Do not exceed 1,500 characters.

To be uploaded as one Pdf file (Proposed Research – use the template provided and save as Pdf)

Proposed research: 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 organized like a scientific manuscript with a section of text followed by a list of references. You may choose to insert the figures and tables within the text or provide them separately at the end of the section.

This section should integrate the different research strategies of the collaborators into a single, combined research plan. It should contain the following elements:
1. Scientific background of the proposal
2. Outline of the objectives and integrated research plan, and allocation of the research to each applicant. Hidden partners /collaborators should be avoided
3. 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 given in the Overview)
4. A detailed description of the contribution of each collaborating team member
5. 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.
6. A discussion of potential problems and alternate strategies if these are encountered.

Please note that preliminary data are not necessary.

**Formatting Requirements (please use the template):**

The final pdf-file should not exceed 4 Mbytes.
Maximum 30 000 characters including spaces and punctuation in the main text with tables and figure legends, but excluding the references.
Type size: Calibri 11 point text, 1.5 line spacing (references and figure legends can be single spaced)
Figures and tables: up to two pages of data (can be inserted in the text) including legends. Do not use high-resolution figures.

- **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. If your project involves manipulation of human subjects, animals or tissue cells you should consider the ethical aspects and describe the procedures in your institution to obtain the Institution Official’s approval. 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.

- **Submenu “Mail reviewers”**

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, and should not have other conflicts of interest. List up to 5 keywords 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 (this option is used only rarely by applicants).

- **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 and signed before the deadline – else the application cannot be submitted.

- **Submenu “Signature page/Print application”**

Please note that the format of the Pdf will be improved before it is sent to the reviewers.
For information, you will receive a mail when a team member/institutional official signs the proposal.
• **Submenu “Submit”**

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

**RESEARCH SUPPORT AND PUBLICATION UPDATES**

HFSP requests that you update us if your team has been awarded research support from another funding source, after submission deadline, before **Monday, 4th January 2022**. If you received funding for an overlapping or similar project, please also add the abstract for reviewers to check. You can download the template (Research Support and Publication Updates) in the submenu “Download templates and instructions”.

You may also submit updates to your publication list until that date using the same file. Send the information on the provided form to grant@hfsp.org. List manuscripts by all team members (mark the applicant’s name in bold) that have been accepted or published in peer-reviewed journal since the proposal was submitted. Do not duplicate information, and do not list submitted papers, manuscripts in preparation or book chapters.
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.

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 14 September 2021.
INFORMATION FOR INSTITUTIONS

This page is provided as information for applicants’ institutional officials at the Full Proposal stage.

At this stage we only request a signature from the institution official of the Principal applicant – online signature. 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 (LI2022 Guidelines).

No budget proposals indicating the amounts per category of expenses are required – see Guidelines Section 5.6 LI2022 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 1st 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 HFSPO before the beginning of the next period.

For Ethical considerations, see section 6 of the LI2022 Guidelines.

For Intellectual property rights and publications, see section 7 of the LI2022 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.