Long-Term and Cross-Disciplinary Fellowships 2021

Instructions for referees

A **referee** is defined as a peer scientist who is familiar with the applicant's scientific career. Recommendations from two referees are required, with at least one letter from a former research supervisor.

The HFSPO online system provides an interface that allows participants in all HFSPO 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.

The applicant for whom you have been asked to provide a recommendation letter entered your contact email. This triggered an automatically generated email from the HFSPO application server, which contains your registration information.

You do not have access to the applicant's research proposal or CV.

The fellowship applicant does not have access to the referee section.

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

The applicant's submission deadline is **August 27, 2020 at 1:00 p.m. applicant's local time**.

It is essential that you complete and submit your letter of support and personal details before the applicant's deadline.

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

An applicant for an HFSP fellowship selected you as a referee and you received an automatic email containing a link to activate your HFSP account.

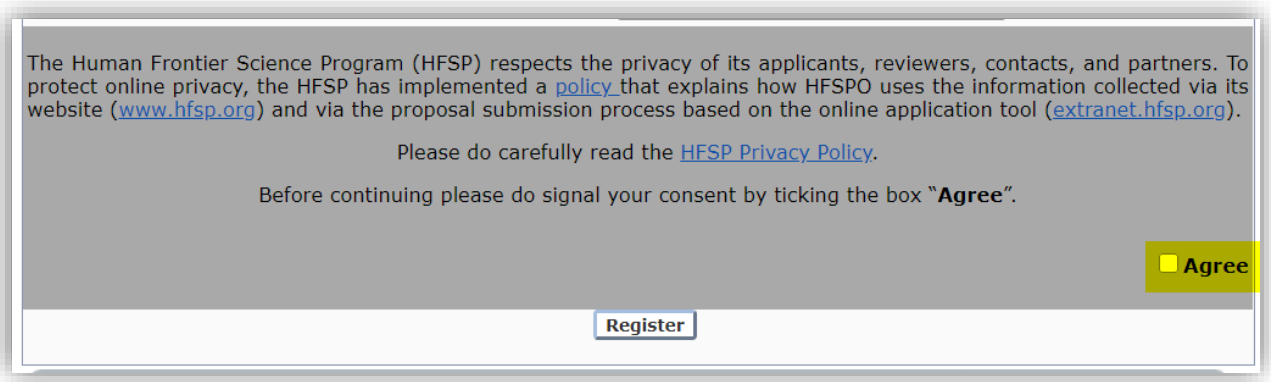
By clicking on this link, a registration screen appears on which you should:

- indicate your nationality and date of birth*,
- select a security question and register an appropriate answer.

**Your nationality and date of birth are used by the HFSPO 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.*

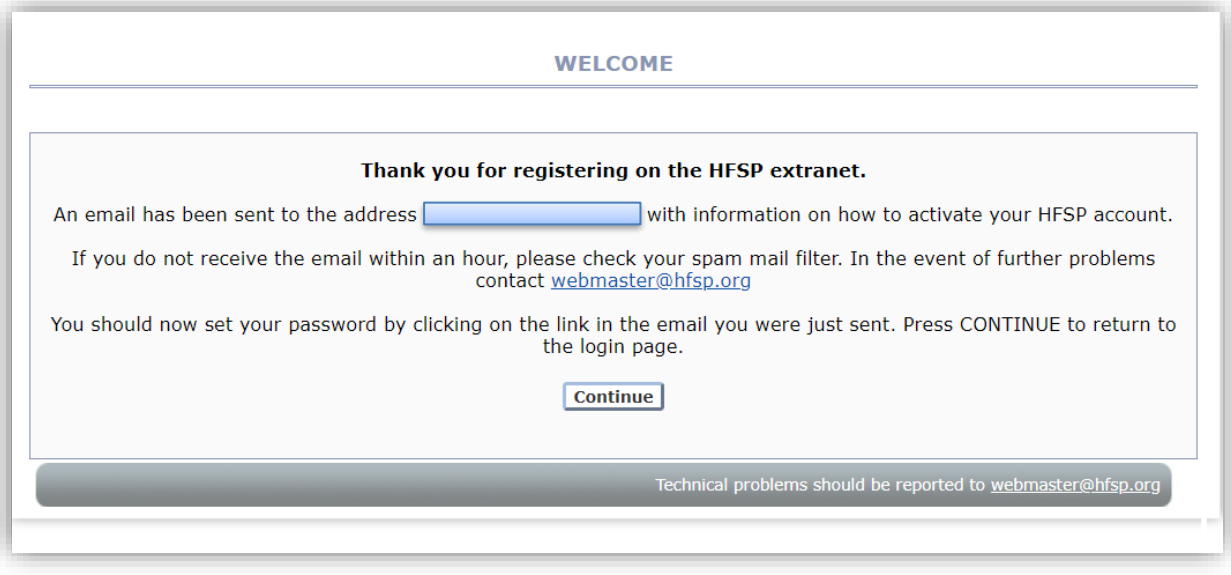
Please make corrections to your surname (family name) and first name, if necessary.

You also need to give your consent for HFSP's privacy policy by ticking the box "**Agree**".



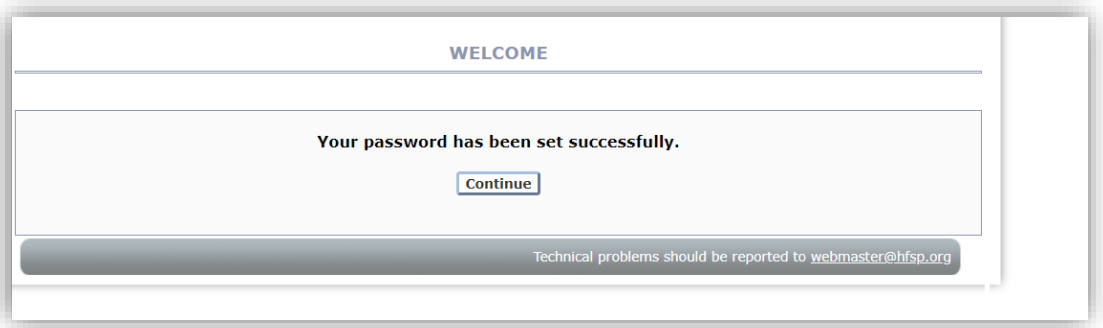
Once you have completed the requested information, ticked the "**Agree**" box and clicked the "**Register**" button, you will

- receive an additional email (with a link enabling you to set and confirm a password)
- see following screen:



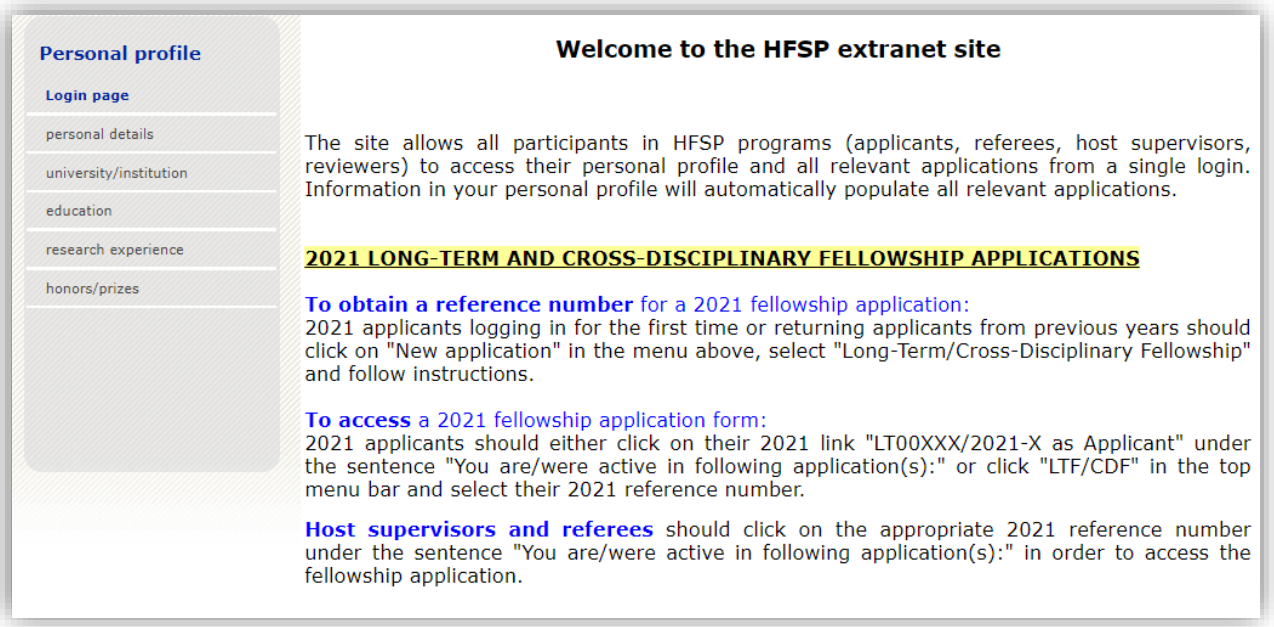
The next step is to set your password. To do so, you will need to click on the link that was emailed to you. This link brings you to following screen:

An interim screen will confirm that your password has been registered successfully.

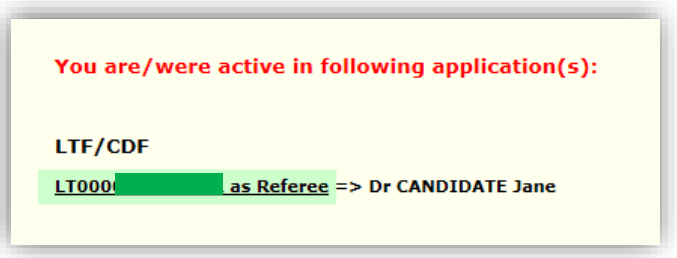


Clicking the "**Continue**" button after you have set your password brings you again to the page with the HFSP privacy policy, which needs to be agreed once more.

After that, **you will be in your HFSP account**.



Under the sentence "You are/were active in following application(s):"click on the link:
"LT00…./2021-L *(or LT00…./2021-C)* as Referee => XXXXX"(XXXXX=applicant's name).



For information, at the end of the reference number,

- the letter "**L**" stands for "**Long-Term**" and
- the letter "**C**" stands for "**Cross-Disciplinary**".

This will connect you to the fellowship application for which you have been asked to prepare a letter of recommendation.

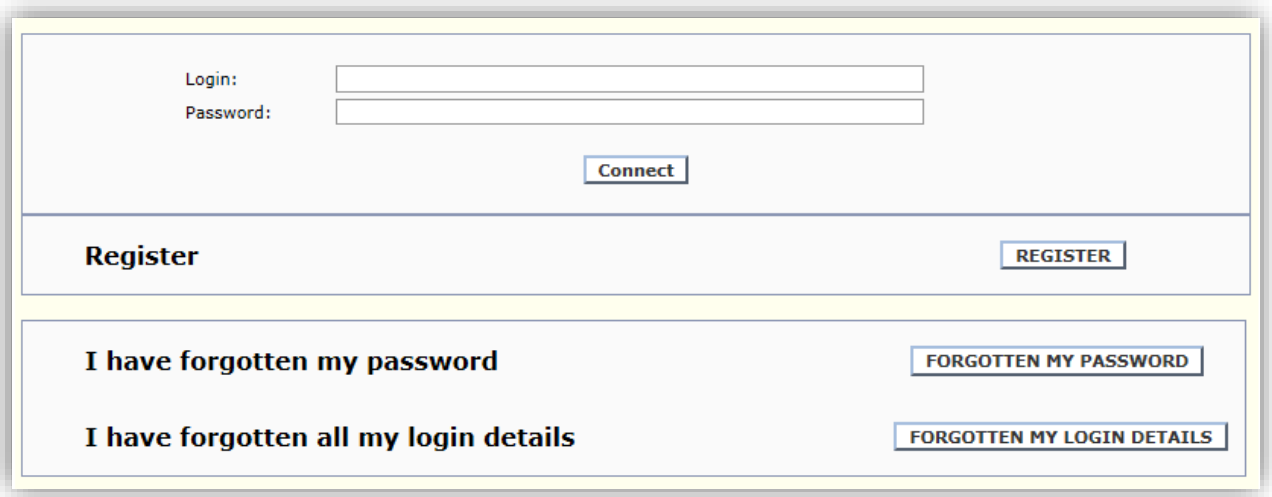
2. IF YOU ARE RETURNING TO YOUR HFSP ACCOUNT

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.

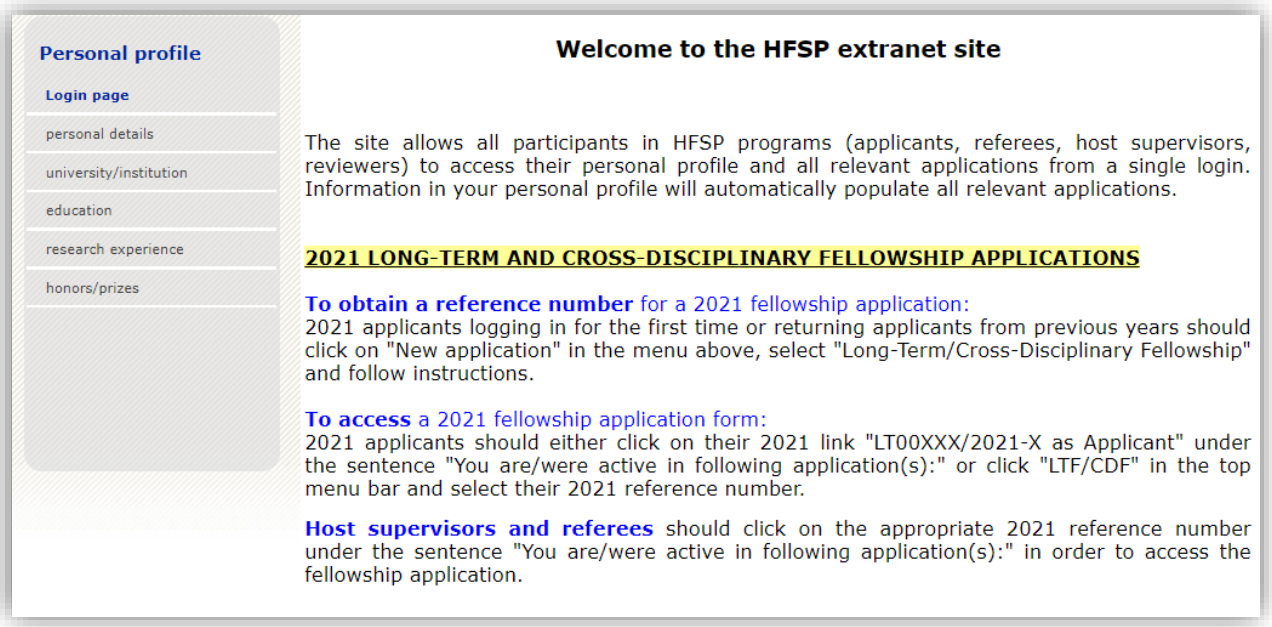
Your login was indicated in the automatic email you received when the applicant selected you as a referee.

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”.



After you connect to our extranet site, if you have not done so already, you may need to give your consent for HFSP’s privacy policy and you will then arrive directly in your **HFSP account.**



Under the sentence "You are/were active in following application(s):"click on the link "LT00…./2021-L *(or LT00…./2021-C)* as Referee => XXXXX"(XXXXX=applicant's name).

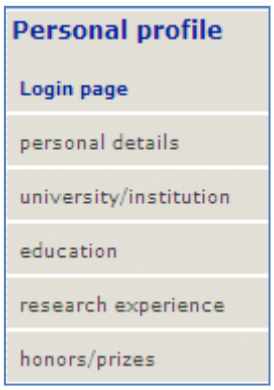
For information, at the end of the reference number,

- the letter "**L**" stands for "**Long-Term**" and
- the letter "**C**" stands for "**Cross-Disciplinary**".

This will **connect you to the fellowship application** for which you have been asked to prepare a letter of recommendation.

3. PERSONAL PROFILE

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



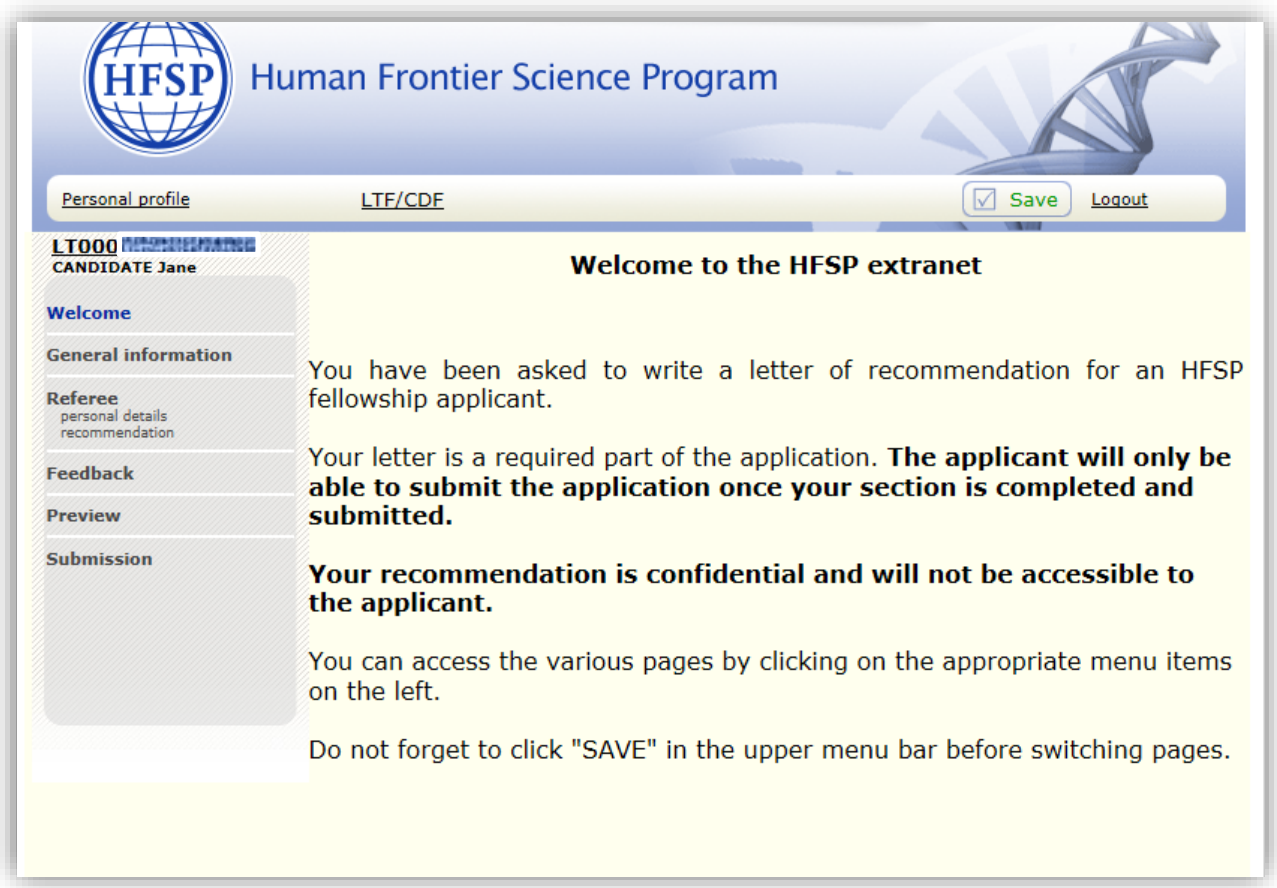
If you are new to HFSP and your only role is as a referee, **you do not need to complete this section.**

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 REFEREE SECTION

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



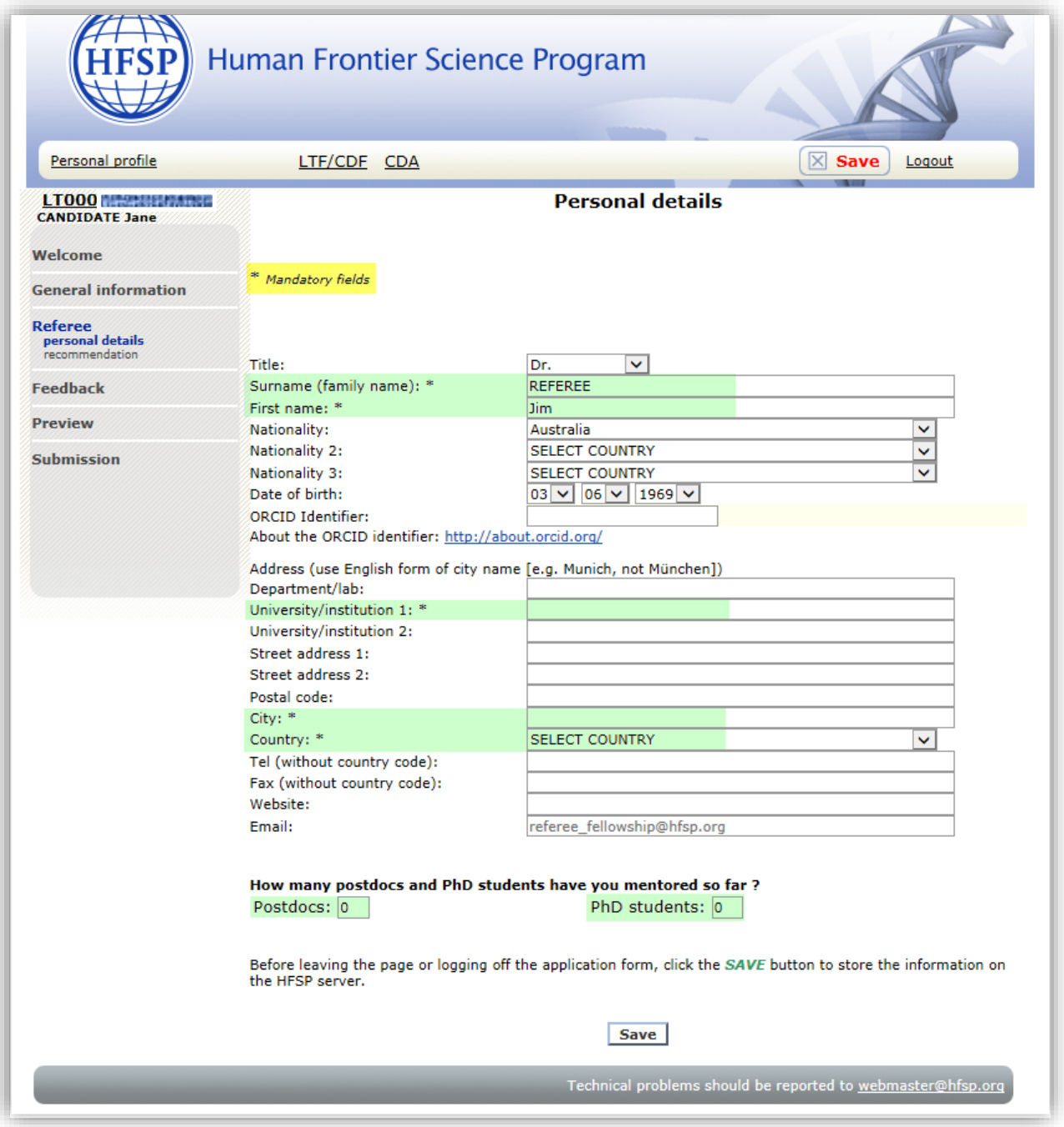
The menu on the left hand side of the welcome page provides access to the sections of the application you must complete.

A referee has to fill in the menu items "**personal details**" and "**recommendation**".

Before you switch sections or log out, make sure to click "SAVE". New information will be stored on the HFSPO server.

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

4.1. Personal details



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.

Please indicate at the bottom of the page the number of postdoctoral fellows/PhD students you have mentored/trained so far.

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

4.2. Recommendation

You have 3,000 characters including spaces and punctuation to convince the review committee of the excellence of the applicant's track record as a researcher, of their competence and the training potential for the applicant in the proposed research area. 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 focus most of your comments on scientific competencies, not personality traits.

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

How do you rate the accomplishments of the candidate in terms of career stage and field of research?

Describe the potential of the applicant with regard to independent thinking, willingness to tackle challenging projects and to overcome technical problems.

Which unique contributions did the applicant make to your/his/her research team?

Describe the contribution of the applicant to multi-author publications from your lab.

How will the change in research direction proposed by the applicant broaden their expertise and enable them to achieve their scientific goals?

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.

4.3. 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**.

4.4 Preview

You can preview your personal details, the recommendation letter and feedback (if any).

[1] PNAS 109 (no.41), 16474-79 (2012)

5. SUBMISSION

This is the last step in the process.

The applicant can only submit his/her 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 will no longer be able to modify the recommendation letter.

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 try emptying 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

For further help, contact:

- webmaster@hfsp.org for technical issues,
- fellow@hfsp.org for any question concerning the application form.