

HFSP POSTDOCTORAL FELLOWSHIPS INSTRUCTIONS FOR SUBMITTING A LETTER OF INTENT IN PROPOSAL CENTRAL

DEADLINES

- Submission of a Letter of Intent: May 14, 2024, 1:00 PM (U.S. Eastern Time)
- Submission of a Full Proposal: September 26, 2024, 1:00 PM (U.S. Eastern Time) upon invitation only

Link to create an account from March 14, 2024 onwards: https://proposalcentral.com/

You can contact HFSP at fellow@hfsp.org for any general question related to the fellowship program. For technical support, you can contact Proposal Central 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 Proposal Central are 8:30 am ET to 5:00 pm ET Monday - Friday.

STEPS FOR THE SUBMISSION OF A LETTER OF INTENT

The following pages will guide you on how to create an account in Proposal Central and on how to submit a Letter of Intent. Please note that more information on the different types of information requested in the Letter of Intent can also be found in the blue info boxes within the application itself.

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 Proposal Central 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, and 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 will be updated for the reviewers.

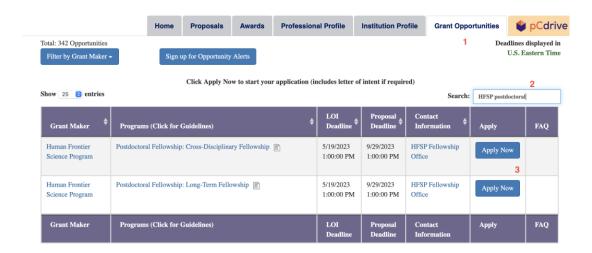
Create your account

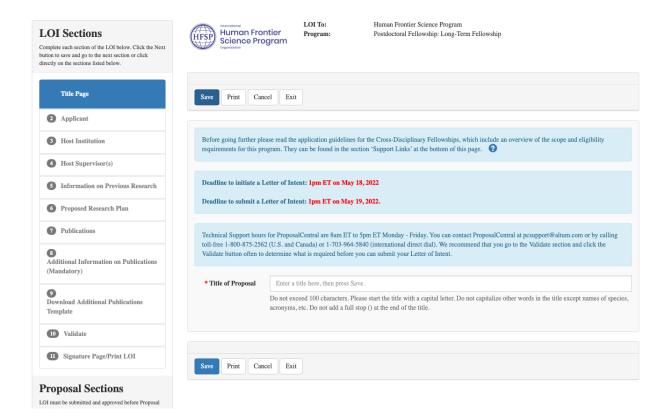
You must submit the Letter of Intent via the Proposal Central site. You will first have to set up an account (if you are not already in the Proposal Central database) in Proposal Central (detailed instructions can be consulted here; please note that these are not specific to HFSP applicants – please note that links to activate an account or retrieve your login details expire after 24 hours).

When providing an email address, please make sure to use one that will be valid during the entire review process and the entire funding period, if the application is successful.

Submit a Letter of Intent

After creating an account you should navigate to "Grant Opportunities" (1) and filter by Grant Maker or search HFSP (2) to access the "apply now" button – be sure to apply for the right category (3) (Cross-Disciplinary Fellowship or Long-Term Fellowship) – see the screen shot below for more information.





• Submenu "Title Page"

Please enter the title of your application.

Submenus "Applicant" to "Additional Information on Publications"

In sections 2-8 please enter or upload the requested information. Mandatory fields are marked with a red asterisk.

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.

• Submenu "Print LOI"

The PDF is for reference only, the layout will be updated for the reviewers

• Submenu "Submit"

Once the application is submitted, you 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 <u>Privacy Policy</u> explains how, and on what legal basis, we collect, store, and use personal information about you as an applicant or awardee for the HFSP Fellowship 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 Fellowship 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).