HFSP POSTDOCTORAL FELLOWSHIPS

Instructions for Submitting a Letter of Intent (LOI) in ProposalCentral

You can contact HFSP at fellow@hfsp.org for any general questions related to the fellowship 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 to 5:00 pm Eastern Time, Monday–Friday.

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

Deadline to initiate a Letter of Intent: **1pm U.S. Eastern Time on May 7, 2025.**
The initiation is completed once the title page has been saved, and a 7-digit LOI ID (1XXXXXX) appears under "Proposal Identifiers", at the bottom of the left menu bar.

Deadline to submit a Letter of Intent: **1pm U.S. Eastern Time on May 15, 2025.**

Screenshot 1. Example of blue information boxes in the application portal.

In the ProposalCentral application portal, please carefully read the blue information boxes (see Screenshot **1**) in each section and click the information buttons (❓) to find additional details and explanations.

Creating your account in ProposalCentral
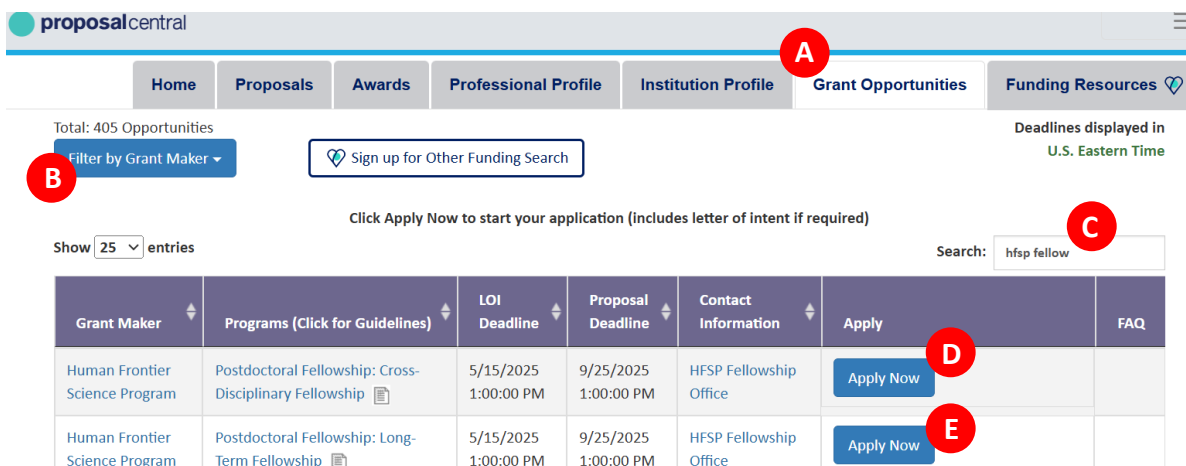
If you do not have a ProposalCentral applicant/awardee account already, you will need to create your account (at https://proposalcentral.com/) before you can access the application portal. Detailed instructions on creating an account can be found at: https://docs.proposalcentral.com/RegUser.pdf (please note that this is not specific to HFSP applicants). Links sent to your email address to activate your account or to retrieve your login details will expire 24 hours after being sent.

Please make sure to **use an email address that will be valid during the entire review process AND for the entire funding period**, should your application be successful. A personal email address may therefore be more appropriate than an email address from your current or previous institution(s).

Submitting a Letter of Intent

Opening an application

After creating your account and logging in, navigate to the "Grant Opportunities" tab (Screenshot **2 A**), and filter by Grant Maker (**B**) or type "HFSP" in the search bar (**C**). Then, click the "Apply Now" button on the category you wish to apply for (e.g. Cross-Disciplinary Fellowship (**D**) or Long-Term Fellowship (**E**)).

Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
Human Frontier Science Program	Postdoctoral Fellowship: Cross-Disciplinary Fellowship	5/15/2025 1:00:00 PM	9/25/2025 1:00:00 PM	HFSP Fellowship Office	Apply Now	
Human Frontier Science Program	Postdoctoral Fellowship: Long-Term Fellowship	5/15/2025 1:00:00 PM	9/25/2025 1:00:00 PM	HFSP Fellowship Office	Apply Now	

Screenshot 2. Opening an HFSP Fellowship application (Letter of Intent) in ProposalCentral.

1 Title Page	
2 Applicant	
3 Applicant Confidential Data	
4 Host Institution	
5 Host Supervisor(s)	
6 Information on Previous Research	
7 Proposed Research Plan	
8 Publications	
9 Additional Information on Publications (Mandatory)	
10 Download Template & Instructions	
11 Validate	
12 Signature Page/Print LOI	
13 Submit	
14 FOR OFFICE USE ONLY	

Proposal Sections

LOI must be submitted and approved before Proposal can be completed.

Support Links

🌐 Grantmaker Website

📘 Program Guidelines

✉ Email to Program Admin

Proposal Identifiers

LOIID: 1234567 (*example only*)

Screenshot 3. Left menu bar in the application portal of ProposalCentral.

Initiating your Letter of Intent

In Section 1 (Title Page) of the LOI Sections, please press the "Save" button—the title of your proposal can be updated at any point before submission. Then, refresh the page and check that a 7-digit LOIID number has been assigned to your Letter of Intent, this can be found under "Proposal Identifiers" at the bottom of the left menu bar (see Screenshot **3**).

Sections 1–9

In these sections, please fill in all the required information (marked with a red asterisk *) and any other relevant or important information.

Section 10: Templates and Instructions

Here, the template for "Additional Information on Publications" can be downloaded, as well as the HFSP Fellowship Application Guidelines (LTF or CDF).

Section 11: Validate

Clicking the "Validate" button will provide you with a list of any *required* information that is missing. Please note that any fields which are not marked as *required* (i.e. with an *) will not be listed here, but may still be necessary for your application. Please read each section carefully to ensure you have not missed anything. It is recommended that you validate your application frequently to check that each section was successfully saved.

Section 12: Signature Page/Print LOI

Once you have completed all the sections of your Letter of Intent, you can generate a PDF of your Letter of Intent for your reference by clicking "Print LOI". Please note that this PDF is for your information only, and is not the same format as the PDF that reviewers will receive.

Then, you must sign your Letter of Intent by typing your **full name** in the "Applicant(Your Name)" field and clicking "Sign". You **DO NOT** need to upload any handwritten or digital signatures for this. No one else is required to sign your application at this stage.

Section 13: Submit

To submit your completed Letter of Intent, go to Section 13 (Submit) and click the "Submit" button. Then, please check that the status of your Letter of Intent has changed to "LOI Submitted". It is also recommended to log out and log back in again to verify the status.