

HFSP POSTDOCTORAL FELLOWSHIPS

Instructions for Submitting a Full Proposal 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 U.S. 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.

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

Before going further please read again the Application Guidelines for the Long-Term Fellowships, which include an overview of the scope and eligibility requirements for this program. The guidelines can be found under 'Support Links' in the left menu bar.

Deadline to submit your application

You can only submit your application after:

- you have provided all information requested in the application
- an Institution Official of the primary Host Institution and your Host Supervisor(s) have signed the application (section "Signature Page/Print Application")
- your Host Supervisor(s) and two Referees have completed and submitted their respective sections (additional information is provided in the "Letters of reference" section).

You should therefore make sure to provide ample time for your Host Supervisor(s) to review the Application Guidelines available under 'Support Links', complete and submit their section and/or sign your application.

Please note that if requested information or a signature is missing, you will not be able to submit your application.

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

Submitting Your Full Proposal

Filling out your Full Proposal

Make sure that you are in the “**Proposal Sections**” page of your application (rather than the “**LOI Sections**”, see Screenshot 2). Some of the information from your Letter of Intent will be automatically copied over into the Full Proposal.

Sections 1–5 and 7–12

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

Section 6: Letters of Reference

You must add the email addresses of your Host Supervisor(s) and two Referees. By typing their email address, then clicking the “+” (plus) button, a pop-up window will appear (Screenshot 3). In the pop-up window, please input the first and last name of the contact, and indicate their role (i.e. Primary Host Supervisor, Secondary Host Supervisor, or Referee). Then click “Send Email”.

You will find a PDF of instructions that will help you Host Supervisor(s) provide their letter of reference, and Institution Officials access and sign your proposal. Please find these PDFs at: hfsp.org/postdoctoral-fellowships.

Proposal Sections

Click name below to go to that section.

- 1 Title Page
- 2 Applicant
- 3 Applicant Confidential Data
- 4 Host Institution & Contacts
- 5 Host Supervisor(s)
- 6 Letters of Reference
- 7 Enable Other Users to Access this Proposal
- 8 Information on Previous Research
- 9 Proposed Research Plan
- 10 Public Summary
- 11 Publications
- 12 Additional Information on Publications (Mandatory)
- 13 Download Templates
- 14 Validate
- 15 Signature Page/Print Application
- 16 Submit

Support Links

[Grantmaker Website](#)

[Program Guidelines](#)

[Email to Program Admin](#)

Proposal Identifiers

LOI ID:
111994

Proposal ID: 111993

Tracking Number: Unassigned

Grantor ID: Unassigned

Screenshot 2. Left menu bar in the application portal of ProposalCentral.

Please enter the First and Last name of the individual to contact and **make sure to select the right role in the dropdown list below.**

Click "Send Email" to generate the automatic message which will be sent to this person.

* First Name

* Last Name

* Role
Primary Host Supervisor

Screenshot 3. Pop-up window for inputting the contact information for your Host Supervisor(s) and Referees.

Your Host Supervisor(s) and Referees will then receive an automated email containing a link to allow them to complete their section. This link includes the **Letter of Reference Template** that they must use.

Your Host Supervisor(s) and Referees must have uploaded their Letters of Reference **before** the submission deadline, otherwise you will not be able to submit your application. You will find a PDF of instructions you can send to your Host Supervisor(s) and Institution Officials at hfsp.org/postdoctoral-fellowships.

Section 14: 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 but may still be necessary for your application. Please read each section carefully to ensure you have not missed anything. Please remember to validate your application frequently to check that each section was successfully saved.

Section 15: Signature Page/Print Application

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

You must sign your proposal 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.

Your **Host Supervisor(s)** and **Institution Official** must also login to ProposalCentral, access your application, and "Sign" your application by typing their name in the appropriate field, and clicking "Sign". You will find a PDF of instructions you can send to your Host Supervisor(s) and Institution Officials at hfsp.org/postdoctoral-fellowships.

Section 16: Submit

To submit your completed Full Proposal, go to Section 16 (Submit) and click the "Submit" button. Please check that the status of your proposal has changed to "Submitted". You are also recommended to log out and log back in again to verify the status.