

ProposalCentral Instructions for: Host Institution Officials

At the Full Proposal stage for an HFSP postdoctoral fellowship, a “signature” in the application portal from a Host Institution Official (from the proposed Host Institution that the fellowship will be carried out at) is required.

IMPORTANT: The Host Institution Official **MUST “sign” the application BEFORE the submission deadline.**

1. Applicant indicates the name and email address of the Host Institution Official

The applicant is asked to provide the name and email address of the relevant Host Institution Official when preparing their application. This official will then receive an automated email from ProposalCentral (Altum) containing instructions. **Even if the automated email is not received, the following steps CAN still be carried out.**

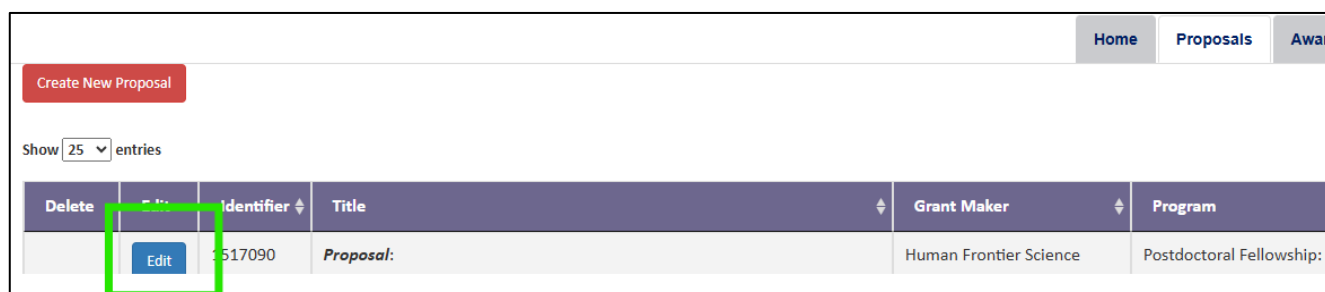
2. Host Institution Official logs into ProposalCentral

The Host Institution Official is then required to login to [ProposalCentral](#) using the **same email address** that the applicant has indicated.

- If the Host Institution Official does not have an account, they should click "Forgot your password?" on the ProposalCentral landing page to create an account and set a password.

3. Host Institution Official accesses the application

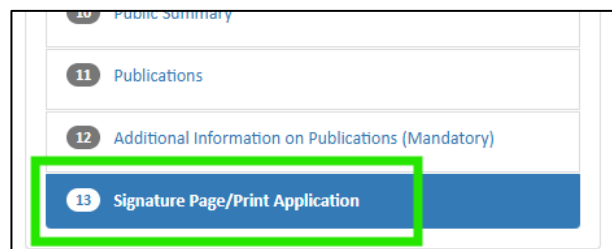
The official should find the application under the "Proposals" tab, then click "Edit"



4. Host Institution Official provides their signature

The official should then navigate to “Signature Page/Print Application”.

Here, they can provide their electronic signature by typing their full name and clicking “Sign”.



Need help?

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.