

ProposalCentral Instructions for: Host Supervisors

At the Full Proposal stage for an HFSP postdoctoral fellowship, all Host Supervisors must (1) provide a Letter of Reference, using the **provided Template**, AND (2) an electronic “signature” via the application portal.

IMPORTANT: The Host Supervisor(s) **MUST** submit their Letter of Reference AND “sign” using the application **BEFORE** the submission deadline.

1. PROVIDING A LETTER OF REFERENCE

The applicant will have already provided the name, email address, and affiliations of the Host Supervisor at the Letter of Intent stage. At the Full Proposal stage, the applicant must also register the **SAME** name and email address for the Host Supervisor in Section 6 (Letters of Reference) of their application.

The Host Supervisor(s) should then receive an automated email from ProposalCentral (Altum) with instructions on how to provide their Letter of Reference using the Template provided. If the email is not received, and has not landed in junk/spam folders, please contact pcsupport@altum.com.

- In the email, there will be a link to access the **Template** and the portal to upload the completed document.

In the **Template**, the Host Supervisor will be asked to provide a short CV, a list of 10 publications, and their Letter of Reference. There are specific questions mentioned in the template that should be addressed. The information provided by the Host Supervisor is only made available to the reviewers, and is otherwise confidential, therefore it will NOT be visible to the applicant.

- **Please do NOT add an electronic/digital signature to the Letter of Reference**

All Host Supervisor(s) (e.g. primary and secondary, if applicable) **MUST** provide a Letter of Reference.

to me ▾

Dear [redacted],

The applicant listed below has been invited to submit a proposal.

As Host Supervisor, you are asked to fill-in the “Letter of Reference” section, and your letter of reference.

It is not necessary to sign your Letter of Reference, as the information you provide is only made available to the reviewers.

The applicant is responsible for submitting the entire application, including the Letter of Reference, **your information and sign the application before the deadline**.

Requestor/Applicant Name: [redacted]
 Grantor: Human Frontier Science Program
 Grant Program : [redacted]
 Deadline: [redacted]

Project Title: [redacted]
 Proposal ID: [redacted]

[Click here to provide the reference information.](#)

If you need assistance, please contact ProposalCentral or by email at pcsupport@altum.com

proposalcentral

Edit Reference

Grant Maker: Human Frontier Science Program
 Title: [redacted]
 Deadline: [redacted]

Please use the “**Letter of Reference Template**” (see below) to provide your Letter of Reference.

Enter a description in the field below (e.g., Letter of Reference)

Status: **Not Complete**

Reference provided by: [redacted] Role: [redacted]

Attachment *

Please attach your document below. If provided, you can download the provided template or instructions by clicking on the link(s) below; Drag & drop your file or Click on click here to browse; Drag the desired file to the attachment box or select the file from your computer.

[Host Supervisor\(s\) Letter of Reference Template](#)

Please provide the required attachment.

Please describe attachment

Allowable File Type: .PDF

[Drag & drop your file to upload, or click here](#)

2. SIGNING THE APPLICATION

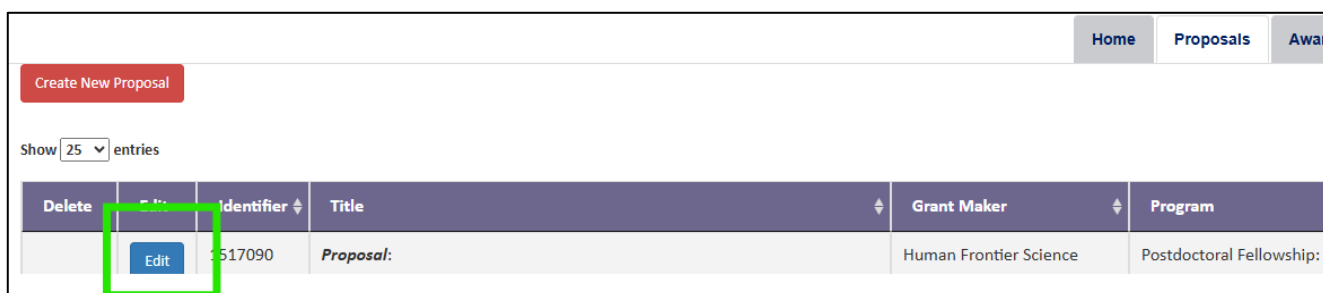
2.1. Host Supervisor logs into ProposalCentral

The Host Supervisor is then required to login to [ProposalCentral](#) using the **same email address** as for all the above steps.

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

2.2. Host Supervisor accesses the application to sign

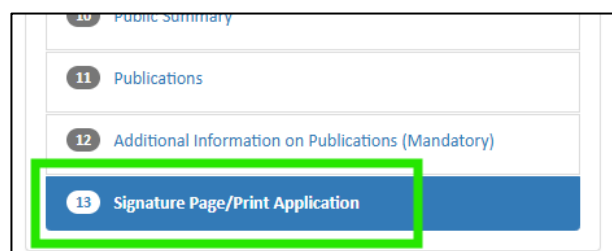
The application should be found under the "Proposals" tab, then click "Edit" to access the application.



2.3. Host Supervisor 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.