

Life Sciences-Simons Collaboration on the Origins of Life (SCOL) Fellowship: Frequently Asked Questions

These frequently asked questions (FAQs) aim to cover topics related to the first-stage proposal process for the **Life Sciences-Simons Collaboration on the Origins of Life (SCOL) Fellowship**, including information on Simons Foundation policies and instructions on submitting first-stage proposals online through proposalCENTRAL (pC) at <https://proposalcentral.altum.com/>.

If you have a question regarding the request for application (RFA) guidelines or policies not answered below, do not hesitate to contact the Simons Foundation at lifegrants@simonsfoundation.org or call (646) 751-1280.

First-Stage Proposal FAQ

How do I submit a first-stage proposal?

New users first need to create a user account on proposalCENTRAL (pC) at <https://proposalcentral.altum.com/>. (For instructions on how to create an account, see the FAQ How do I create a proposalCENTRAL user account? below.) For all users with a pC account, log in under APPLICATION LOGIN at <https://proposalcentral.altum.com/> and select CREATE NEW PROPOSAL or click on the GRANT OPPORTUNITIES tab. Scroll down to SIMONS FOUNDATION and then click APPLY NOW for the Life Sciences-Collaboration on the Origins of Life Fellowship program in order to start the first-stage proposal and access the templates. After all sections are completed, you will be able to click on the SUBMIT button to send.

How do I create a proposalCENTRAL user account?

Go to <https://proposalcentral.altum.com/> (pC) and click CREATE ONE NOW under APPLICATION LOGIN. Fill in the required fields, check the boxes to agree to pC's Terms of Service and Acceptable Use Policy and then click SAVE.

Can I email or mail my first-stage proposal?

No, the Simons Foundation only accepts first-stage proposals submitted online through <https://proposalcentral.altum.com/>.

Do I need institutional sign off to submit a first-stage proposal?

No, however, successful finalists will need an institutional sign off for the second-stage proposal.

Can postdoctoral associates apply as fellows?

Candidates who hold or will hold a Ph.D., M.D. or equivalent degree at the time of activation of the fellowship are eligible to apply.

Can foreign institutions apply for this grant?

Yes, first-stage proposals may be submitted from scientists in foreign nonprofit organizations; public and private institutions, such as colleges, universities, hospitals, laboratories and units of state and local government; and eligible agencies of the federal government.

Do I need to submit bio sketches with the first-stage proposal?

Yes, bio sketches are required for both the mentoring principal investigator(s) and postdoctoral fellow applicant.

Can I have multiple mentoring PIs?

Yes. One must be designated as the primary mentoring PI. If they are at different institutions, the primary mentoring PI must be affiliated with the institution that will administer the fellowship.

Should my professional profile in proposalCENTRAL list my current institution or the institution that will administer the fellowship?

The institution that will administer the fellowship.

What are the font style and size requirements?

Type should be set in legible, 11-point font. All margins should be set at 0.5 inches.

Are indirect costs included in the annual budget limits?

No, indirect costs are not allowed.

To whom is the grant awarded?

The grant is awarded to the fellow's host institution.

Does the principal investigator(s) need to sign the signature page?

No, only the signing official is required to sign the signature page.

Can I make changes to the first-stage proposal once it has been submitted?

Before you can make changes to your submitted first-stage proposal, you must first contact the Simons Foundation. Please email lifegrants@simonsfoundation.org or call (646) 751-1280. First-stage proposals can only be changed prior to the September 11, 2018 deadline.

Where is the SUBMIT button?

The SUBMIT button is located in the last section of the first-stage proposal. You will be unable to submit if you have not provided all the required information. If the submission deadline has *not* passed, use the VALIDATE button to check for missing requirements. If the problem persists, please contact pcsupport@altum.com.

If the deadline has passed, the submission period has closed and you will not be able to submit.

Does the Simons Foundation grant extensions for first-stage proposals?

No extensions will be given. If you have any difficulties, please email lifegrants@simonsfoundation.org or call (646) 751-1280. Please do not contact pcsupport@altum.com directly.

Are deadline times adjusted for time zones?

No, please be advised that deadlines are in Eastern Time. We recommend registering early and submitting first-stage proposals with ample time for corrections prior to the deadline hour. Site traffic can slow page-load times. The SUBMIT button will not work after the deadline time has passed.

Why are the letters of recommendation due prior to my first-stage proposal deadline?

Your references must submit their confidential letters of recommendation by September 6, 2018, to avoid any delay with your first-stage proposal deadline. Please coordinate accordingly with your references and consider having backups. Extensions for first-stage proposal submissions will not be given if references cannot submit their letters of recommendation on time.

Is there a confirmation email when I submit?

A confirmation email is sent upon submission of the first-stage proposal. Please contact pcsupport@altum.com if you submitted your first-stage proposal and have not received a confirmation email within 10 minutes. Make sure that spam filters allow emails from pcsupport@altum.com. The first-stage proposal will be in the SUBMITTED tab when you next log in.

I get an error message citing a missing section when I try to submit.

The VALIDATE button reviews your first-stage proposal for missing sections. The submission instructions list the required sections and attachments. You must complete the missing sections listed. If you are still receiving error messages after completing and saving the indicated sections, please contact pcsupport@altum.com.

Is validating my first-stage proposal the same as submitting it?

No. Validating the first-stage proposal checks for errors and omissions, and will alert you to missing requirements of your first-stage proposal. If the first-stage proposal is complete, you must then click SUBMIT. You will receive an email within 10 minutes. Contact pcsupport@altum.com if you do not receive confirmation and do not see your first-stage proposal in the SUBMITTED tab or with the status changed to SUBMITTED.

The deadline for notification about whether or not I have been selected to submit second-stage proposal has passed. What is the status of my first-stage proposal?

You should receive notification within 24 hours of the deadline. Please check your spam filter settings if you have not received notification by then.