



# HFSP POSTDOCTORAL FELLOWSHIPS

## INSTRUCTIONS FOR SUBMITTING A LETTER OF INTENT

### IN PROPOSAL CENTRAL

#### **DEADLINES**

- Submission of a Letter of Intent: **May 11, 2023, 1:00 PM (U.S. Eastern Time)**
- Submission of Full Proposals: **September 28, 2023, 1:00 PM (U.S. Eastern Time)** upon invitation only

Link to create an account: <https://proposalcentral.com/>

You can contact HFSP at [fellow@hfsp.org](mailto:fellow@hfsp.org) for any general question related to the fellowship program. For technical support, you can contact Proposal Central at [pcsupport@altum.com](mailto: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 Proposal Central are 8:30 am ET to 5:00 pm ET Monday - Friday.

#### **STEPS FOR THE SUBMISSION OF A LETTER OF INTENT**

The following pages will guide you on how to create an account in Proposal Central and on how to submit a Letter of Intent. Please note that more information on the different types of information requested in the Letter of Intent can also be found in the blue info boxes within the application itself.

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

You can use the submenu “Validate” to check for any missing REQUIRED information at any time. All missing required elements of information are listed, and you can complete any missing information before proceeding to the next step.

You may also print a PDF of your application via submenu “Print LOI”. **However, please note that the PDF is for reference only, the layout will be updated for the reviewers.**

## Create your account

You must submit the Letter of Intent via the Proposal Central site. You will first have to set up an account (if you are not already in the Proposal Central database) in Proposal Central (detailed instructions can be consulted [here](#); please note that these are not specific to HFSP applicants – please note that links to activate an account or retrieve your login details expire after 24 hours).

## Submit a Letter of Intent

After creating an account you should navigate to “Grant Opportunities” (1) and filter by Grant Maker or search HFSP (2) to access the “apply now” button – be sure to apply for the right category (3) (Cross-Disciplinary Fellowship or Long-Term Fellowship) – see the screenshot below for more information.

Total: 342 Opportunities

Filter by Grant Maker ▾ Sign up for Opportunity Alerts

1 Deadlines displayed in U.S. Eastern Time

Click Apply Now to start your application (includes letter of intent if required)

2 Search: HFSP postdoctoral

Show 25 entries

Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
Human Frontier Science Program	Postdoctoral Fellowship: Cross-Disciplinary Fellowship	5/19/2023 1:00:00 PM	9/29/2023 1:00:00 PM	HFSP Fellowship Office	Apply Now	
Human Frontier Science Program	Postdoctoral Fellowship: Long-Term Fellowship	5/19/2023 1:00:00 PM	9/29/2023 1:00:00 PM	HFSP Fellowship Office	Apply Now	
Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ

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**LOI Sections**

Complete each section of the LOI below. Click the Next button to save and go to the next section or click directly on the sections listed below.

- 1 Title Page
- 2 Applicant
- 3 Host Institution
- 4 Host Supervisor(s)
- 5 Information on Previous Research
- 6 Proposed Research Plan
- 7 Publications
- 8 Additional Information on Publications (Mandatory)
- 9 Download Additional Publications Template
- 10 Validate
- 11 Signature Page/Print LOI

**Proposal Sections**

LOI must be submitted and approved before Proposal



LOI To: Human Frontier Science Program  
 Program: Postdoctoral Fellowship: Long-Term Fellowship

Save Print Cancel Exit

Before going further please read the application guidelines for the Cross-Disciplinary Fellowships, which include an overview of the scope and eligibility requirements for this program. They can be found in the section 'Support Links' at the bottom of this page. ?

**Deadline to initiate a Letter of Intent: 1pm ET on May 18, 2022**

**Deadline to submit a Letter of Intent: 1pm ET on May 19, 2022.**

Technical Support hours for ProposalCentral are 8am ET to 5pm ET Monday - Friday. 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). We recommend that you go to the Validate section and click the Validate button often to determine what is required before you can submit your Letter of Intent.

\* Title of Proposal

Do not exceed 100 characters. Please start the title with a capital letter. Do not capitalize other words in the title except names of species, acronyms, etc. Do not add a full stop (.) at the end of the title.

Save Print Cancel Exit

## Submenu “Title Page”

Please enter the title of your application.

## Submenus “Applicant” to “Additional Information on Publications”

In sections 2-8 please enter or upload the requested information. Mandatory fields are marked with a red asterisk.

## Submenu “Validate”

Click the “Validate” button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

## Submenu “Print LOI”

The PDF is for reference only, the layout will be updated for the reviewers.

## Submenu “Submit”

Once the application is submitted, you will receive an email of confirmation.

## PROTECTION OF PERSONAL DATA

### **Use of private data of HFSP applicants and awardees**

HFSP is committed to safeguarding your personal information in accordance with the Directive 95/46/EC of the European Parliament and of the European Council of 24 October 1995 on the protection of individuals with regards to the processing of personal data and on the free movement of such data.

The HFSP [Privacy Policy](#) explains how, and on what legal basis, we collect, store, and use personal information about you as an applicant or awardee for the HFSP Fellowship program or as any other person that interacts with our Organization.

### **Use of private data in your proposed research**

In case your HFSP funded research project involves the collection/processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction, etc.) or genetic information, please justify the need for their collection, discuss the possible ethical implications and how you will address them in the appropriate section of the HFSP Fellowship proposal.

In case your research involves observation of participants, please state whether any video or photo will be used publicly and describe the methods you will use to guarantee the privacy of the participants, including the informed consent provisions (if applicable). In case you are planning to use existing data, please specify if these originate from any available sources, and whether the use of the data has been authorized for secondary use (by the primary owner of the data who must also confirm that the informed consent included the possibility of a secondary use of data).