



Application guidelines for HFSP Research Grants Award year 2023

Recent changes:

Teams with two members from the same institution are no longer eligible.
HFSP requires an ORCID ID from all applicants.

Deadlines:

- Compulsory initiation of a Letter of Intent by obtaining a reference number by March 24th 2022
- Submission of a Letter of Intent: March 31st 2022
- Submission of Full Applications: mid-September 2022, **on invitation only**

These guidelines provide the essential information necessary to submit a research grant application for the award year 2023. Please read the guidelines carefully to establish whether your project falls within the funding scope of the HFSP. See also '[Frequently asked questions](#)' and '[Writing a letter of intent](#)' for detailed tips. If you have further questions, please contact the HFSP Grant Office: grant@hfsp.org

HFSP is using a new application site for this cycle and will open the site mid/end of January 2022. Detailed instructions for how to log in and use the new application site will be added to these guidelines before the opening of the site.

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1. Overview

1.1. Objectives of HFSP Research Grants

The International Human Frontier Science Program (HFSP) strives to strengthen open scientific inquiry by initiating international collaborative, interdisciplinary and cutting-edge basic research in the life sciences.

The International Human Frontier Science Program Organization (HFSPO) develops and implements the Program. The aim of the Program is to promote, through international cooperation, basic research focused on the elucidation of the sophisticated and complex mechanisms of living organisms, for the benefit of all humankind. It aims to complement, not duplicate, the frontier life science programs of the countries that financially support HFSPO.

HFSPO attaches highest importance to novelty, scientific merit, internationality, and interdisciplinarity.

Research topics may include biological functions at all levels of analysis: for example, studies on genes and individual molecules, intracellular networks, intercellular associations in tissues and organs, and networks underlying the complex functions of entire organisms including cognitive functions, as well as populations or ecosystems.

1.2. Distinguishing Features of the HFSP Research Grant Program

- **Novelty:** The Human Frontier Science Program (HFSP) supports projects that challenge existing paradigms by using novel approaches and techniques. To stimulate daring ideas and innovative approaches which entail risks, preliminary results are not required in research grant applications.
- **Teams of scientists:** HFSP supports teams of normally 2-4 scientists. Team members should not have collaborated before, they will normally not have published original research together, and the project must be significantly different from their ongoing research.
- **Scientific merit:** HFSP projects are potentially transformative in addressing important fundamental problems at the frontiers of the life sciences or in crossing barriers to progress in the life sciences.
- **Internationality:** HFSP supports novel international, preferably intercontinental collaborations that involve scientific exchanges across national boundaries.
- **Interdisciplinarity:** HFSP supports interdisciplinary projects. The participation of scientists from disciplines outside the traditional life sciences such as physics, chemistry, computational biology, engineering, mathematics, nanoscience, physics or psychology is highly encouraged.
- **Early career scientists:** HFSP places special emphasis on encouraging scientists early in their careers – this is expressed both in a special scheme for Early Career scientists and in encouraging scientists early in their careers to participate in the Program Grants.
- **Two kinds of research grants** are available, the **Research Grants – Early Career** (previously called Young investigator Grants) and **Research Grants – Program**. The following text applies to both unless stated otherwise.
- **Award sum:** Detailed budgets are not required. Depending on team size, a **fixed sum** is awarded, to each team over three years, depending on team size, (awarded 2-member teams, for instance, will receive 300 000 USD and 4-member teams 500 000 USD per year).

1.3. Summary of the Application Process

The first step in the application process for Research Grants is to connect to the application site (see [item 8](#)) and initiate a Letter of Intent by **March 24th 2022**. This will allow applicants to submit a “letter of intent” to apply for a grant. The deadline for receipt of this letter is **March 31st 2022** for awards to be announced in March 2023.

Projects will be pre-screened upon reception by a small scientific committee (three HFSP Scientific Directors and two members of the Review Committee) for the eligibility of the applicants and for concordance with the scientific scope (see 2). Any project that does not meet the requirements (see sections 3 and 4) will not be sent for review, and the Principal Applicant will be informed as soon as possible.

The remaining letters of intent will be evaluated by the Review Committee (see a list of present members [here](#)). Review committee members evaluate and score the applications following the criteria of novelty/originality and frontierness, interdisciplinarity as well as team qualification and integration. In a second step, a Selection Committee will take the decision which applicants are invited to submit a full proposal. Applicants will be notified early July 2022 whether they are invited to submit a full application, with a deadline mid-September 2022. More details are provided in [section 8](#), “How to Apply”.

2. Scientific scope

HFSP funds projects in basic research studying fundamental problems on all organizational and trophic levels of life sciences. Research projects may range from biological functions at the molecular and cellular level up to the level of biological systems, including cognitive functions. All levels of analysis are supported: for example, studies on genes and individual molecules, intracellular networks, intercellular associations in tissues and organs, and networks underlying the complex functions of entire organisms, populations, or ecosystems.

The HFSP funds novel collaborations that bring scientists with distinct expertise together to focus on problems at the **frontiers** of the life sciences. The innovative aspect of the project is a major criterion in the review of HFSP research grants, and it is understood that projects at the frontier of the live sciences may entail high risks.

HFSP does not fund:

1. Research of a purely applied nature. For example:

- projects of a primarily clinical and pharmaceutical nature are only considered if they allow new insights into fundamental biological mechanisms of disease;
- projects aimed at developing methods of diagnosis or treatment, including the search for potential drug targets or advanced trials of drugs under development;
- applied research in engineering, biotechnology, or nanotechnology, that does not address a fundamental biological problem;
- projects directly concerned with agricultural problems such as crop yield or breeding and environmental problems such as pollution.

2. Research aimed at developing novel methods or the study of analogs or models of biological activity **unless** these methods allow new biological questions to be answered in the context of the aim of HFSP to fund fundamental research.

3. Observational projects or systematic screening approaches.

4. Large-scale data collection studies without a convincing rationale for the collection and detailed methodology for the data analysis; this includes systematic multi-species-omics analyses of populations or ecosystems, which do not address a fundamental biological question of general interest. However, studies of the mechanisms of species-species interactions or their co-evolution are eligible.
5. Research in for-profit environments (but collaborations are allowed).
6. Proposals representing standard or incremental approaches, obvious next steps in the field or the laboratory of one or more applicants (routine projects) and proposals that do not represent significant changes in research direction from previous work of the applicants are unlikely to receive funding.

3. Eligibility criteria and application rules

3.1. Structure of the research team

Scientists applying for a HFSP research grant must be organized as an **international research team** (with emphasis on intercontinental collaborations). Applications from individual researchers are not eligible. The HFSP research team may include 2 to 4 (rarely 5) members, whereby one member of the team is designated as the Principal Applicant and the others as Co-Applicants.

All team members must have a research doctoral degree (PhD, MD or equivalent) and lead a research group (however small). All team members must be able to independently determine the course of the HFSP-funded project and have freedom to administer the awarded grant. “Post-docs” are not eligible.

HFSP promotes new interdisciplinary collaborations across the world. Therefore, team members are expected to work in different disciplines and have their labs in different countries; for the rules on the country of team member affiliation, please see [3.5.](#)

HFSP promotes new research collaborations. Therefore, the team members should not have collaborated before, they will normally not have published together and must propose a project significantly different from their ongoing research.

Co-authorship in scientific publications is generally considered the result of a past or present collaboration, which is contrary to the spirit of the Program. However, some joint publications may be considered acceptable, for instance a multi-author review summarizing the field or a joint publication in a different field resulting from a much earlier collaboration. Applicants will need to enter the number and titles of co-publications between team members in the application form to guide the review committee in their assessment. More than three co-publications are very likely seen as proof for an ongoing collaboration and strongly reduce the chance of funding.

3.2. Principal Applicant

The international team must designate one of its members as the Principal Applicant. The Principal Applicant must be located in an HFSPO member country (see [3.5.](#)). However, current or former CDA awardees can act as the Principal Applicant in an HFSP Research Grant irrespective of the location of their laboratories as long as the team includes at least one Co-Applicant from an HFSP member country. The Principal Applicant will be responsible, on behalf of the team, for planning and coordinating the research. She/he will also act as the liaison with HFSPO and be required to submit annual budgets as well as progress reports. If, on the basis of those progress reports, the Principal Applicant considers that a team member is not contributing to the project as planned, then she/he may propose to HFSPO a reduction in that member’s budget, or, exceptionally, ask them to leave the project. If a team member changes institute, HFSPO will require the Principal Applicant to confirm that this move will not be deleterious to the project.

3.3. Affiliation

The Principal Applicant must be working at a non-profit academic institution. The team may include members from for-profit organizations if their expertise is necessary for the project. However, such team members may not receive any funds and will not be considered in calculating the amount of award (see item [5.2.](#)). All active appointments have to be declared in the application form, specifically if an applicant has affiliations in two different countries.

3.4. Number of team members

The number of team members should normally be 2 – 4 unless a fifth member is clearly essential for the interdisciplinary nature of the project. Teams of 5 members are rarely successful. Similarly, teams grouping several independent investigators as one single team “member” (with “hidden partners” in a de facto consortium), are not eligible.

3.5. Country of affiliation

The Principal Applicant of the international team must be located in one of the HFSPO [member countries](#) (but see 3.2). Co-Applicants can be located in any country.

Different branches or campuses of the same university (e.g. NYU in New York and Shanghai) or organization (e.g. EMBL or MPI) are counted as the same affiliation.

3.6. Internationality

- a. A research project with all team members in one country is not eligible.
- b. Clear priority will be given to **intercontinental** collaborations.
- c. **Teams with 2 members from the same institution are not eligible to apply.**
- d. A proposal from a team with three or four members where two team members have their laboratories in the same country is eligible if the team can demonstrate that this collaboration is essential to maintain the frontier and interdisciplinary character of the proposed research. In these cases, two scientists from one country will be considered as 1.5 team members, for calculating the award sum, see also the [FAQ](#).
- e. When applicants have two affiliations in different countries, both will be considered active and will be taken into account for eligibility and for calculating the budget if the team is successful.

3.7. Concurrent applications

- a. **No individual may be an applicant on more than one letter of intent in the same review round.** ALL applicants (both RG-Early Career and RG-Program, as Principal Applicant or Co-Applicant) have to be aware of this rule. If anyone applies on two or more Letters of intent (including a Renewal of an RG-Early Career (formerly named Young Investigator grant) – see below), these will all be removed from the competition.
- b. Scientists cannot hold an HFSP Research Grant and an HFSP Fellowship, at the same time.
- c. Holders of HFSP Career Development Awards may apply for HFSP Research Grants (see also [3.2.](#)).

3.8. New applications from previous awardees

- a. Scientists cannot hold more than one HFSP award at any one time. Those who currently hold an HFSP research grant (as Principal Applicants or Co-Applicants, even during any no-cost extension) are not eligible to apply for a second research grant. However, awardees from 2019 may apply for a new grant if it only starts after termination of the current award (which means after approval of their final financial report), **and** if the project and team members are distinct from the current grant (but see 3.9. for RG-EC renewals). Awardees from 2020 and 2021 are not eligible.

- b. Any applicant (Principal Applicant or Co-Applicant) who has been awarded an HFSP research grant (as Principal Applicant or Co-Applicant), since award year 2018, must provide information about the objectives and outcome of the former project, together with a statement of its relationship to the current application. Applications bearing a strong similarity to previous awards, either in team composition or topic of research, will not be considered eligible.

3.9. Renewals for Research Grant-Early Career teams

Presently, renewals may be considered for Early Career (previously named Young Investigator) teams in the third year (or the period of a no-cost extension) of a current award (currently awardees from 2018 and 2019, and in exceptional cases, 2017). The Principal Applicants of eligible Early Career (Young Investigator) teams will be contacted directly by HFSPO with the conditions and application instructions. This will be highly competitive and such applications will be considered in competition with the new full applications. This possibility of renewals is likely to be modified or discontinued in future cycles.

3.10 Project

Applicants should take into account HFSPO's mission "to fund basic research focused on the elucidation of the sophisticated and complex mechanisms of living organisms". Accordingly, HFSP funds only applications that address a fundamental problem or mechanism at the frontier of the life sciences. Grant applications may take the character of exploratory or discovery grants that are based on ideas and concepts. For that reason, preliminary data are not required.

HFSP recognises that such research inherently contains risks and therefore may not be supported by other funding schemes. Applicants are expected to address the risks and outline mitigation strategies allowing them to reach their goals.

Novel combinations of expertise are a major feature of HFSP-sponsored projects and those involving truly novel interdisciplinary collaborations will have a higher chance to be awarded. Slightly modified conditions apply for Early Careers (see [4.2.](#)). Projects are expected to propose new lines of research through the collaboration and must be distinctly different from all team members' other research funded by other sources.

The collaboration between **all team members** must be absolutely necessary to achieve the aims of the project. "Concerted action" programs, in which each team member performs a self-contained project under a general theme without extensive interaction with the other team members are not considered to be collaborative and will not be supported.

Modeling contributions are strongly encouraged, but need to be clear. Reviewers are expecting details of the mathematical methods and an appreciation of the limits of the proposed approach.

See also the [FAQ](#) sheet on the HFSP site for tips and common reasons for rejection.

3.11. Publications

HFSP is a signatory to the San Francisco Declaration of Research Assessment ([DORA](#)) which we consider to be an incentive to evaluate research proposals on the basis of their content and not solely by the criterion of Journal Impact Factors (JIF). Reviewers at all stages of the HFSP grant application process are advised that they should consider the quality of the research published and/or proposed in an application. While productivity may be an important factor, the assessment will be based on the content of articles and not the JIF. HFSP reviewers are asked to consider the influence of candidates'

publications (including [preprints](#) deposited on public servers) in advancing knowledge in a given field (or throughout biology). (<https://www.hfsp.org/Use-of-Preprint-Servers>)

4.Two types of award

In addition to the above general requirements for all Research Grants, the following conditions apply specifically to the two schemes:

4.1. Research Grants - Program (RG-Program)

Research Grants - Program are meant to allow teams of independent researchers to develop **new** lines of research through a new collaboration. Priority will be given to new, innovative research projects and teams including members from outside the life sciences. Applicants for RG-Program are encouraged to include independent investigators early in their careers as members of their team.

4.2. Research Grants - Early Career (RG-Early Career)

These awards have formerly been known as Young Investigator's Grants. They are meant to encourage outstanding scientists in the initial period of their independent careers, to formulate innovative and promising research projects. Typically, "Early Career" team members will have completed one or two periods of postdoctoral training and recently been appointed to independent staff positions that allow them to initiate and direct their own independent lines of research.

Formal eligibility requirements for RG – Early Career (in addition to those valid for all RG)

- Early Career applicants should be project leaders directing a research group. They must have full responsibility for the day to day running of their laboratories and full control of the HFSP funds. A scientist who has an established research theme with personnel (students and technicians) assigned to this theme may be considered independent. In such cases, written confirmation may be requested from the Head of Department (or equivalent) that the applicant is able to carry out the research independently.
- All members of an RG-Early Career team must be within 5 years of obtaining an independent position and must have obtained their first doctoral degree (PhD, MD or equivalent) no longer than 10 years before the deadline for submission of the Letter of Intent. Exceptions may be made for periods of parental leave, compulsory military service or absence for medical conditions, but not for periods of unemployment.
- "Postdocs" are not eligible to apply.

Recognising the challenge of establishing an independent research group at an early stage of a career, special consideration will be given to the overall level of interdisciplinarity in RG-Early Career applications. Early career investigators will be expected to propose projects with team members having distinct expertise and coming from different disciplines of the life sciences if not from outside the life sciences.

5. Budget

5.1. Use of funds

The research institutions must provide the facilities and equipment necessary for members to carry out their proposed research. The funds provided by the HFSP are not intended to replace or supplement current domestic programs nor to provide basic institutional infrastructure. They are to be used specifically to support new international collaborative programs.

5.2. Amount of award

The HFSP budget is determined in US dollars. While payments may be requested in another currency, the amount in that currency will be determined by the exchange rate against the US dollar at the time of each transfer and thus may vary from year to year. HFSP reserves the right to transfer funds in local currency.

- a. The intended mode of funding in the 2023 cycle is as follows but may be subject to revision to take into account HFSPO's budget: \$300,000 for a team of 2; \$400,000 for a team of 3; \$500,000 for a team of 4 or more members. These figures represent the amount awarded to the whole team per year for a period of 3 years.
- b. Two members from the same country have to constitute an interdisciplinary collaboration. They will be awarded an amount equivalent to 1.5 team members (currently \$350,000 for a team of '2.5' and \$450,000 for '3.5' team members).
- c. In the case of a two-member team with one member in a for-profit institution, the total annual award will be reduced to \$150,000. In other cases, the for-profit member will not be included when calculating the amount of the award.

5.3. Tenure of Grant

Each grant is awarded for a period of three years.

5.4. Method of payment

In the event of an award being made, the distribution of funds will be decided by the team members. The funds will be transferred by the HFSPO to each team member's institution separately.

5.5. Financial reporting

Institutions will be required to maintain complete lists of all expenditures from the HFSPO award. A financial report based on these lists will be required for the full three years of the award, organised by the Principal Investigator at the end of the grant. In addition, all invoices, pay-slips, etc. must be retained for at least two years after the end of the grant period in case of audit. Reporting practices may be subject to modification during tenure of the grant if required by the HFSPO Board of Trustees or auditors.

5.6. Permissible and impermissible expenses

A budget is **not** required at any stage of the application process. The following information is provided to allow applicants to understand the scope of expenditures permitted in case an award is made.

5.6.1. Equipment

Purchase of equipment must be essential for the new collaboration which is proposed. Purchase of equipment to supplement current domestic programs is not allowable. Participating laboratories should already be equipped to pursue their current research.

5.6.2. Materials and supplies

Costs of reagents, animals, disposables, computer software necessary for the scientific collaboration.

5.6.3. Services

Consulting services and computer services *specific to the project*, including rental fees (fees for computer or telephone networks may be included in the indirect costs (see [5.6.7.](#))).

5.6.4. Salaries

No salary support (including summer salaries) for the Principal Applicant, Co-Applicant or other faculty, institutional staff such as secretaries or laboratory managers, and no student tuition fees may be paid.

Salaries may be provided for research assistants (post-doctoral scientists, graduate students, technicians) essential for the new collaborative project.

5.6.5. Communication expenses

Publication costs (including [open access](#) fees), article translations, mail, express courier services.

5.6.6. Travel and per diem

- Travel costs and per diem allowances (up to three months each year), for team members and their personnel visiting other team members.
- Travel costs and per diem allowances for field work or visits to research facilities.
- Scientific meetings or training courses related to the HFSP project.
- Costs for attending the awardee meeting organised by the HFSP in the final year of the award.

5.6.7. Indirect costs (overheads)

No more than 10% of the direct costs of the award, at each research institution, may be used for indirect costs.

6. Ethical considerations

Awardees must observe the highest ethical standards in conducting all research supported by the Program. If awarded, all team members have to agree to conform strictly to the national and institutional codes of practice, regulations and laws, which govern the ethical conduct of scientific research in his/her own institution. Institutions must inform HFSPO if national or institutional codes of practice, regulations, or laws have been infringed in the performance of the award. All awardees must also agree not to undertake any research jointly with scientists in another country where experimental procedures, which are forbidden in his/her own laboratories/institutions are permissible. Examples of national guidelines can be found via links on <https://www.hfsp.org/Good-Scientific-Practice>). [HFSPO's policy on scientific misconduct](#) available on the HFSP website.

7. Intellectual property rights and publications

HFSPO will not claim any intellectual or commercial property rights that may be generated through the research it sponsors. HFSPO will not become involved in any dispute which may arise about the ownership of such rights. The assignment of any such rights (and any income arising from them) is to be determined by the procedures and regulations which apply in the laboratory/institution in which the research is conducted.

In considering the possible commercial importance of discoveries which arise from research sponsored by the Program, all awardees must agree that submission of manuscripts for publication of these discoveries in scientific journals will not be delayed for more than 45 working days after the manuscript is completed.

An acknowledgement of support by the Human Frontier Science Program must be included in all publications resulting from work carried out under the grant.

8. How to apply

See also [ProposalCentral Guide](#)

Deadlines:

- I. **Compulsory initiation of a letter of Intent by obtaining a reference number: March 24th 2022**
- II. **Submission of Letters of Intent: March 31st 2022**

Please read the guidelines and the document '[Writing a letter of intent](#)' carefully to establish whether your project is clearly in tune with the aims and requirements of the HFSP Research Grant program.

The main steps in applying are as follows:

1. The research team must designate one member as **Principal Applicant**, who will be responsible for final submission of the letter of intent. Note the requirement that the Principal Applicant must have his/her primary laboratory in a member country. See Item [3.3.](#) of the guidelines ("Research Teams") for more detail.
2. In setting up the team, the Principal Applicant **must ensure that no team member is a Principal Applicant or Co-Applicant on another proposal** (see Item [3.7.](#) in the guidelines). Failure to ensure this will result in all those applications being withdrawn from the competition.
3. The Principal Applicant must initiate the Letter of Intent on the ProposalCentral site (see instructions below). The Principal Applicant will first have to set up an account (if not already in the PC database) that will give access to the online application form and further instructions concerning the online submission (including the addition of the other team members). It is essential to initiate the Letter of Intent as soon as the team has seriously decided to submit a letter of intent, but by March 24th 2022 the latest.
4. Team members can be modified up to the final submission date. However, all team members must be designated as co-applicants on the online form, and each team member has to enter their own CV information and publications before the submission deadline. Each team member should also provide information on their contribution to the project in one of the fields assigned for sub-projects.
5. The letter of intent must be **submitted by March 31st 2022**. No changes can be made to the letter of intent after final submission.
6. The Principal Applicant will be notified at the beginning of July if the team is invited to submit a full application. The deadline for invited full applications will be mid-September 2022.

9. Technical tips

The letter of intent application portal is new. Tips for each section will be given on the application site itself and a user guide is available below. If new problems are reported to us, tips will be added to the relevant pages to help in the submission procedure. Please notify us at grant@hfsp.org if you encounter problems.



HFSP RESEARCH GRANTS

INSTRUCTIONS FOR SUBMITTING A LETTER OF INTENT IN PROPOSALCENTRAL

At the Letter of Intent stage no signatures are required (neither for the applicants nor for their administration).

No budget proposals are required. Award sums are fixed but if teams include two members from the same country, USD 50 000 per year will be deducted from the award sum. This will be determined after the scientific review.

Some instructions for completing the online form also appear as blue boxes in each submenu.

DEADLINE

- Compulsory initiation of a Letter of Intent by obtaining a reference number by **March 24th 2022, 1:00 PM (U.S. Eastern Time)**
- Submission of a Letter of Intent: **March 31st 2022, 1:00 PM (U.S. Eastern Time)**

Please make sure that all team members have registered and completed the mandatory fields in their Professional Profile at least 48 hours before this deadline.

- Submission of Full Applications: mid-September 2022, on invitation only

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

Links to directly access the application site (for Principal Applicants only):

Research Grant-Program - <https://proposalcentral.com/ProposalGI.asp?SectionID=9838&ProposalID=-1>

Research Grant-Early Career – <https://proposalcentral.com/ProposalGI.asp?SectionID=9779&ProposalID=-1>

You can contact HFSP at grant@hfsp.org for any general question related to the grant 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 ET to 5:00 pm ET Monday - Friday.

STEPS FOR THE INITIATION AND SUBMISSION OF THE LETTER OF INTENT

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 ProposalCentral 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, you can complete any missing information before proceeding to the next step.

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

- **Create your account and complete your Professional profile**

The Principal Applicant must initiate the Letter of Intent on the ProposalCentral site. The Principal Applicant will first have to set up an account (if not already in the PC database) to initiate an application (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).

Once you have created/updated your account, navigate to your Professional profile and enter only the following information (other information on the CV etc has to be entered in the application itself):

- Section 1. Institution & Contact Info

For the institution: use the search engine available in the system and select the name of your institution in the proposed list (preferably with “confirmed” status). If you need to create a new institute, ProposalCentral will be notified and will check the information – if the status of your institution appears as “unconfirmed”, this has no consequences for your application. In the unlikely case that the system finds “no Matching Institution”, please use the “Create New Institution” button and enter the name of the University (not the Department or Faculty/School). You will have to provide the name of a person in the central administration of your institution who can confirm that the information is correct, please contact ProposalCentral (pcsupport@altum.com) if you encounter problems.

- Section 2. Degrees

- Section 7 Publications (you can import your publications from your ORCID account, see submenu **Publications** in the application form).

- Section 10. Account Information. In Section 10 you can update your email address, password and security questions as needed.

You will also have to connect your ProposalCentral account to your ORCID ID, using the button “Create or Connect your ORCID ID” in the upper menu of the Professional profile. Please note that an ORCID ID is mandatory for the application.

If you have several PC accounts associated with several email addresses, you can use the option “Combine Profiles” (upper menu of the Professional profile). Please follow instructions on the page or contact pcsupport if needed.

- **Initiate and submit a Letter of Intent**

After completing the Professional Profile, the Principal Applicant should navigate to “Grant Opportunities” and filter by Grant Maker or search HFSP to access the “apply now” button – be sure to apply for the right category (Early Career or Program) – see the screen shot below for more information

Grant Opportunities								 pCdrive
Total: 341 Opportunities								1 Deadlines displayed in U.S. Eastern Time
Filter by Grant Maker								2
Click Apply Now to start your application (includes letter of intent if required)								
Show 25 entries								3
Grant Maker	Programs (Click for Guidelines)		LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ	
Human Frontier Science Program	Research Grants - Early Career 	3/31/2022 1:00:00 PM	7/22/2022 1:00:00 PM	HFSP Grant Office	Apply Now			
Human Frontier Science Program	Research Grants - Program 	3/31/2022 1:00:00 PM	7/22/2022 1:00:00 PM	HFSP Grant Office	Apply Now			
Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ		

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.	 International Human Frontier Science Program Organization	LOI To: Program: Title (Applicant): Deadline:	Human Frontier Science Program Research Grants - Program Test RGP Carole 28052021 (Asnaghi, Carole) 3/31/2022 1:00:00 PM (U.S. Eastern Time)
1 Title Page	Title Page		
2 Principal Applicant	Next>>	Save	Print
3 Principal Applicant Institution	Cancel	Exit	
4 Co-Applicants			
5 Publications			
6 Keywords/Disciplines			
7 Research Project			
8 Validate			
9 Print LOI			
Proposal Sections LOI must be submitted and approved before Proposal can be completed.	Before going further please read the Application Guidelines, which include an overview of the scope and eligibility requirements for teams presenting a Research Grants – Early Career or Research Grants – Program application. 		
	Deadline to initiate a Letter of Intent: 1pm U.S. Eastern Time on March 24, 2022		
	Deadline to submit a Letter of Intent: 1pm U.S. Eastern Time on March 31, 2022 		
	The Principal Applicant should invite the co-applicant(s) early. Please notify your Co-Applicants that the application is being initiated by adding them on the Co-Applicants page. Changes to the team composition are possible until the SUBMISSION DEADLINE but preferably, all team members should have registered and completed all mandatory fields at least 48 hs before the submission deadline.		
	No applicant (Principal Applicant and Co-Applicants) may be a member of a team on more than one letter of intent in this review round. If any team member applies on more than one Letter of Intent all of these will be removed from the competition. 		
	* Project Title	Enter a title here, then press Save.	
	Do not exceed 100 characters.		
Support Links			

- **Submenu “Title Page”**

Please enter the title of your application and answer the remaining questions (previous proposal number is only needed if this is a resubmission).

- **Submenu “Principal Applicant”**

Most of the information for the Principal Applicant will be automatically prefilled with the data registered in the Professional profile, if mandatory fields are still empty, please add the required information. Please note that if the name of the institute has not been completed in the Professional Profile this will have to be entered twice in the application (submenus “Principal applicant” and “Principal applicant institution”).

For the “Prefix” (in section 10 “Account information”), please indicate the title you would like us to use for correspondence (Dr., Prof.).

To update the degree information, please select the “Edit Professional Profile” button available on this page and navigate to Section 2 – Degrees.

For the CV, please provide the following information for each position held in the last 10 years (in chronological order starting with the most recent):

Period	Institution, Department, University, City, Country	Position held*	Area of Research (for example, biophysics, molecular biology etc..)**
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* do no list editorial or review committee positions

** not project titles

For the number of publications, please only consider peer-reviewed papers including preprints on public servers, accepted publications and publications in press, but not manuscripts in preparation or submitted.

For the other sections, please follow the instructions available in the online form.

- **Submenu “Principal Applicant Institution”**

Contact details of the Principal Applicant will be automatically prefilled with the data registered in the Professional profile, you can use the button “Change Institution” if corrections are necessary (if you do not find the new institution in the system, you need to make the change in your professional profile, not here).

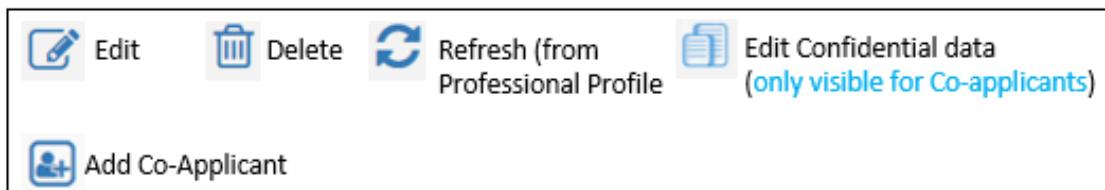
Primary affiliation: the name and address of your institute is prefilled with the information from your professional profile, if some mandatory fields are still empty, please add the required information.

Secondary affiliation: please indicate if you have a secondary affiliation in another country and give the contact information in the dedicated field. Please note that all affiliations are considered for eligibility checks and award level.

- **Submenu “Principal Applicant Confidential Data”** only visible for Principal Applicant

In this section we ask for the date of birth, gender and nationality of the Principal Applicant. This information is not visible to reviewers (nor to other applicants) and will only be used for statistical analyses.

- Submenu “Co-Applicants”



The Principal Applicant will have to add all the members of the team (Co-Applicants) via the submenu “Co-applicants”. Co-Applicants should be given administrator access rights for modifying and submitting the proposal (edit access rights will only enable Co-Applicants to fill in but not submit the application). Access rights have to be determined in the submenu “**Enable other users to access this proposal**”. Only users with administrator access can see this submenu.

If you make changes, please use the refresh button of the browser to update the page and see the structure of the team.

To add Co-Applicants, please enter the e-mail address of the person you wish to add. Click the “Add contact” icon (see above) to open the contact form. It is not necessary to complete all fields of the contact form, but just add the role, first and last names - the other mandatory fields can be completed by the Co-Applicant him/herself. If the person is already registered in ProposalCentral, some information will be pre-loaded into the contact form. Please note that an alert may appear indicating that the contact form is incomplete, but the information that you typed will be saved and the Co-Applicant added to the team. To delete a person from the table, click the “Delete” icon.

Once you have added Co-Applicants to the application, they receive an email with information on how to access the application. They need to be given administrator access to the application (via the submenu **Enable other users**) to be able to work on the application.

For Co-applicants: it is best to first complete the Professional Profile (see PI’s sections above) and access the application via the section “Home” of your ProposalCentral account to complete the missing information on the “Contact Screen” using the “Edit” icon (in the far-right Action column) – for details see instructions for the **Principal Applicant** submenu.

Note: Changes made to the Co-Applicant’s contact information that are not pulled from the Professional Profile will be for this proposal only. For the name of the institute, we recommend to use “Search and Select Institution” and select the name of your institute, if you have difficulties finding your institute in the list proposed you can also use “manual institution name”.

Permanent changes must be made in the person’s Professional Profile. If necessary, latest data from the Professional profile can be imported by using the icon “REFRESH” – see above. Please note that the ORCID number and PhD degree (or equivalent) should be completed in the Professional profile (you reach the Professional profile easiest by returning to the tab in your browser, in which you logged in to ProposalCentral, do not use the “go back” arrow).

Please note that if the “confidential (demographics) data” are not completed, these fields will appear as missing under “Race and Ethnicity” on the validation page, but be sure that we do not ask for race or ethnicity information – the language will be changed shortly.

- **Submenu “Enable other users to access this proposal”** ([only visible for users with administrator access](#))

Please enter the roles (Co-Applicants) and define access permissions here (preferably Administrator).

To give other people access to the application, type the email of the person in “Give User Proposal Access” and choose the correct permission

- **Submenu “Publications”**

Each team member needs to list 10 publications for the last five years (since January 2017). Publications can be added one by one using the “Edit” action button but we advise you to import your published papers from your ORCID account into your Professional Profile and then choose them here. You may also enter preprints on public servers, accepted publications and publications in press, but these need to be added manually to your professional profile or the application, and they need to have a DOI.

To import your publications from ORCID to your professional profile in ProposalCentral please authorize PC to access your ORCID account in your professional profile. Answer the question “would you like to copy select ORCID profile data directly into your ProposalCentral profile” with YES. You can then select all sections or just Works/Publications (Funding information, for instance, has to be entered in ProposalCentral directly, not via ORCID).

In the Publication submenu, please choose the 10 publications to add to your proposal (by using the “+” button). Joint publications among team members need to be listed separately on the ‘Title’ page. Flag the publications most important for the proposal with an asterisk * (by opening the entry using the edit action - far right). Note that these flags will not be visible on the page, but they will be seen in the Pdf provided to reviewers.

If in your discipline, peer-reviewed conference proceedings are considered archival publications (i.e. they are reviewed based on the full manuscript, and are considered as prestigious as journals and have a DOI) you may list peer-reviewed conference publications that are particularly relevant to the application (this is often the case for non-biological disciplines).

HFSP is a signatory to the San Francisco Declaration of Research Assessment ([DORA](#)), which we consider to be an incentive to evaluate research proposals on the basis of their content and not by the criterion of Journal Impact Factors (JIF). Reviewers at all stages of the HFSP grant application process are advised that they should consider the quality of the research published and/or proposed in an application. While productivity may be an important factor, the assessment will be based on the content of articles and not the JIF.

- **Submenu “Keywords/Disciplines”**

Additional Keywords: you should first select keywords from the list provided in the online form. If important keywords are missing in this list, you may add them in the free text zone

Disciplines: Select disciplines represented among the members of your team (up to 10).

Keywords: select keywords for 1. Biological function, 2. Biological material, 3. Methods and instruments (up to 10 in total).

For keywords and disciplines, if you select more than 10 in each list, you will not be able to submit the application (this will be indicated in “Validate” where you can check whether everything is correctly completed).

- **Submenu “Research Project”**

All the elements have to be typed (or pasted) directly in text fields of the online form. It is not possible to add any other material. Please consult the Application guidelines and “[Writing a Letter of Intent](#)”.

Abstract: summarize the objectives, hypotheses, approaches and research plan - limit **1 200 characters** (including spaces and punctuation).

Subprojects: There are 4 boxes, please use as many boxes as your team has members starting with the Principal Applicant of the team. If there are 5 members in the team, Co-Applicants number 3 and 4 will share the same Subproject field using only 1 200 characters each to describe their own contribution to the project.

Each team member should first indicate his/her Name and Research Discipline and then describe his or her subproject (**1 200 characters**, including spaces and punctuation), with a clear indication of the role played in achieving the goal of the team as a whole. Use this space for the scientific contribution, do not repeat details that are in the CV here.

Innovative elements and Collaborative elements: (**600 characters for each** including spaces and punctuation)

(i) Which aspects of the proposed project are especially innovative? How does it differ from the ongoing research activities of each team member?

(ii) Which collaborative elements are essential for the project to succeed; what makes the team more powerful than the sum of the individual contributions?

Interdisciplinary elements: (**1 200 characters**, including spaces and punctuation) to be completed ONLY for teams with more than 4 members or for teams with 2 members in the same country. Should indicate why the 5 members of the team are essential to the project and how they will be integrated, or why 2 members from the same country are necessary (could be technical reasons or need of a very specific expertise).

5 key references for the project (**1 200 characters**, including spaces and punctuation).

- **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.

Please make sure that all team members have filled in all mandatory information before the deadline – else the application cannot be submitted.

- **Submenu “Print LOI”**

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

- **Submenu “Submit”**

Once the application is submitted, the Principal Applicant 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 Research Grant 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 Research Grant 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).