



HUMAN FRONTIER SCIENCE PROGRAM

Application guidelines for Long-Term and Cross-Disciplinary Fellowships Award Year 2013

Fellowship initiation deadline: 16 August 2012

Required steps at the latest by 16 August:

- Request a **password** at <https://extranet.hfsp.org> .
- Obtain a **reference number** for the application.
For this purpose, the candidate has to log in and must select either the Long-Term or the Cross-Disciplinary Fellowship program
- **Register the two referees and the host supervisor(s)** in the online application form, so that they receive an automatic email with their access information.

Fellowship submission deadline: 30 August 2012

At 1:00 P.M, French time

Host supervisors and referees have until 30 August to register and submit their section. It is however recommended that they do it earlier, since applicants will only be able to submit their application once their host supervisor(s) and referees have submitted their sections.

Contact details

12, quai Saint-Jean
67080 STRASBOURG Cedex – FRANCE
Tel: +33 3 88 21 51 ext. 27 or 34 Fax: +33 3 88 32 88 97
E-mail: fellow@hfsp.org Web site: <http://www.hfsp.org>

Registration and submission via
<https://extranet.hfsp.org> possible as of June/July 2012

Applicants should read these guidelines with great care and pay particular attention to the eligibility criteria and the scientific objectives of the fellowships. **If in doubt about the appropriateness of the research project or formal eligibility criteria you should consult the [Frequently Asked Questions \(FAQs\)](#) or contact the [Fellowship Office](#) prior to submitting an application.**

I. OVERVIEW

The Human Frontier Science Program (HFSP) supports **innovative** basic research into **fundamental** biological problems, with emphasis placed on **novel** approaches involving scientific exchanges across national and disciplinary boundaries. Biological research has become increasingly quantitative through the participation of scientists from biophysics, physics, chemistry, computer science, engineering, mathematics or nanoscience. Such collaborations have opened up new approaches for understanding the complex structures and regulatory networks that characterize the evolution and interactions of organisms and biological systems. Within this framework, HFSP invites applications for two international postdoctoral programs:

- **Long-Term Fellowships (LTF)** are targeted to applicants with a Ph.D. in a biological discipline to embark on a new project in a different field of the life sciences. Preference is given to applicants who propose an original study in biology that marks a departure from their previous Ph.D. or postdoctoral work.
- **Cross-Disciplinary Fellowships (CDF)** are targeted to applicants with a Ph.D. from outside the life sciences (e.g. in physics, chemistry, mathematics, engineering or computer sciences), who have had limited exposure to biology during their previous training. Applicants for the CDF should propose a significant departure from their past research, for example, changing from material science or physics to cell biology, from chemistry to molecular biology, or from computer science to neuroscience, among many other possibilities.

The HFSP fellowship program only funds top candidates that propose innovative, ground-breaking projects. The proposed project should have the potential to advance knowledge in their field of study, open a new approach to the research problem, and can include high risk research. Applicants to both programs are expected to be exposed to new theory and methods during the tenure of the award, while their previous expertise can be reflected in the proposed research project. They should state clearly the innovative aspects of the proposed project in terms of original research questions to be addressed and techniques to be learned. In particular, candidates for a CDF should describe the biological techniques they will be exposed to and how their specific skills from their previous training will bear on the biological project they propose.

Proposals representing **standard or incremental approaches, obvious next steps in the field or for the host laboratory (routine)** are less likely to receive funding.

Research projects can range from biological functions at the molecular and cellular level up to the biological systems level, including cognitive functions. Within this broad area, all levels of analysis are supported; studies on genes and individual molecules, intracellular networks, intercellular associations in tissues and organs, and networks underlying complex functions of entire organisms, populations, or ecosystems.

HFSP does not support:

- **Routine projects** where the fellow's contribution is not considered to be intellectually challenging (e.g. high throughput technology or screens without investigating a fundamental biological problem),
- **Applied research** e.g. in a clinical or pharmaceutical (translational) context, in engineering, biotechnology, or nanotechnology,
- **Clinical & pharmaceutical research** related to a disease or to alleviate a medical condition, e.g. developing methods of treatment and diagnosis, searching and testing potential drug candidates or drug targets, advanced trials of drugs under development,
- **Environmental research** directly concerned with agricultural issues (e.g. crop yield, breeding, food quality), environmental problems (e.g. pollution, bioremediation, monitoring),
- **Ecological projects** to discover new species or to monitor and survey protected habitats.

II. ELIGIBILITY CRITERIA

Applicants for a LTF or a CDF must meet the following conditions:

- 1) **A candidate who is not from one of the supporting countries** (see list below) may apply to work only in a research institution in one of the supporting countries.

A candidate from one of the supporting countries can apply to work in a research institution in any country.

To be from one of the supporting countries is defined as being a national of one of HFSPO supporting countries: Australia, Austria, Belgium, Bulgaria, Canada, Cyprus (EU part only), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Republic of Ireland, Italy, Japan, Republic of Korea, Latvia, Lithuania, Luxembourg, Malta, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom and United States of America.

For those going to institutions that are classified as extraterritorial such as the EMBL (Heidelberg/Germany, Grenoble/France or Monterotondo/Italy), ICPT or ICGEB (both in Trieste/Italy), the host country will be considered the one in which the laboratory is located.

- 2) A **research doctorate (Ph.D.)** or a doctoral-level degree comparable to a Ph.D. with equivalent experience in basic research (e.g. a research based M.D. or medical Ph.D.) will be required at the start of the fellowship (but is not required at the time of submission).

Candidates who have not yet obtained their Ph.D. can submit a proposal before receiving their degree. In this case, the degree must be awarded at the latest in **December 2013**.

Candidates who already have a Ph.D. must have obtained their doctoral degree **in the 3 years prior to the submission deadline (between 1 September 2009 and 30 August 2012)**. The date on the Ph.D. or doctoral certificate will determine the cut off for the rule mentioned above (and not the date on which the Ph.D. was/will be officially awarded).

If a candidate obtained his/her Ph.D. before September 2009, exceptions are possible if the applicant has interrupted his/her scientific career after receiving the Ph.D. Only exceptional circumstances of a personal, non-scientific nature, such as illness, parental leave, military or civil service will be accepted. These must be described in detail in the application. Please contact the Fellowship Office prior to submitting your application if you will be claiming a personal exemption. The interruption period will be taken into account when calculating the time between the date of the Ph.D. and the August 2012 deadline. The resulting duration has to be less than 3 years.

- 3) Applicants **must have at least one lead author paper** either accepted for publication, in press or published, in a peer-reviewed international journal **on 30 August 2012**. Candidates who do not have an accepted lead author paper by 30 August are not eligible to apply. As a lead author, you are either single author, first author or joint first author. In a joint first author paper the applicant may be listed in second place even though he/she has played a primary role. In this case the fact that the first two authors contributed equally to the work must be clearly stated in the published article. Exceptions will be made if the standard publication practice in a given field or in a particular research institution makes first authorship impossible (e.g. alphabetical listing of authors). These circumstances must be explained in detail in the application under "Additional Comments".

The papers must be written in English. Publications in other languages are not taken into account, nor are review articles or patents.

Electronic copies of lead author publications must be uploaded while preparing the application, as they cannot be uploaded once the applicant has submitted the proposal.

The following are grounds for ineligibility:

- 1) Applicants who, on 1 April 2013, have already spent 12 or more months in their proposed host country (e.g. during previous stays for collaboration, training, or during the Master's or Ph.D.) are not eligible. **The combined duration of all previous stays in the host country** is taken into account and **cannot exceed 12 months at the start of the fellowship**. The sole exception to this rule are prior **visits of less than one month** to the host country as part of their formal undergraduate education (up to the Bachelor degree level).
- 2) Applicants who, on 1 April 2013, have already spent a total of 12 months (consecutive or not) with their proposed host supervisor are not eligible.
- 3) Applicants who started their current work in the proposed host institution or host country prior to 1 April 2012 are not eligible to apply.
- 4) Applications will not be accepted from candidates who wish to work with
 - former scientific collaborators,
 - former research supervisors,
 - scientists with whom they have already co-authored publications,
 - scientific colleagues/supervisors.
- 5) Applications will not be accepted from candidates who propose to take up the HFSP fellowship in the country where they obtained their Ph.D., even if the applicant is not a national of that country.
- 6) Applications to move from one laboratory to another in the same country are not eligible.
- 7) A candidate cannot apply to go to the country of which he/she is a national, even though he/she may have undertaken pre- or post-doctoral studies abroad or obtained his/her Ph.D. in another country. The only exception to this rule concerns candidates with dual nationalities. They are allowed to apply to work in a research institution in one of the countries for which they have a dual nationality, provided they have never lived or studied in this country, or they have left this country during their childhood.
- 8) Applications to work in a for-profit research environment are not accepted.
- 9) A candidate can only submit one fellowship application per competition, and must choose between the Cross-Disciplinary and Long-Term Fellowship awards.
- 10) Former Long-Term or Cross-Disciplinary Fellowship awardees cannot apply for a second HFSP fellowship.
- 11) A host supervisor can only endorse the application of a single candidate per competition, either for a Cross-Disciplinary or a Long-Term Fellowship award. The proposed host supervisor is allowed to mentor HFSP fellows from previous award years, and/or be part of an HFSP Research Grant team (Program Grant or Young Investigator Grant) while acting as host supervisor for a candidate in the current competition.

III. APPLICATION PROCESS

There is only one competition per year for HFSP fellowships.

The deadline for password registration and initiation of the online application is **16 August 2012**.

The deadline for submitting applications for award year 2013 is **30 August 2012** at 1.00 P.M. French time.

Applications must be submitted via the HFSP website in time for the annual deadline. The website for submitting applications will open by the **end of June/early July 2012** at <https://extranet.hfsp.org>.

Unsuccessful candidates can apply more than once, provided they still meet all eligibility criteria.

Before hitting the “Submit” button, applicants should upload up to 6 PDF files of their lead author publications. Candidates should not upload manuscripts of papers that are not printed or in press, nor mail paper copies of their publications.

Candidates who submitted a complete fellowship application by the 30 August 2012 deadline may update their publication list via the HFSP website until 4 December 2012. Information that has already been submitted electronically must not be duplicated.

IV. REVIEW PROCESS

There are three steps in the review process: triage, expert review and a peer review competition.

Triage: All proposals are screened by an *ad hoc* scientific committee for formal eligibility and conformity of the proposed research with the scientific objectives of the HFSP fellowship program. An application that does not meet the key requirements given in the guidelines will not be sent for review and the applicant will be informed. This ‘triage’ process involves two Scientific Directors of HFSP, and the Chair of the Fellowship Review Committee.

Expert review: Applications that pass the triage are evaluated by two review committee members who assign categorical rankings based on the following criteria:

- The training potential of the fellowship based on the scientific originality and innovative character of the research proposal. For both types of fellowship award, a clear departure from the previous research is viewed favourably,
- The accomplishments and potential of the candidate relative to previous and current opportunities in terms of career stage and field of research,
- The quality of the host and the host environment,
- The information given by the candidate regarding his/her motivation, goals and achievements.

HFSP does not impose a percentage weighting among the individual selection criteria listed above. The final selection considers all individual criteria on an equal basis. Fellowships are only awarded to applications that are ranked ‘outstanding’, while applications in the next lower rank (‘accomplished’) are awarded only if funds permit.

CATEGORY	RANK	DESCRIPTION
OUTSTANDING	A	<ul style="list-style-type: none"> • Novel and innovative research project of high quality, proposed and written by candidate • Project contains groundbreaking approaches and represents a high risk/high reward study • Excellent candidate • Significant departure from the candidate’s previous research in terms of topic, technology and species/study system
ACCOMPLISHED	B	<ul style="list-style-type: none"> • High quality research project but not entirely original (lab project) or innovative • Proposal represents standard approaches or obvious next steps in the field or for the host laboratory • Very good candidate • Moderate degree of change in research direction (e.g. applying new techniques to the same species/study system; extension of Ph.D. or previous postdoc project)
SOLID	C	<ul style="list-style-type: none"> • Quality science (applicant continues a lab project) • Standard project using routine approaches • Very little or no change in research direction (continuation of Ph.D. project)
WEAK	D	<ul style="list-style-type: none"> • Project scientifically flawed or inappropriate

Peer review competition: the highest ranking applications are discussed during a 3-day review committee meeting. Applicants not listed for the final discussion of the review committee receive a written notification at the end of January. All other applicants receive written notification regarding the outcome of the competition by the end of March. The list of successful candidates is published on the

HFSP website in early April. The selection process is confidential; no information is provided about the rating of applications or the reasons for not being selected.

The HFSP fellowship committee reviews a submitted proposal on the basis of the specific research project which is to be carried out in a particular host laboratory. Therefore changes related to the research project or host institution are not accepted during the selection process.

V. AWARD CONDITIONS AND FINANCIAL SUPPORT

The HFSP postdoctoral fellowship can be held for up to 3 years, without the possibility for renewal. Fellows may interrupt HFSP support after the second year, for up to two years, while being funded through other programs or grants. Funds for the third fellowship year can be used by fellows to return to their home country, or to move to another HFSP member country, to prepare to initiate their first independent laboratory. In both cases, the HFSP fellow is eligible to apply for the [HFSP Career Development Award \(CDA\)](#). The CDA award provides start up funds of 300,000 USD over three years and may be taken up at the end of the fellowship.

A successful candidate cannot hold concurrently a Long-Term or Cross-Disciplinary Fellowship provided by HFSP and a paid fellowship or employment position (i.e. salary support) from another organization. It is however acceptable for the host (institution) to supplement the awardee's salary and/or research and travel costs. HFSP fellows must devote themselves entirely to their research project in the host institution and may not engage in any other paid activity without the agreement of HFSP.

Fellows may begin their fellowship on **1 April 2013 at the earliest and not later than 1 January 2014**.

Generally it is not possible to change the host supervisor, the research topic, or to transfer the fellowship to another institution. Any unauthorized change will lead to the immediate termination of the award. Fellows who consider a change or transfer due to exceptional circumstances should contact the Fellowship Office directly before making any decision.

AWARD MANAGEMENT

For HFSP, the preferred way to administer the fellowship funds is through an institutional account that is managed by the pay roll office of the host institution. Fellows may be allowed to manage their funds through a private bank account only if an institutional management of the fellowship funds is not possible.

The HFSP fellowship does not provide any additional funds beyond the stated allowances to cover health insurance costs or other benefits. If required by the host institution the HFSP fellowship living allowance may be considered as the fellows' gross salary so as to establish an institutional employment contract. In this case, host institutions and/or fellows may deduct social security charges or health insurance premiums from the fellowship living allowance. The host may supplement the employers cost to match the salary level required by the institution.

As a not for profit organization, HFSP is not in the position to compensate host institutions for administering a fellowship. Nor is it permissible to take out institutional overheads, bench fees or indirect costs from any of the fellowship funds.

Thus far HFSP has supported fellows from over 60 different nationalities working in many different host countries. It is impossible for us to stay abreast with changes in taxation laws in all these countries. This is why the HFSP Fellowship Office is not able to answer any questions regarding tax liability. **Each fellow is responsible for determining his/her own tax liability status in the host/home countries** by contacting appropriate authorities.

FELLOWSHIP ALLOWANCES

Living allowance

The living allowance represents a subsistence allowance, and is meant to cover the cost of living expenses while at the host institution. It is paid according to the rate of the country where the fellowship is carried out. Should the fellow repatriate to the home country or transfer the fellowship to another HFSP member country in the final year of the fellowship, the rate for this country will be applied.

Child allowance

HFSP fellows with children are entitled to receive a child allowance. The allowance is paid per child and corresponds to about 10% of the living allowance for the first year. Should the fellow receive a child allowance from another source, this amount will be deducted from the HFSP child allowance.

Research and travel allowance

The research and travel allowance is intended as a contribution towards the cost of carrying out the research project.

The allowance may be used to cover the expenses for materials and supplies which are needed specifically for the performance of the fellow's research. Any equipment purchased using fellowship funds remains the property of the host institution at the end of the fellowship, unless the host supervisor gives his/her approval for the fellow to keep the item(s).

The funds may be used to attend scientific meetings and for travel costs associated with working with collaborators in different institutions. Travel expenses should be reimbursed on accrued costs and not on per diem rates.

This part of the stipend should be administered in the form of an institutional expense account. Fellows are accountable regarding the use of this allowance, and any unspent funds from this allowance will have to be returned to HFSP.

There is no need to spend the annual amount granted for research and travel purposes during a given year. All unused funds are automatically carried over to the following year. A negative balance can also be carried over from one year to the other if the fellow overspent the amount granted in the previous year.

Expenses paid out of the research and travel allowance are only allowed during the period of the fellowship, except if a no-cost extension has been requested and granted.

Expenses accrued during the deferral of the fellowship after the second year cannot be included in the final financial report. The only exception to this rule is if a fellow attends the HFSP Awardees Annual Meeting, if the meeting takes place during the interruption period.

Relocation allowance

The relocation allowance is a fixed amount that serves as a contribution towards the cost of travel of the fellow and his/her family members to and from the host country. The funds can be used, for example, to help pay for flight tickets, to ship personal belongings, as security deposit to rent an apartment, etc.

Once a fellow requests and qualifies for the relocation allowance, it is paid to the fellow in full and no receipts are required. The host organization cannot deduct any fees from the allowance, and it does not have to be accounted for in a financial report.

The allowance is intended to cover costs associated with the following:

Move to the host laboratory at the start of the fellowship: fellows qualify to receive the relocation allowance only if they move to the host institution no more than 3 months prior to the actual start of the fellowship.

Repatriation or move to another HFSP member country in the third year.

Move after the termination of the fellowship: fellows who remain at the host institution after the completion of the fellowship have six months in which they may request the relocation allowance. The allowance must be requested by the fellow when submitting the final scientific and financial reports. The Fellowship Office will pay the relocation allowance once both final reports have been approved.

The relocation allowance is granted only if the fellow does not receive other funds to cover the expenses described above. The fellow is required to formally state that this condition is fulfilled before receiving the relocation allowance.

2013 RELOCATION ALLOWANCE (in USD)

FROM:	TO:							
	West USA/Canada	East USA/Canada	Europe	Middle-East	Asia	Oceania	Africa	Central & South America
West USA/Canada	1,500	1,500	3,000	3,000	2,000	2,000	2,000	1,500
East USA/Canada	1,500	1,500	2,000	2,000	2,500	2,500	1,500	1,500
Europe	3,000	2,000	1,000	1,000	4,000	4,000	1,000	3,000
Middle-East	3,000	2,000	1,000	●	3,800	3,800	1,600	3,000
Asia	2,000	2,500	4,000	3,800	●	2,200	3,000	2,500
Oceania	2,000	2,500	4,000	3,800	2,200	●	4,000	2,000
Africa	2,000	1,500	1,000	1,600	3,000	4,000	●	3,000
Central and South America	1,500	1,500	3,000	3,000	2,500	2,000	3,000	●

- Relocation allowances from/to other areas will be calculated on a case-by-case basis.

Fellows, their spouses and their children are all eligible to receive the relocation allowance according to the following calculation:

Spouse: same basic allowance
 Child 2-12 years: 50% of basic allowance
 Child under 2 years: 10% of basic allowance

Parental leave allowance

HFSP fellows have the possibility to apply for up to 3 months of paid parental leave during the course of their fellowship. The parental leave must be taken within 6 months of the birth of the child. It only applies for children born during the period of the fellowship. The fellowship will be extended for the same duration as the parental leave.

HFSP support for parental leave cannot be granted during a deferral of the fellowship.

If both parents are HFSP fellows, each parent may take a portion of the leave, for a combined maximum duration of 3 months. Additional time necessary for child care beyond the 3 months paid leave will count as an interruption of the fellowship (without pay by HFSP).

Fellows should inform the Fellowship Office and their host supervisors/host institutions of their intention of taking a parental leave prior to the interruption.

V. PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS

Results of research funded by HFSP must be published promptly in internationally recognized scientific journals. **An acknowledgement of support by the Human Frontier Science Program** must be included in any publication resulting from work carried out under the Fellowship, including abstracts presented to congresses. A PDF file of each publication should be sent to the HFSP Fellowship Office.

The assignment of intellectual and industrial property rights generated from research conducted under HFSP will be determined by the parties' concerned (researchers, their research organizations or institutions) on a case-by-case basis. HFSP will not assert any claim to the intellectual and industrial property rights. When a collaborative program is conducted between laboratories in different countries, agreement on the ownership of such rights, or on the distribution of income derived from them, will be negotiated between the collaborating laboratories/institutions. HFSP will not claim any intellectual or commercial property rights that may be generated through the research it sponsors, nor will it become involved in any disputes which may arise about the ownership of such rights.

VI. BIOETHICAL CONSIDERATIONS

HFSP requires that the awardee(s) observe the highest ethical standards in conducting all research sponsored by the Organization. In accepting an award from HFSP, awardees and host supervisors agree to conform strictly to the codes of practice, regulations and laws which govern the ethical conduct of scientific research in their own laboratories/institutions. They are solely responsible if any of these regulations are infringed. Furthermore they also agree not to undertake any research jointly with scientists in another country where experimental procedures which are forbidden in their own laboratories/institutions are permissible.

VII. LIABILITY FOR DAMAGE

HFSP will assume no responsibility for any damage or injury to awardees in connection with research conducted under the HFSP Long-Term or Cross-Disciplinary Fellowship. In accepting a fellowship award from HFSP, awardees release HFSP of all liability for any damage or injuries which may occur while carrying out the funded research project.

VIII. SCIENTIFIC MISCONDUCT RELATED TO FELLOWSHIP APPLICATIONS

Scientific misconduct means data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the scientific community in research proposals submitted to HFSP.

We expect that applicants will adhere to the most stringent international criteria of good scientific conduct (see for example the guidelines prepared by Dr. Miguel Roig (available at <http://ori.hhs.gov/education/products/plagiarism/>)).

2013 LIVING, RESEARCH & TRAVEL AND CHILD ALLOWANCES (in local currency)

Country	Curr.	Living Year 1	Living Year 2	Living Year 3	Annual research and travel allowance	Annual child allowance (per child)
Argentina	ARS	75,000	78,000	80,400	15,000	7,500
Australia	AUD	64,800	67,800	70,800	7,500	6,480
Austria	EUR	41,700	43,620	45,540	4,500	4,140
Belgium	EUR	41,700	43,620	45,540	4,500	4,140
Brazil	BRL	90,000	94,200	98,400	14,160	9,000
Canada	CAD	49,800	52,320	54,720	6,000	5,820
Chile	CLP	15,000,000	15,750,000	16,500,000	2,613,600	2,532,000
China	CNY	220,200	225,000	229,800	45,600	22,020
Denmark	DKK	370,440	387,600	404,880	42,720	37,044
Finland	EUR	49,200	51,540	53,880	4,500	6,000
France	EUR	40,200	42,000	43,800	4,500	4,200
Germany	EUR	40,200	42,000	43,800	4,500	4,200
Greece	EUR	30,300	31,680	33,000	4,500	3,060
Hungary	HUF	6,048,000	6,324,000	6,601,200	680,400	604,800
India	INR	1,368,000	1,431,000	1,494,000	220,500	136,800
Ireland	EUR	42,360	44,340	46,320	4,500	4,236
Israel	ILS	154,320	161,400	168,480	24,720	15,420
Italy	EUR	36,000	37,560	39,120	4,500	3,600
Japan	JPY	6,431,520	6,732,900	7,034,160	642,000	624,000
Korea	KRW	33,000,000	34,500,000	36,000,000	5,580,000	3,300,000
Luxembourg	EUR	41,760	43,680	45,600	4,500	4,176
Mexico	MXN	289,800	303,000	316,200	54,000	28,980
Netherlands	EUR	41,700	43,620	45,540	4,500	4,140
New Zealand	NZD	78,600	82,800	86,400	9,000	7,860
Norway	NOK	402,000	420,000	438,000	46,500	40,200
Poland	PLN	103,740	108,480	113,160	20,160	10,380
Portugal	EUR	29,400	30,720	32,040	4,500	2,940
Spain	EUR	34,200	35,760	37,320	4,500	3,420
Sweden	SEK	457,200	478,800	500,160	52,500	45,720
Switzerland	CHF	76,800	80,400	84,000	6,744	7,680
UK	GBP	27,000	28,260	29,520	3,000	2,700
USA	USD	46,800	48,720	50,700	4,920	4,680

The HFSPO reserves the right to review the fellowship stipend levels.

Please contact the Fellowship Office for information concerning the amounts of allowances in other countries.