



HUMAN FRONTIER SCIENCE PROGRAM

Application guidelines for Long-Term and Cross-Disciplinary Fellowships Award Year 2015

Fellowship initiation deadline: 13 August 2014

at 1:00 p.m. Central European Summer Time (CEST)

By 13 August you must:

- request a **password** at <https://extranet.hfsp.org>,
- obtain a **reference number** for the application: log in and select either the Long-Term or the Cross-Disciplinary Fellowship program

Please **enter two referees and a host supervisor** in the online application form **as soon as possible after your application has been initiated**, so that they will receive an automatic email with their access information.

Fellowship submission deadline: 28 August 2014

at 1:00 p.m. CEST

Host supervisors and referees have until 28 August to register and submit their section. It is 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

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E-mail: fellow@hfsp.org Web site: <http://www.hfsp.org>

Registration and submission via <https://extranet.hfsp.org>
will be possible as of early July 2014.

Applicants should read the guidelines carefully, in particular the eligibility criteria and the scientific objectives of the program. **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 preparing an application.**

I. OVERVIEW

The Human Frontier Science Program Organization (HFSP) supports **innovative** basic research into **fundamental** biological problems, with emphasis placed on **novel** approaches that cross disciplinary boundaries.

Biological research has become increasingly quantitative through the participation of scientists from biophysics, physics, chemistry, computer science, engineering, mathematics and nanoscience. Such collaborations have led to 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 its two international postdoctoral programs:

- **Long-Term Fellowships (LTF)** are for applicants with a Ph.D. in a biological discipline, who will broaden their expertise by proposing a project in the life sciences which is significantly different from their previous Ph.D. or postdoctoral work.
- **Cross-Disciplinary Fellowships (CDF)** are for 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.

The HFSPO fellowship program funds innovative, ground-breaking projects that have the potential to advance knowledge in the applicants' field of study or open a new approach to a research problem. High risk research is supported.

All applicants are expected to be exposed to new theory and methods during the tenure of the award, building on their previous expertise. The research project must be stated in terms of original research questions to be addressed and techniques to be learned.

Candidates for a CDF should describe the biological techniques they will learn and how their specific skills will bear on the biological project they propose. Applicants 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.

Proposals representing **standard or incremental approaches, obvious next steps in the field or for the host laboratory (routine projects)** 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. 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.

HFSPO does not support:

- # **Routine projects** where the applicant's contribution is not intellectually challenging (e.g., high throughput technology or screens without investigating a fundamental biological problem),
- # **Applied research** in a clinical or pharmaceutical (translational) context, in engineering, biotechnology, or nanotechnology,
- # **Clinical and 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,
- # **Observational studies that do not address a specific biological question.**

II. ELIGIBILITY CRITERIA

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

- 1) **A candidate who is not a national 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 who is a national of one of the supporting countries can apply to work in a research institution in any country.

HFSPO supporting countries: Australia, Austria, Belgium, Bulgaria, Canada, Croatia, 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 ICGB (both in Trieste/Italy), Max Planck Institutes (Jupiter/Florida or Nijmegen/The Netherlands), the country in which the laboratory is located will be considered the host country.

- 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.) must be conferred[#] by the start of the fellowship. It is not required at the time of submission.

[#] By **“conferred degree”** we mean you have received your diploma for the degree. The **“conferral date”** is the date on the official Ph.D. document.

If Ph.D. awarded	The degree must have been conferred in the 3 years prior to the submission deadline, i.e. between 1 September 2011 and 28 August 2014**	The date on which the doctoral degree was officially conferred* will determine the cut off for the eligibility of a fellowship application.
	<p>**Exceptions are possible only for post-Ph.D. career interruptions such as illness, parental leave, military or civil service. Unemployment and work outside science are not considered eligible interruption periods.</p> <p><i>Eligible interruption periods will not be counted, however the remaining duration must be less than 3 years. Exceptional circumstances 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.</i></p>	
If Ph.D. not yet awarded	The Ph.D. must be conferred by 31 December 2015 at the latest.	The fellowship cannot start before the Ph.D. is officially conferred.

- 3) Applicants **must have at least one lead author research paper** - either accepted for publication, in press or published - in an international peer-reviewed journal **by 28 August 2014** in order to be eligible to apply. The applicant must either be the single author, first author or joint first author. In a joint first author paper the applicant may be listed in second place, however the equal contribution of the first two authors must be clearly stated. In some cases the standard publication practice makes first authorship impossible (e.g. alphabetical listing of authors); these circumstances must be explained in the “Additional Comments” section of the application.

All 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. They cannot be uploaded after the applicant has submitted.

The following are grounds for ineligibility:

- 1) Applicants who have spent more than 12 months in the proposed host country (e.g., collaboration, research position -technician, etc.- or Master's/Ph.D work...) as of the earliest start date of the fellowship (1 April 2015) are not eligible. **The combined duration of all research-related stays in the host country is taken into account.**
- 2) Applicants who, on 1 April 2015, have spent more than 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 2014 are not eligible.
- 4) Applications to work with:
 - former scientific collaborators;
 - former research supervisors;
 - scientists with whom the applicant has worked or publishedare not eligible.
- 5) Applicants who propose to take up the HFSPO fellowship in the country where they obtained their Ph.D., even if the applicant is not a national of that country are not eligible.
- 6) Applications to move from one laboratory to another in the same country.
- 7) A candidate cannot apply to go to the country of which he/she is a national, even if pre- or post-doctoral studies were completed abroad or the Ph.D. was obtained in another country. The only exception to this rule concerns candidates with dual nationalities, who 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 early childhood.
- 8) Applications to work in a for-profit research environment.
- 9) More than one HFSP fellowship application in a competition year.
- 10) Former Long-Term or Cross-Disciplinary Fellowship awardees cannot apply for a second HFSPO fellowship.
- 11) Host supervisors can only endorse one application per competition, either for a LTF or for a CDF. The proposed host supervisor may concurrently mentor HFSPO fellows from previous award years, and/or be part of an HFSPO Research Grant team (Program Grant or Young Investigator Grant).

III. APPLICATION PROCESS

There is one competition per year for HFSPO fellowships. The deadline for password registration and initiation of the online application is **13 August 2014**. The deadline for submitting applications for award year 2014 is **28 August 2014** at 1.00 p.m. CEST. Applications must be submitted via the HFSPO website, which will be open **early July 2014** 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.

Applicants may update their publication list via the HFSPO website until **4 December 2014**.

IV. REVIEW PROCESS

There are three steps in the review process: eligibility assessment, expert review and triage, and evaluation by the entire review committee.

Eligibility assessment: all proposals are screened for formal eligibility and then by an *ad hoc* scientific committee for alignment of the proposed research with the scientific scope of the HFSPO fellowship program. An application that does not meet the key requirements given in the guidelines will not be sent for expert review and the applicant will be informed. This process involves two Scientific Directors of HFSPO and the Chair and Vice-Chair of the fellowships review committee.

Expert review and triage: eligible applications are evaluated by two review committee members who assign categorical ratings 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.

HFSPO does not impose a weighting among the individual selection criteria listed above; all criteria are considered equally.

Overall assessment	RATING	DESCRIPTION
OUTSTANDING	A	<ul style="list-style-type: none">• Outstanding applicant with exceptional productivity and/or impact• Novel and innovative research project of high quality, proposed and written by the applicant• Project contains groundbreaking approaches and represents a high risk/high reward study• Significant departure from the applicant's previous research in terms of topic, technology and species/study system
EXCELLENT	B	<ul style="list-style-type: none">• Excellent applicant• High quality research project but not entirely original (lab project) or innovative• Moderate degree of change in research direction (e.g., applying new techniques to the same species/study system; extension of Ph.D. or previous postdoctoral project)
ACCOMPLISHED	C	<ul style="list-style-type: none">• Quality science but routine or incremental• Very good candidate• Proposal represents standard approaches or obvious next steps in the field or for the host laboratory
LESS COMPETITIVE	D	<ul style="list-style-type: none">• Proposal lacking novelty/innovation• Good to very good applicant, not a top performer• Host lab project• Continuation of previous research/no change of research direction• Lack of intellectual leadership in proposed research• Project scientifically flawed or inappropriate

Review committee evaluation: the highest rated applications are discussed during a 3-day review committee meeting. Applicants not selected for discussion by the review committee receive 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 HFSPO website in early April. The application and selection process is confidential, and neither the discussions of applications during review nor the information in unsuccessful applications are released publicly.

V. AWARD CONDITIONS AND FINANCIAL SUPPORT

The HFSPO postdoctoral fellowship can be held for up to 3 years, with no possibility for renewal. Fellows may interrupt HFSPO support after the second year, for up to two years, while continuing postdoctoral work funded through other sources. Fellows can either use the third fellowship year to continue work in the host laboratory, to return to their home country, or to move to another HFSPO member country. In all cases, HFSPO fellows are eligible to apply for the [HFSPO Career Development Award \(CDA\)](#). The CDA award provides start up funds of 300,000 USD over three years to initiate an independent laboratory, and may be taken up at the end of the fellowship.

Fellows cannot concurrently hold a LTF or CDF and another paid fellowship or employment position (i.e. salary support) from another organization. The host institution is allowed to supplement the awardee's salary and/or research and travel costs. HFSPO 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 HFSPO.

Fellows must begin their fellowship between **1 April 2015** and **1 January 2016**.

Generally it is not possible to change the host supervisor, the research project, or to transfer the fellowship to another institution (with the exception of the third year of the fellowship). Any unauthorized change will lead to the immediate termination of the award. Fellowship applications are assessed based on both the proposed research project as well as the proposed host laboratory. Only under exceptional circumstances may changes be made after the award has been offered, pending re-evaluation. Fellows who are obliged to make a change or transfer the fellowship should contact the Fellowship Office before making any decision.

AWARD MANAGEMENT

The preferred administrative approach for the fellowship funds is via 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 problematic.

HFSPO fellowships do not provide additional funds beyond the stated allowances, and thus do not cover health insurance costs or other benefits. If required, the host institution may designate the HFSPO fellowship living allowance as the fellows' gross salary and thus establish an institutional employment contract which allows deductions for social security or health insurance premiums. The host may supplement the fellowship to match the salary level required by the institution.

As a not for profit organization, HFSPO is not in the position to compensate host institutions for administering the fellowship. Institutional overheads, bench fees or indirect costs cannot be deducted from any of the fellowship allowances.

HFSPO has supported fellows from over 60 different nationalities working in over 20 different host countries, and it is not possible to stay abreast of changes in taxation laws in all these countries. The HFSPO 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 the appropriate authorities.

FELLOWSHIP ALLOWANCES

Living allowance

The living allowance represents a subsistence allowance and is meant to cover the cost of living expenses during the fellowship. The value of the allowance is based on the country in which the fellowship is carried out. Should the fellow repatriate to the home country or transfer the fellowship to another HFSPO member country in the final year of the fellowship, the rate of the new country will be applied.

Child allowance

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

Parental leave allowance

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

Paid parental leave cannot be granted during a deferral period. If both parents are HFSPO fellows, each parent is entitled to receive up to 3 months paid parental leave during the course of the fellowship. Additional time necessary for child care beyond the 3 months paid leave will count as an interruption of the fellowship (without HFSPO support).

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

Research and travel allowance

The research and travel allowance is intended as a small grant to the fellow. This part of the stipend should be administered preferably as an institutional expense account. Fellows are accountable regarding the use of this allowance; any unspent funds must be returned to HFSPO.

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.

The allowance may also be used to purchase a computer, research equipment, supplies and other items required by the fellow for the research project. Any research equipment purchased using the research and travel funds remains the property of the host institution at the end of the fellowship, however fellows may keep equipment at the discretion of the host supervisor.

The funds do not need to be spent in the award year; all unused funds are automatically carried over to the following year. A negative balance can also be carried over.

Expenses paid out of the research and travel allowance are only allowed while the fellowship is active, and not before the award is activated or during a deferral period. The only exceptions are for expenses in relation to an HFSPO Awardees Meeting when this takes place during a deferral period, or expenses incurred during a no-cost extension at the end of a fellowship.

Relocation allowance

The relocation allowance is a fixed amount that serves as a contribution towards the costs of moving the fellow and his/her family members to and from the host country. The funds can be used, for example, to pay for flight tickets, to ship personal belongings, as a 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 fees from the allowance, and it does not have to be accounted for in a financial report.

Fellows are eligible for the allowance under the following circumstances:

- 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 date the fellowship is activated.
- 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 only after both reports have been approved.

The relocation allowance is only granted 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.

2015 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 allowance
 Child 2-12 years: 50% of allowance
 Child under 2 years: 10% of allowance

V. PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS

Results of research funded by HFSPo must be published in internationally recognized scientific journals. **An acknowledgement of support by the Human Frontier Science Program Organization** must be included in any publication resulting from work carried out under the Fellowship, including abstracts presented to congresses (e.g., “The work of Dr. X was supported by a postdoctoral fellowship from the Human Frontier Science Program Organization”). A PDF file of each publication should be sent to the HFSPo Fellowship Office.

Awardees are free to choose to make their article open-access by 1) publishing in an open-access journal, 2) posting to an online repository, or 3) paying an open access fee to a hybrid journal. More details on HFSP's open access policy is available at <http://www.hfsp.org/funding/open-access-policy>.

The assignment of intellectual and industrial property rights generated from research conducted under HFSPo will be determined by the parties' concerned (researchers, their research organizations or institutions) on a case-by-case basis. HFSPo will not assert any claim to 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. HFSPo 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

HFSPo requires that the awardee(s) observe the highest ethical standards in conducting all research sponsored by the Organization. In accepting an award from HFSPo, 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 the host laboratory/institution and are responsible if any of these regulations are infringed. The awardee and host supervisor agree to only undertake joint research with scientists in countries with experimental procedures which are acceptable to the awardees' host laboratory/institution.

VII. LIABILITY FOR DAMAGE

HFSPo will assume no responsibility for any damage or injury to awardees in connection with research conducted under the HFSPo Long-Term or Cross-Disciplinary Fellowship. In accepting a fellowship award from HFSPo, awardees release HFSPo 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 HFSPo.

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: <http://ori.hhs.gov/education/products/plagiarism/>).

2015 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.