GUIDELINES FOR HFSP LONG-TERM FELLOWSHIPS

The guidelines below are intended to assist those who wish to apply to the Human Frontier Science Program Organization (HFSPO) for Long-Term Fellowships that will be awarded in April 2004. The closing date for applications is 4 September 2003.

I. OBJECTIVES OF THE HUMAN FRONTIER SCIENCE PROGRAM

The Human Frontier Science Program (HFSP) supports basic research focused on elucidation of the complex mechanisms of living organisms. The areas supported range from biological functions at the molecular level to higher brain functions. Emphasis is placed on novel, innovative, interdisciplinary approaches to basic research that involve scientific exchanges across national boundaries. In particular, HFSP encourages research into biological problems with the involvement of other disciplines such as chemistry, physics, mathematics, computer science and engineering because significant new ideas, techniques and discoveries often arise at the boundaries between disciplines.

In addition to its international, and especially intercontinental character, the HFSP places emphasis on supporting researchers who are early in their careers and who are expected to play an important role in originating and pursuing creative research.

Research Grants and Long-Term Fellowships are awarded once a year; Short-Term Fellowships are given throughout the year. Through the newly established Career Development Award former Long-Term Fellows can be granted two to three years of funding to initiate an independent program of research in the home country.

II. OBJECTIVES OF THE LONG-TERM FELLOWSHIP PROGRAM

The goal of the HFSP Long-Term Fellowship program is to promote the development of a global network of talented young scientists by enabling postdoctoral fellows to obtain training in a new area of research in an outstanding laboratory in another country.

As scientific approaches in the life sciences are becoming more complex, there is a need for scientists to receive broader training in more than one research area. Applicants for postdoctoral fellowships are expected to move into a new research field. Individuals with training in physics, chemistry, mathematics, computer science, or engineering are encouraged to utilize HFSP Long Term Fellowships to obtain training in the life sciences. Those trained in the life sciences can use the Long-Term Fellowship to obtain experience in other disciplines. For individuals moving from other disciplines, exceptions to the eligibility guidelines will be considered on a case-by-case basis.

The Long-Term Fellowship program provides fellows with the opportunity to utilize their final (third) year of postdoctoral support in the home country. Fellows who choose to return to their home country can defer their final year for up to two years while they are funded through other sources. The final year can then be used for an additional year of research training in the home country. If the third (final) year is used in the host laboratory, no deferral is possible.
III. ELIGIBILITY FOR APPLICATION

1. Research areas

The aim of the HFSP is to support basic research focused on elucidating the complex functions of living organisms. The fields supported range from molecular and cellular approaches to biological functions to higher brain functions. Within this broad area, all levels of analysis are supported, from studies on genes and individual molecules, intracellular networks, intercellular associations into tissues and organs, to networks underlying complex brain functions. All scientific inquiries of a fundamental character will be supported including research in methodology or the study of analogues or models of biological activity. However, projects that involve only large-scale, systematic genome mapping or proteomics analyses are not eligible to receive HFSP funding.

The HFSP views interdisciplinary approaches as being necessary for addressing the scientific questions that it supports, and that fellows should receive broad research training. Thus, applicants for postdoctoral fellowships are expected to move into a new research field. Individuals with training in physics, chemistry, mathematics, computer science or engineering are encouraged to utilize HFSP fellowships to obtain training in the life sciences.

2. Applicants (Read carefully to avoid ineligible applications)

Applicants for Long-Term Fellowships must meet the following conditions:

(1) Applicants must pursue a new direction in research that is different from that of their doctoral studies or previous postdoctoral training. Applicants are encouraged to contact the Secretariat prior to application if they have any questions regarding the appropriateness of their research direction.

(2) A candidate from one of the supporting countries (see below) can apply for a Long-Term Fellowship to work in a research institution in any other country. A candidate from any other country may apply to work in a research institution in any of the supporting countries.

   a) The supporting countries are currently Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Italy, Japan, Luxembourg, the Netherlands, Portugal, the Republic of Ireland, Spain, Sweden, Switzerland, the United Kingdom and the United States of America.
   b) “To be from one of the supporting countries” is defined as being a national of one of these countries.

(3) Applicants must have a research doctorate (Ph.D.) or a doctoral degree with equivalent experience in research at the start of the Fellowship. However candidates can submit an application before receiving their Ph.D. degree. In order to be eligible the doctoral degree must have been awarded on or after September 1, 2000 and at the latest in December 2004. Exceptions to this rule are possible if the candidate:
   * is using the fellowship to obtain training in a different discipline (e.g. the candidate has a training in physics, chemistry, mathematics, computer science or engineering and wishes to obtain training in the life sciences);
   * claims exceptional circumstances for an interruption of the candidate’s scientific career. Only exceptional circumstances of a personal, non-scientific nature, such as child care, military service or illness will be accepted. These must be described in detail in the application (in the section Additional Comments).
   Please contact the Secretariat prior to application if you are claiming a personal exemption.

(4) Applicants must have at least one first-author or first co-author paper published or in press in a peer-reviewed international journal on September 4, 2003. Review papers are not acceptable. Exceptions will be made if the standard practice in a given field makes first authorship not possible, e.g. alphabetical listing of authors. These circumstances must be explained in detail in the application (in the section Additional Comments). Please contact the Secretariat if you have any questions regarding authorship.

(5) Applicants must have adequate language skills to carry out their proposed research at the host institution.
(6) For the initial two years of the fellowship applicants must apply to go to a country of which they are not a national. The third year of support can be used in their home country. Fellows are encouraged to use their third (final) year of support for repatriation.

The following are grounds for ineligibility:

(1) Applications will not be considered from those who wish to work again with their former research supervisors or scientific collaborators, with whom they have already co-authored publication(s).

(2) A candidate may apply for an HFSP Fellowship if at the start of the Fellowship he/she has been working less than 12 full months in the host country or institution. As an example, if a candidate intends to start his/her fellowship on April 1, 2004, he/she is not eligible if he/she has started working in the host institution or in the host country before April 1, 2003. If the successful candidate choses to start the fellowship later, he/she becomes non eligible if he/she was in the host country/institution for more than 12 months before the actual start date.

(3) Applications will not be accepted from candidates who have already spent 12 or more consecutive months in pre- or postdoctoral training in the host country.

(4) Applications to move from one laboratory to another in the same country are not eligible.

(5) HFSP Fellowships cannot be held in the same country or at the same institution as that in which the candidate obtained his/her Ph.D., or in which he/she performed or received substantial research training associated with the Ph.D., even if the applicant is not a national of that country.

(6) 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.

(7) An individual cannot hold both an HFSP Long-Term Fellowship and an HFSP Research Grant at the same time.

IV. TENURE OF LONG-TERM FELLOWSHIPS

(1) Long-Term Fellowships provide support for a period of three years. No renewal is possible. HFSP awardees cannot apply for a second Long-Term Fellowship.

(2) The third year of the Long-Term Fellowship can be used to support one year of postdoctoral training in the home country and can be deferred for up to two years. The final year of support can also be used in the host laboratory but must then be used immediately after the second year.

(3) Fellows may begin their Fellowship on 1 April 2004 at the earliest and not later than 1 January 2005.

(4) After each year of support, fellows must submit a detailed scientific report of their research, endorsed by the research supervisor. Reports should be prepared following specific instructions that will be provided by the HFSPO. Support will be continued only upon approval of the reports. Fellows deferring their fellowship third year for repatriation will need to provide a brief summary of their research activities during the period when they were supported by other sources with their request to activate the final year.

(5) If the fellow spends the third year in the host institution, he/she will have to submit at the end of the third year a final financial report which will take into account the total duration of the fellowship. If the fellow repatriates for the third year, a financial report will have to be submitted at the end of the second year and another one at the end of the third (final) year.

(6) A successful candidate cannot hold concurrently a Long Term Fellowship provided by the HFSPO and a fellowship/position from another organization.

(7) Prior approval from the HFSP is required for a change of supervisor, a change in the research topic, or a transfer to another institution. Requests must be made directly to the Secretariat and are
approved only in exceptional cases. If for any reason the fellow terminates the fellowship, the HFSPO must be informed immediately.

(8) Only one candidate can apply to work with the same host supervisor in each award year.

V. PROVISIONS AND ELIGIBLE EXPENSES

Long-Term Fellowships will provide a living allowance and a research/travel allowance, plus other allowances as requested by the fellow.

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>Currency</th>
<th>Living allowance (per year)</th>
<th>Family support allowance (per year)</th>
<th>Language training allowance (first year only)</th>
<th>Research and travel allowance (per year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>USD</td>
<td>22,500</td>
<td>2,250</td>
<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Australia</td>
<td>AUD</td>
<td>57,930</td>
<td>5,793</td>
<td>1,600</td>
<td>9,600</td>
</tr>
<tr>
<td>Austria</td>
<td>EUR</td>
<td>37,300</td>
<td>3,730</td>
<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Belgium</td>
<td>EUR</td>
<td>37,300</td>
<td>3,730</td>
<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Canada</td>
<td>CAD</td>
<td>43,800</td>
<td>4,380</td>
<td>1,500</td>
<td>9,000</td>
</tr>
<tr>
<td>China</td>
<td>USD</td>
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<td>2,200</td>
<td>1,000</td>
<td>6,000</td>
</tr>
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<td>Denmark</td>
<td>DKK</td>
<td>331,060</td>
<td>33,106</td>
<td>6,700</td>
<td>40,200</td>
</tr>
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<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
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<td>3,575</td>
<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
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</tr>
<tr>
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<td>EUR</td>
<td>30,260</td>
<td>3,026</td>
<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
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<td>JPY</td>
<td>5,740,000</td>
<td>574,000</td>
<td>117,000</td>
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</tr>
<tr>
<td>Luxembourg</td>
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<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
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<td>7,056</td>
<td>1,800</td>
<td>10,800</td>
</tr>
<tr>
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<td>7,000</td>
<td>42,000</td>
</tr>
<tr>
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<td>3,026</td>
<td>1,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Sweden</td>
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<td>40,844</td>
<td>8,000</td>
<td>48,000</td>
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<tr>
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<td>6,965</td>
<td>1,300</td>
<td>7,800</td>
</tr>
<tr>
<td>The Netherlands</td>
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<td>37,300</td>
<td>3,730</td>
<td>1,000</td>
<td>6,000</td>
</tr>
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<td>3,600</td>
</tr>
<tr>
<td>USA</td>
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<td>36,000</td>
<td>3,600</td>
<td>1,000</td>
<td>6,000</td>
</tr>
</tbody>
</table>

(1) Living and family support allowances. They vary depending on the country of destination. Family support allowance is paid if the fellow has child(ren) or/and is married and the spouse has no income. The marriage certificate, birth certificate(s) of the child(ren) and a declaration on the spouse’s income must be submitted after notification of award. The family allowance is paid only once per family.
(2) Research and travel allowance

A yearly research and travel allowance is provided to cover the expenses for materials and supplies which are needed specifically for the performance of the fellow’s research and which cannot be provided by the host institute. Subscription to scientific journals or books, memberships in scientific or professional organizations as well as publication costs (e.g. editing costs and page charges) are accepted as research expenses. Funds to support participation in scientific/academic meetings and travel costs associated with collaborators in different institutions are included in this allowance. In addition, this allowance can also be used to cover health insurance costs.

Fringe benefits or any other institutional overhead cannot be paid from the research and travel allowance.

(3) Language training allowance

A language training allowance can be requested for the first year. This allowance provides funds for training in the language of the country in which the host institution is located.

(4) Relocation allowance

This allowance is a fixed amount aimed at covering the costs of travel of fellow and dependents and shipping of personal effects to and from host country. Fellows are entitled to receive the relocation allowance only if they move to the host institution no more than 3 months prior to the start of the HFSP fellowship. Fellows choosing to use the third year of support for repatriation will be entitled to the relocation allowance to return to their home country. For fellows remaining at the host institution, the relocation allowance will be provided if the move is within 6 months of terminating the fellowship and is requested by the fellow.

### 2004 TRAVEL FARES (One-way fare in USD)

<table>
<thead>
<tr>
<th>FROM:</th>
<th>West USA/Canada</th>
<th>East USA/Canada</th>
<th>Europe</th>
<th>Israel</th>
<th>Asia</th>
<th>Oceania</th>
</tr>
</thead>
<tbody>
<tr>
<td>West USA/Canada</td>
<td>1,000</td>
<td>1,000</td>
<td>3,000</td>
<td>3,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>East USA/Canada</td>
<td>1,000</td>
<td>1,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,200</td>
<td>2,500</td>
</tr>
<tr>
<td>Europe</td>
<td>3,000</td>
<td>2,000</td>
<td>600</td>
<td>1,000</td>
<td>4,000</td>
<td>3,800</td>
</tr>
<tr>
<td>Israel</td>
<td>3,000</td>
<td>2,000</td>
<td>1,000</td>
<td></td>
<td>3,800</td>
<td>2,500</td>
</tr>
<tr>
<td>Asia</td>
<td>2,000</td>
<td>2,200</td>
<td>4,000</td>
<td>3,800</td>
<td></td>
<td>Calculated on a case-by-case basis</td>
</tr>
<tr>
<td>Oceania</td>
<td>2,000</td>
<td>2,500</td>
<td>3,800</td>
<td>2,500</td>
<td>2,200</td>
<td></td>
</tr>
</tbody>
</table>

This table concerns major fares for a one-way journey (in USD). Fares from/to other areas will be calculated on a case-to-case basis. The fare includes shipping allocation. For a family, the following calculations would be used:
- Spouse: add the same basic allocation
- Child 2-12 years: 50% of basic allocation
- Child under 2 years: 10% of basic allocation
VI. APPLICATION PROCEDURE

Applications are accepted once a year.

The deadline for receipt of applications for award year 2004 is 4 September 2003.

Long-Term Fellowship applications must be submitted electronically.

After submission of the electronic application form, an e-mail acknowledging receipt of the application and providing the application reference number will be sent automatically to the candidate. Please refer to this number in all subsequent correspondence.

Together with the electronic application, applicants should submit a pdf file of each of their first-author or first co-author publications. Pdf files of publications should be named as follows: family name of the applicant, underscore, last four digits of the application number, underscore, consecutive number of the publication (from the oldest to the most recent). Example: Hannak_0907_2.pdf. Please do not submit manuscripts of papers that are not printed or in press. Do not mail paper copies of your publications.

Publication update

Candidates can inform HFSP via the web site about any papers published or accepted for publication after September 4. Information that has already been submitted must not be duplicated. The deadline for informing the HFSP of any addition to the publication list is 31 December 2003. For each new first-author or first co-author publication, please send a pdf file, named as described above.

Change of address notification

Please notify the HFSP Secretariat promptly of any change in your address after submission of your application.

VII. REVIEW OF APPLICATIONS

(1) Review procedure

Applications will initially be screened for eligibility by the HFSP Secretariat and will then be evaluated by the HFSP Fellowship Review Committee.

(2) Review criteria

The main review criteria include: accomplishments and potential of the candidate, the training potential of the fellowship experience based on a change in scientific direction of the research proposal from the candidate’s previous work, the quality of the host and the host environment, and the scientific originality and excellence of the proposal. Information given by the candidate regarding his/her motivation, goals and achievements also play a major part in assessing the application.

The applicant is required to have at the time of submission at least one first-author or first co-author publication, published or in press, in a peer-reviewed, international scientific journal. First authorship represents research for which the candidate has had primary responsibility. Exceptions to this rule will be made on a case-by-case basis and only if authorship order is determined by factors other than level of responsibility for the work published (e.g. alphabetical order as is the case for some disciplines).

(3) Notification of the results of the review

Applicants will receive written notification regarding the outcome of their applications by the end of March 2004. The selection process is confidential; no information can be provided about the rating of applications or the reasons for their rejection.
VIII. PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS

(1) Results of research funded by the HFSP must be published promptly in internationally recognized scientific journals and not delayed for more than forty-five days for commercial reasons or any other reasons unconnected with its agreed scientific accuracy and presentation. 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 HFSPO Secretariat.

(2) The assignment of intellectual and industrial property rights generated from research conducted under the HFSP will be determined by the parties concerned (researchers, their research organizations or institutions) on a case-by-case basis. The Organization will not assert any claim to the intellectual and industrial property rights. However, prior to the actual payment of research funds, appropriate arrangements regarding the intellectual and industrial property rights must be made by the parties concerned and communicated to the Organization. Such arrangements may comprise: provisions about diffusion of information such as disclosure and methods of publication, and provisions regarding ownership and exploitation of the results arising from the research activities conducted under the HFSP.

The HFSPO will not become involved in any disputes that may arise over intellectual property rights in respect of research conducted under the Program.

IX. BIOETHICAL CONSIDERATIONS

The highest ethical standards must be observed in research funded by the HFSP. Where applications for support raise significant bioethical issues, these will be considered by the Organization having regard, inter alia, to the provisions and practices of the particular country where research is to be conducted, and to relevant international practice.

X. OTHER INFORMATION AND CONDITIONS OF AWARD

(1) Documents submitted to the Organization will not be returned to the applicant.

(2) The awardees must devote themselves entirely to research in the host institutions and may not engage in any other paid activity without the agreement of HFSPO. Fellowships awarded by HFSPO cannot be held concurrently with fellowship support from another source.

(3) The Organization will assume no responsibility for any damage or injury caused in relation to research conducted with HFSP Fellowships.

(4) The Organization may require reimbursement of all or a part of the award if ineligible expenses or false accounting statements have been submitted, or if scientific or financial reports are not submitted or are not approved.
XI. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the following instructions carefully before completing the application form.

Note that incomplete applications are not accepted. The research supervisor and both referees must complete their sections before submission.

APPLICANT

Address
Indicate in full names, birth date and nationality. Please note that only one nationality can be registered. Dual nationalities should be reported in the “Additional comments to HFSP” at the end of the application.

Please give postal address, telephone and facsimile numbers (without country codes) as well as extension numbers.

Curriculum vitae
Please provide a complete record of your CV in chronological order.

Doctoral degree – Other degrees
Please give the exact date (day, month, year) on which you obtained or expect to obtain your doctoral degree and provide the name of the supervisor under whose direction you obtained / will obtain the doctoral degree.

List all other degrees that you have been awarded using the same format as for the doctoral degree.

Research experience / other activities
List in chronological order each research activity and/or position that you have held and provide the names of your scientific supervisors or senior associates and the exact dates of your stay in each institution. Include times where you were not working in science (e.g. military or civil services, practice as medical doctor, child care, occupation in another field of activity). DO NOT LEAVE GAPS! The list must cover every activity from high school degree up to the time of application.

Declaration of past and present fellowships
If the applicant has been awarded any other fellowships, please indicate the periods of such fellowships, research topic(s), names of host institutions and supervisors, and names of funding agencies.

List of publications
Provide the number of publications that have appeared in peer-reviewed journals (no abstracts, review articles or book chapters) and the number of first author papers.

Cite your publications according to the example below. Please provide a percentage number that reflects your contribution to each publication. Please also provide the impact factor (IF) of the journal.


List doctoral thesis and all publications (no abstracts, manuscripts in preparation, submitted manuscripts or contributions to book chapters).

Publications should be listed by category: (1) Doctoral Thesis, (2) Research Papers, and (3) Review Articles and within each category beginning with the oldest publications and ending with the most recent one.

Put # before each publication where you are first author or first co-author.

Do not list abstracts, manuscripts in preparation, submitted manuscripts, or contributions to book chapters.
Summary of primary achievements to date
Summarize your most significant research contributions to date. This summary should be written clearly so as to be understandable to non-experts without reference to the complete research plan (maximum of 1,700 characters, including spaces and punctuation).

Achievements and research goals
Summarize the research you have already undertaken and what you consider to be your most important research findings (state why). Specify your exact role for each publication where you are not the only author. Include your personal motivation and scientific goals. Describe how this fellowship will achieve these goals. This information will play an important part during the evaluation of your application (maximum of 5,000 characters, including spaces and punctuation).

HOST INSTITUTION
You will only have to fill in this part if you have not yet arrived at the host institution. If this is the case, please indicate the name of the department or laboratory, the host institution or university, the city and the host country.
If you already are at the host institution, the address of the host institution will appear automatically.

RESEARCH PROJECT

a) Research title
The title of the research should not exceed 100 characters (including spaces and punctuation) and must be simple and self-contained.

b) Keywords
Select a maximum of six appropriate keywords that represent the subject and object, material, method, and instruments of the research.

c) Abstract of research plan (1,700 characters, including spaces and punctuation)
1) summarize your proposed project, 2) clearly state how this fellowship experience will differ from your previous research experience, and 3) how this will serve your professional growth. This summary should be written clearly so as to be understandable to non-experts without reference to the complete research plan.

d) Research plan
The research plan is limited to 15,000 characters (including spaces and punctuation) including references. Concisely describe the following aspects of the research that you propose to perform:
1) subject and specific aims of the proposal
2) significance of the proposed research addressing why the project is novel
3) experimental design and methodology
4) intellectual contribution to the proposal (was this originally your idea, are you bringing new techniques or reagents to the host laboratory)

It is recommended that reference be made to the interdisciplinary nature of the research.

Your sponsor may assist you in developing a research plan, but describe the proposed project in your own words. The Review Committee will require a clear statement of the research you intend to carry out, with sufficient detail to assess its originality, its feasibility in the host institution, and its contribution to your training in research. The host supervisor must endorse the research plan on the electronic application form. The application cannot be submitted if this endorsement is missing.
RESEARCH SUPERVISOR AT THE HOST INSTITUTION

The research supervisor at the host institution is defined as the senior scientist who accepts the fellow in the host institution, and who takes responsibility for the conduct and progress of his/her research.

Host supervisor's address

Detailed names, birth date, nationality and complete address must be indicated.

Biographical sketch of research supervisor at the host institution

The host supervisor should list his/her research experience and publications relevant to the proposed research.

Recommendation

The research supervisor at the host institution is required to provide a letter of recommendation assessing the applicant’s qualifications and the nature of the proposed research. This letter will be accessible to the candidate.

The research supervisor at the host institution should describe the role of the applicant in developing the research proposal and the intellectual contribution of the applicant to the project and to the host laboratory.

The host supervisor should also address the training potential associated with this research experience and how this will contribute to the development of the candidate as a scientist, including the interdisciplinary aspect of training.

He/she should certify to have seen and approved the research plan, state the number of people (post-docs, graduate students, technicians) currently in his/her laboratory and whether he/she has had an opportunity to personally interview the candidate.

A host supervisor must only nominate one candidate for each application round of HFSP Long-Term Fellowships.

REFERENCE LETTERS

Recommendations from two additional referees are necessary. These recommendations should be provided by professional scientists who are familiar with the applicant’s scientific career. At least one of the letters should be from a former research supervisor.

The reference letters will not be accessible to the candidate.

The referee should provide the reviewers with information that will enable them to evaluate the accomplishments, track record, and research experience of the candidate and the competence and potential for career growth of the host laboratory. It should be judged if the candidate is expected to play an important role in originating and pursuing creative research. Please outline the applicant’s role and contribution in publications where he/she is not the only author. The candidate should be rated where indicated according to whether he/she is in the top 5%, top 10%, top 25% or lower of young scientists that the referee has known.

ADDITIONAL COMMENTS TO HFSP

Use this section for any further detail or explanation you need to provide, e.g. reasons for claiming an exception to the eligibility rules, dual nationality, etc.
XII. HOW TO APPLY

Please read these guidelines carefully to avoid ineligible applications. Applications for Long-Term Fellowships must be done via the HFSP web site. The main steps in applying are as follows:

The applicant **must** register on the HFSP web site (at the address http://extranet.hfsp.org:4080/). The site will be open for registration sometime in June 2003. He/she will receive a password that will give access to the online application form and further instructions concerning online submission.

The application must be submitted via the web site only. Do not send a copy of your application by fax, e-mail or mail.

The applicant must indicate the names, first names and e-mail addresses of the research supervisor and referees. The supervisor and referees will automatically be e-mailed a password giving access to their part of the application form.

Incomplete applications are not accepted. The host supervisor and referees must complete their section before submission. No changes can be made to the application after final submission.

XIII. TECHNICAL HELP

Technical help is available via the extranet site on the bottom menu bar.

If you experience problems accessing the extranet site, there may be two reasons:

Your institution firewall does not allow access to web addresses containing an explicit port number (the 4080 in the extranet address). In this case please consult your system administrator, who will be able to give you temporary access.

You might have encountered a bad internet connection and the error page is stuck in the cache of your browser linked to the address. In this case try emptying the cache and try again. It can also help if you add or subtract the final / in the web address. If all else fails, try installing another browser.

Known browser problems: the site has been tested successfully with Internet Explorer 5.x, Netscape 6.0 and Mozilla 0.9.6. Users of Netscape version 4.x will encounter problems in the sections requiring lengthy text since it does not allow word wrapping – this results in all the text appearing on one line and therefore line breaks have to be inserted manually, which makes editing difficult. We strongly urge users of Netscape 4.x to use a different browser.

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