

# THE HELEN HAY WHITNEY FOUNDATION

20 Squadron Boulevard  
Suite 630  
New City, NY 10956  
[www.hhwf.org](http://www.hhwf.org)  
Tel : (845) 639-6799  
Fax: (845) 639-6798  
Email: [office@hhwf.org](mailto:office@hhwf.org)



## 2027 POSTDOCTORAL RESEARCH FELLOWSHIP APPLICATION INSTRUCTIONS

Online Application Deadline:  
5:00pm EST, Monday, June 15, 2026

**THE HELEN HAY WHITNEY FOUNDATION**  
**INSTRUCTIONS FOR ONLINE APPLICATION SUBMISSION**

The Helen Hay Whitney Foundation supports early postdoctoral research training in all basic biomedical sciences. To attain its ultimate goal of increasing the number of imaginative, well-trained and dedicated medical scientists, the Foundation grants financial support of sufficient duration to help further the careers of young men and women engaged in biological or medical research.

**Click each link below to read our most recent information.**

**Guidelines and Eligibility:**

<https://hhwf.org/research-fellowship>

**Important Dates:**

<https://hhwf.org/important-dates>

**Frequently Asked Questions:**

<https://hhwf.org/faqs>

Should you not find the answer to your question in our FAQ, please email your inquiries to [office@hhwf.org](mailto:office@hhwf.org).

Applications must be submitted and received by the Foundation no later than 5:00pm EST, June 15, 2026. LATE APPLICATIONS WILL NOT BE CONSIDERED.

Please read the instructions carefully before attempting to complete the online application submission. It is important that the application be carefully prepared far enough in advance of the deadline to avoid error and omission.

Our online application is hosted by ProposalCentral. There are various 'sections' in the online application.

**BEFORE YOU START, FIRST DO THIS!**

**The information to be entered in both Sections 1 and 2, should be done immediately, as early as possible, WELL IN ADVANCE OF THE DEADLINE, to register your letter writers so that they can receive an auto-generated email notification with a custom upload link, TO ALLOW AMPLE TIME FOR THEM TO UPLOAD THEIR OWN LETTERS BEFORE THE DEADLINE. It is necessary that the referees and prospective supervisor realize the importance of submitting their communications in a timely manner.**

The remaining part of the application can be completed up until the deadline.

Once you are ready to enter the rest of the online application, [EACH SECTION WILL HAVE THEIR OWN DETAILED INSTRUCTIONS IN A BLUE BOX.](#)

**Overview of the different components of the application  
(Details on the following pages, and in the blue boxes of each section in the  
online application)**

**Enter general information in the fields of each relevant section,  
including the following “Items #1–4” (of 6):**

Item #1 (of 6) Summary Statement of Research Proposal

Item #2 (of 6) Summary of Prior Research

Item #3 (of 6) Autobiographical Sketch

Item #4 (of 6) Statement of General and Specific Professional Interests

**The following ‘Confidential Letters of Reference/Support’ are to be sent directly to the  
Foundation, by the referee or supervisor, through a custom upload link which they will  
receive only after you register their email addresses, NOT to be uploaded along with the  
application:**

- 4 Reference Letters (1 of which is your thesis advisor)
- 1 Letter from your Prospective Supervisor
- If applicable, Letter(s) of Collaboration: Only if relevant to evaluating the proposal  
(There is no template or specific instructions)

**Other documents that are not considered Confidential Letters of Reference/Support will be  
uploaded in the section titled, “Upload Application Attachments - Items #5 & #6 (plus  
others, if applicable)”. These include:**

- Item #5 (of 6) Bibliography (required)
- Item #6 (of 6) Research Proposal (required)
- Financial Officer's Statement of Administration (if not provided by Prospective  
Supervisor)
- If applicable, up to three significant publications that are NOT readily available online
- If applicable, a Copy of Proof of US Citizenship (only for US citizens working outside USA)

**THE PROSPECTIVE SUPERVISOR'S LETTER SHOULD BE SUBMITTED VIA THEIR CUSTOM UPLOAD LINK (WHICH THEY WILL RECEIVE IN AN EMAIL, ONLY AFTER YOU REGISTER THEM), IT SHOULD NOT BE UPLOADED WITH THE APPLICATION:**

**LETTER FROM PROSPECTIVE SUPERVISOR** endorsing the application and guaranteeing adequate facilities and research expenses other than the stipend and annual research allowance provided by the Foundation. By June 15, 2026, the prospective supervisor should upload his or her letter directly to the Foundation through their custom upload link. The letter will remain confidential. The prospective supervisor should not mail a follow-up hard copy. This letter should be typed on the supervisor's letterhead, signed, and scanned/converted into a pdf format. If there are multiple pages, please combine them into one pdf file. **(Do NOT use the "Reference Letter Template" for your prospective supervisor's letter.)**

The prospective supervisor should follow the instructions (including the naming convention of the attachment) which they will receive in their email (that is sent to them after you register their emails)

**This letter should include a statement that the institution will administer the fellowship according to the Foundation's guidelines, which are:**

- (1) The Foundation remits the stipend annually to the host institution. In turn, the institution will disburse the stipend regularly (i.e. biweekly, bimonthly, monthly) to the Fellow, with no deductions for health insurance, institutional overhead, cost sharing, fringe benefits, or union dues.
- (2) There is also a research allowance of \$1,500 remitted annually to the host institution. It is to be used at the discretion of the Fellow with no deductions for institutional overhead, registration fees, or taxes. This money is to be used for research expenses, such as lab supplies, computers, etc. If the Fellow wishes and agrees in writing, this money may be used, in whole or in part, to help defray the cost of the Fellow's health insurance premiums or other fringe benefits. However, this cannot be done automatically without the consent of the Fellow. The Fellow determines how this research allowance will be spent. Payment of the allowance to the Fellow will be made on the fellowship activation date, and annually thereafter. You do not need to notify us on how you will spend the research allowance.

**If your prospective supervisor is not authorized to include in his or her letter a statement that "the institution will administer the fellowship according to the Foundation's guidelines", then please have an authorized financial officer do so and upload that letter along with your application.** Whenever these guidelines are unacceptable, arrangements can be made at the Foundation's discretion, to pay the Fellow directly on a quarterly basis, with only the research allowance remitted to the institution.

**Dependent Child Allowance:** In the application, you do not need to send us information regarding any dependent children which you may have. In the event that you are awarded a Whitney Fellowship, please notify us then, and we will request a copy of the birth or adoption certificate(s). The child allowance will be remitted to the host institution, just like the stipend and research allowance.

All Fellows working abroad will be paid directly, therefore the host institution has to agree to administer only the research allowance in accordance with our guidelines. For legal purposes; in order for our Foundation, a US non-profit organization, to be able to pay the research allowance to a non US entity, we will request that your foreign institution fill out a 'Foreign Public Charity Equivalence Affidavit' and an 'IRS Federal Form 5578', copies of which will be provided by our Foundation after your award notification.

**THE REFERENCE LETTERS SHOULD BE SUBMITTED VIA THEIR CUSTOM UPLOAD LINK (WHICH THEY WILL RECEIVE IN AN EMAIL, AFTER YOU REGISTER THEM), IT SHOULD NOT BE UPLOADED WITH THE APPLICATION:**

We request that four reference letters be submitted by three scientists - professors, supervisors, or collaborators who know you and your scientific work well, **plus** your thesis advisor.

- Your prospective supervisor cannot be one of the 4 references. (Do not use the “Reference Letter Template” for your prospective supervisor's letter)
- If you hold an M.D. and do not have a thesis advisor, use an alternate as a 4<sup>th</sup> reference.
- If the applicant has 2 thesis advisors, then the primary thesis advisor should be registered as the ‘Thesis Advisor’ and the other advisor should be registered as one of the other 3 referees. In the co-advisor’s letter, they should identify their role as such.
- All four referees should submit the reference letters directly to the Foundation by June 15, 2026.
- The referee should follow the instructions (including the naming convention of the attachment) which they will receive in their email (that is sent to them after you register their emails) The referee should not mail a follow-up hard copy.
- It is at the discretion of the applicant to monitor the submission of the Letters of Reference/Support, which you can do by logging into your ProposalCentral application portal. We recommend that you periodically send reminder emails to your selected letter writers by clicking the blue mail button in the ‘Actions’ column, to resend the request (or if need be, contacting them directly via your own email or other forms of communication).

## **ONLINE APPLICATION GENERAL INFORMATION**

In your web browser, click on the application's link posted on our website at: <https://hhwf.org/application>

Please do not use LARGE CAP in any of the fields, including your name. (i.e. type “John Smith, 123 Main Street”, not “JOHN SMITH, 123 MAIN STREET”)

### **Email and Postal Address:**

The email & postal address that you provide will be used to correspond with you about this application.

The postal address should be the applicant's home address.

When entering your email address, please ensure that there is no space following the typed email address, otherwise the system will assume that the space is part of the email address and can cause technical difficulties in delivering your auto-generated ‘receipt of submission’ email.

If an officer of your host institution is submitting the application for you, please make sure that they fill in YOUR email address on the application cover since we will be emailing you directly with status updates and possible inquiries (They can also add their email address, if they so choose, in the ‘Enable Other Users to Access this Proposal (Optional)’ section).

To ensure proper delivery of important notification emails, please add our email address, [office@hhwf.org](mailto:office@hhwf.org), to your computer's contacts or personal address book so that our email correspondence does not get blocked by your anti-spam software. Please notify the Foundation of any change to your contact information.

### **Applicant's Fellowships, Research, and/or Other Experience:**

For the chronological listing of section “Applicant's Fellowships, Research, and/or Other Experience”:  
Include up to 4 of your most significant experiences, etc. List your earliest experience first, then proceed chronologically. When listing your experiences during the time from when you received your doctorate degree up until the date of your application's submission, please ensure that you list all of your experiences without a gap. If there is a significant period (3 months or more) of ‘non-experience’ activity (ie, sabbatical, extended travel, etc.), please list that time-off as well (a short description of just a few words will suffice). Prior to when you received your doctorate degree, you do not need to list any gap activity.

Fill in the relevant fields in each section. In the ‘Applicant's Fellowships, Research and/or Other Experience’ page, if you are unable to find your institution in the drop-down lists, you will need to select ‘Not Listed’ – enter below at the top of the list.

**KEYWORDS IN SECTION, “APPLICATION ITEMS #1 - 4 (OF 6) & KEYWORDS”:**

Please choose any three of the following list of keywords in approximate order of relevance to your proposal. For example, for a proposal in systems neuroscience, with a major computational component, you might pick 7.1, 8.3, and 6.2. For a proposal using novel live-cell imaging modalities together with phosphoproteomics to study events in prophase and prometaphase, you might pick 5.2, 5.3, and 5.4. The keywords are simply to ensure that the members of the scientific advisory committee we ask to evaluate your proposal have relevant expertise.

- 1.1 Chemical biology/biotechnology
- 1.2 Biochemistry/enzymology
- 1.3 Structural biology
- 1.4 Molecular biophysics

- 2.1 Immunology
- 2.2 Virology
- 2.3 Bacteriology
- 2.4 Parasitology

- 3.1 Human physiology and disease
- 3.2 Human genetics and genomics
- 3.3 Metabolism

- 4.1 Genetics and genomics of model organisms
- 4.2 Developmental biology

- 5.1 Cell biology: mechanism and regulation of transcription, translation, replication and repair
- 5.2 Subcellular structure and imaging
- 5.3 Signal transduction
- 5.4 Proteomics
- 5.5 Tissue biology and organoids

- 6.1 Systems biology: experimental
- 6.2 Systems biology: computational

- 7.1. Systems and Computational Neuroscience
- 7.2 Circuit and behavioral neuroscience
- 7.3 Molecular, cellular or developmental neuroscience
- 7.4 Neuroimmunology, neurodegeneration or neuropsychiatry

- 8.1 Organismal and environmental biology
- 8.2 Evolutionary biology
- 8.3 Mathematical and computational biology
- 8.4 Physical biology and biomechanics

## **INSTRUCTIONS FOR UPLOADED FILES (Including Items #5 and #6)**

Download a copy of form 'Item #5' and 'Item #6'. Please fill out the form according to the instructions in the blue box of the section titled, "Upload Application Attachments - Items #5 & #6 (plus others, if applicable)", once completed, upload them into that section. Please make sure that there are no blank pages. **The font should be NO SMALLER THAN 11 pt Arial or 12 pt Times New Roman. This minimum will be strictly enforced; applications in smaller fonts will not be considered.** Text for figure descriptions can be reasonably smaller. **The page margin limit is 0.4 inches on all sides.** Please note that you don't necessarily need to use the actual MS Word templates, but you could rather use it as a guide for the correct layout. You will anyway have to convert everything into a PDF format. If you do not use the exact template, please include the item number and title of the section above each. Also, please type your name at the top of every page.

If you are a US citizen who will pursue your fellowship outside the US or Canada, upload a scanned copy of your proof of US citizenship, e.g. passport.

Please note that we do not require a CV or biosketch of your prospective supervisor. Also, we do not require a copy of your official transcript of graduate record.

## **NOTIFICATIONS**

You will receive periodic automatic emails notifying you about the status of your application, including whenever a confidential letter writer submits their letter. You can check the status of your application online, whether it is complete or if you are still missing any pertinent components.

All applicants will be advised by email of their status (declined or approved for interview) by early-mid October.

If you are experiencing technical problems with our online application, please contact Proposal Central, During normal business hours:

8:30am - 5:00pm Eastern Time (Monday through Friday)

by phone (toll-free): 800 875 2562 (Toll-free U.S. and Canada)

by or +1 703 964 5840 (Direct Dial International)

by email: pcsupport@altum.com

If emailing them, please **ALSO** cc Robert Weinberger at office@hhwf.org.

For all **non-technical** application issues, **only** email Robert Weinberger at office@hhwf.org.