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System Requirements for ISF Online

The *ISF Online* system is supported by the following platforms:

Operating systems: Win 10; MAC OS latest version

Browsers:

- Internet Explorer version 11
- Explorer Edge version 14
- Google Chrome latest version
- Mozilla Firefox latest version
- Safari version 10
- iOS version 10

To ensure smooth operation, we recommend adding the ISF's website to your list of trusted sites and enabling pop-ups on the ISF website.

The system is designed for screen resolution of 1280 x 960 or above.

ISF online will likely operate soundly on other platforms, but the ISF does not guarantee sound operation throughout the process and will not be able to fully support platforms other than those listed above. Those who choose to use other platforms do so under their own responsibility.

Instructions for Adding New Researchers to the ISF Database

New researchers or researchers who are not identified by the online system can join the database of researchers eligible to submit applications, in one of two ways:

- By contacting the research authority with a request to add them to the system.

- By entering the ISF's website and clicking "Log in" and then "Join the database of researchers" in the box for researchers. A window will open for entering the researcher's details and sending this form to the research authority.

The researchers are not automatically added to the database; they are added only after receiving approval from the relevant research authority and the ISF.

Instructions for filling in and updating researchers' details in the ISF's database

Researchers' details will appear during submission as they appear in the ISF's database.

All details must be updated and completed.

In the details update, an ORCID field has been added where one can enter the ORCID ID for researchers who have an account.

Researchers that belong to institutes with multiple campuses should update the appropriate campus, if necessary.

Please note - for security reasons, email address can be updated only through the researcher's personal account in the ISF online system.

A scientific research institution whose researchers may submit applications:
1. Institutions of higher education in Israel that are accredited by the CHE or funded by the PBC
2. Hospitals or hospital departments in Israel that are affiliated with an institution of higher education
3. Israeli institutions for scientific research (or Israeli institutions with a unit conducting basic scientific research) approved by the ISF for submission of grant applications.
   The conditions and procedure for the ISF's approval of a research institution are that the Institution:

a. Is registered as an independent body, operates locally in Israel and includes an independent research authority
b. Conducts the majority of its scientific research locally in Israel
c. Operates according to the principles of independence and freedom of scientific research, and enables immediate scientific publication in publications open to the public as is customary in its field
d. Basic scientific research is an essential part of the general occupation
e. Is mentioned in the scientific publications of its researchers
f. Generally conducts research not for commercial purposes
g. Can provide its researchers with the necessary infrastructure (equipment and manpower) to carry out their research
h. Complies with accepted standards when it comes to conducting research, adhering to the rules of good management, safety procedures and scientific ethics procedures

Accrediting an Institution to Enable Its Researchers to Submit Grant Applications

In order to evaluate an application for recognition as an institution whose researchers may submit applications, the institution must submit to the Israel Science Foundation (ISF) certificates and supporting documents for the above criteria including, but not limited to:

- Official confirmation of the institution's status;

- A brief report on the structure and work of the institution (including details about the members of the various internal bodies, such as the scientific council, the board of directors, etc.);

- Information on the institution's staff, and especially the permanent academic staff (a list of staff members and the scope of their positions, resumes, etc.);

- An overview of the institution and the essence of the research conducted under its auspices;

- Institutional budget and research budget (official and audited financial statements must be attached);

- A report on the basic scientific work conducted at the institution and publications resulting from this scientific work.

- Any other document or clarification requested by the ISF

• Applications from institutions for eligibility to submit to the ISF will be reviewed by the

academic board, whose recommendations will be submitted for approval by the ISF's Council.

- Institutions that have received the ISF's approval for submitting grant applications are required to update the aforementioned information if there is any fundamental change to them.

- The recognition for submitting applications will be removed from institutions that have received the ISF's approval for submitting grant applications, but their researchers have not submitted applications in the last three years and do not have active grants.

Guidelines for Writing Application Files

All the texts attached as files in the application – abstract, research program list of publications, resubmission letter, and any other file that is part of the application[*] – must meet the following conditions:

- The file format must be PDF only.
- Avoid scanning, which greatly increases the file size.
- Make sure to upload files that are not locked for editing or secured in any way.
- We advise that the text be in a common font and size (at least 11 pt.)
- Line spacing of at least 1.5 unless otherwise stipulated.
- Be sure to use margins of at least 2 cm on each side (right, left, top and bottom).
- The text should be in a single column (not in two columns). This includes the abstract, research program, bibliography and lists of publications.
- Graphs and images included in the research program must be of good quality.
- Do not include Hebrew in the files unless otherwise stipulated.
- Links to references, videos and appendices other than those explicitly defined in the guidelines should not be attached to the proposal.
- Make sure to carefully proofread the text (wording and spelling).

The various alerts in the submission system do not prevent you from submitting the application, rather only constitute an alert for review. As long as the application meets the ISF's guidelines, it will not be rejected.

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[*] Files that arrive from a collaborating researcher (a collaboration letter or in international partnership programs), the conditions for fonts, spacing and margins may deviate from the requirements. However, they must be in English and written in a clear and legible way.

Filling in a CV on the ISF's Forms

- In the section <u>Grants and awards received within the past five years</u>, funding from private companies should also be included.

- <u>List of publications</u> – up to 5 pages only (file not larger than 200 KB). Since the file will be saved in the researcher's personal record in the ISF database (and will be used for other proposals in the current cycle), the researcher's name should be written at the beginning of the file (not the name of the principal investigator and/or proposal number).

  If the publication list includes articles in Hebrew, they should be listed separately under the title: Hebrew Publications.

  If the list of publications is longer than 5 pages, the most relevant ones should be listed.

Types of Approvals from Authorities

When relevant, the researcher should cite the approvals required for the proposed research, as well as the research year for which the approval is required. The approvals must precisely match the proposal topic and requested period of research. At the stage of proposal submission, there is no need to attach the documents; the researcher pledges to present them to the ISF upon request.

The following is a list of the types of approvals in the different application tracks:

- **Approval of the Helsinki Committee** – for proposals that require experiments with human subjects or human material.
- **Approval of the Institutional Animal Care and Use Committee** – for proposals that require experiments with animals.
- **Approval of the Committee for Transgenic Plants** – for proposals that include work with engineered material or materials on which import restrictions apply in Israel.
- **Approval of the Israel Antiquities Authority** – for proposals that include excavation or use of artifacts/materials discovered in excavations.
- **Approval of the Israel Nature and Parks Authority** – for proposals involving research in nature reserves.
- **Approval of the Institutional Bioethics Committee**
- **Approval of the Institutional Review Board (IRB)**
- **Other approvals** required for carrying out the research.