הקרן הלאומית למדע
المؤسَّسة الإسرائيلية للعلوم
Israel Science Foundation

Please note that applying includes several steps:

- Proposals are to be submitted via the *ISF Online system*.

- Researchers who do not have an account in the ISF's system will register to open an account and verify details (this procedure does not constitute registration for submitting a proposal). After opening an account and verifying details, you will then need to register to submit a proposal.

- Registration deadline for submitting a proposal is **November 05, 2024, at** 1:00 pm. A proposal will not be accepted if registration is not completed by this time.

- Submission deadline for submission to the ISF is **November 19, 2024, at** 1:00 pm. Approval by the research authority must be obtained before this time. Please check with the relevant research authority regarding its submission deadline. Proposals that were not approved by the research authority by the submission deadline will not be accepted.

Personal Research Grant - Guidelines
Submission: November 2024

This document covers the following topics:

1. General Information

2. Eligibility

3. Basic Rules

4. Budget

5. Submission Information

6. Proposal Sections

7. The Research Program

8. Completing the Proposal Submission

For complete information regarding the submission, please see Hebrew Guidelines

1. **General Information**

   1.1. Introduction: This program is the largest and most comprehensive of all ISF's core programs, aiming to support basic research proposals in all fields of knowledge: Exact Sciences and Technology, Life Sciences and Medicine, Humanities and Social Sciences.

   1.2. Criteria for evaluating the research proposals: The sole criterion for evaluating the research is scientific excellence, assessed by the following, while only outstanding proposals are funded:

   1.2.1. Originality and Innovation (In the Humanities – only if applicable);

   1.2.2. Project importance and contribution to scientific knowledge;

   1.2.3. Suitability of methods for proving the research hypothesis;

   1.2.4. Suitability of researchers' scientific background to the project.

   Please note:

   - The researcher's ability to conduct the proposed research independently is an integral part of the considerations of the professional committees. The committees are authorized to reject a proposal submitted by a researcher who, in the committee's opinion, does not meet this criterion. The ability to conduct the research is reflected, in part, by scientific publications pertaining to the topic, where the researcher was the sole or principal author.

   - The selection of the winning proposals is on a competitive basis of scientific excellence. The researcher's age, gender and institutional affiliation **are not** criteria in the evaluation process.

   1.3. The research proposal will be evaluated by a professional committee, assisted by evaluations from external reviewers. An initial evaluation of the proposals will be conducted by the professional committee, composed of researchers from the field.

   The professional committee will identify proposals that are scientifically weak or do not meet the ISF's requirements. Those proposals, about 20% of all submitted proposals, will not be sent for external evaluation. The remaining proposals will be sent by the professional committees for external peer review, after which they will be evaluated based on the reviewers' and the professional committee's evaluation. The recommendations of the professional committees will be submitted to the ISF's Academic Board and Council for approval.

   The main points of the peer review evaluation (without scores or ratings) are conveyed to the applicants together with the letters of acceptance/rejection.

   1.4. The committee is responsible for examining all scientific aspects of the proposal, including (but not limited to) the suitability of the proposal to the goals of the ISF and/or the program to which it was submitted, the classification of the field of the proposal, the essential difference between the submitted proposal and other proposals submitted to other entities.

   1.5. The ISF is entitled to reject a proposal, for administrative or scientific reasons (also in accordance with the opinion of the professional committee, see section 1.3), at any stage of the evaluation.

2. **Eligibility**

   2.1. Personal eligibility

   2.1.1. **Eligible to submit proposals**: Researchers in Israel who hold a Ph.D. or M.D. degree and are employed in at least a 50% position at an institution recognized as eligible for submission to the ISF (see 2.2 below) and who have the authority, ability and means

required to independently conduct scientific research throughout the grant period. Included in this category are:

2.1.1.1. Members of the senior academic staff who are on the usual track of higher education's institutions accredited by the CHE and/or funded by the PBC, or researchers who will hold such academic appointments throughout the grant period.

2.1.1.2. Researchers from institutions that are not institutions of higher education, provided that the institution meets the conditions stipulated in section 2.2, who have permanent appointments equivalent to a senior faculty member at the institution or researchers who will have such appointments throughout the research period.

2.1.2. Members of the ISF's governance bodies are not eligible to submit proposals in the framework of this program.

2.1.3 More than one proposal may not be submitted from the same laboratory.

2.2. Institutional eligibility

2.2.1. Institutions recognized by the ISF whose researchers are eligible to submit proposals in this track include:

2.2.1.1. Institutions of higher education in Israel that are accredited by the CHE or funded by the PBC.

2.2.1.2. Hospitals or hospital departments in Israel that are affiliated with an institution of higher education.

2.2.2. Israeli institutions for scientific research (or Israeli institutions with a unit conducting basic scientific research) approved by the ISF for submission of grant proposals. The conditions and procedure for the ISF's approval of a research institution appear here.

2.2.3. Proposals submitted by researchers from research divisions of commercial industrial companies will not be funded.

3. Basic Rules

3.1. upon submitting a grant proposal, the researchers confirm that they accept the ISF's guidelines and evaluation process.

3.2. The grant will be awarded for research conducted in Israel and in coordination with the research authorities of the institutions in which the researchers are employed. Researchers from abroad may not be included in a proposal as primary investigators. If necessary, a researcher from abroad may be included as a collaborator.

3.3. Grants are awarded for a period of one to five years.
In Humanities one may apply for five years only in the following cases:

3.3.1. Research in archeology.

3.3.2. The research is part of a long-term program (for example, the Hebrew University Bible Project). In such case, the description in the background section of the research program should refer to the entire, broader program.

3.4. The researchers commit to obtaining all necessary approvals for conducting the research and will provide these to the ISF upon request.

3.5. A new grant will not be activated if the researcher has yet to complete scientific obligations related to a previous active ISF grant in one of the ISF's tracks.

3.6. A proposal may be submitted to the ISF only if it is substantially different from other proposals submitted to/funded by the ISF or by another entity in Israel or abroad. By submitting a proposal to the ISF, the researcher commits to refrain from submitting a similar proposal to another entity in Israel or abroad during that academic year.

An investigator submitting more than one proposal in the same broad field during the same academic year, or when the proposals are still under evaluation, must notify the ISF provide details and clarify the essential differences between the submitted proposal and the other proposals. A proposal found to be similar to funded research or to another submitted proposal will be rejected.

* A substantially different proposal is one based on a research question and/or a general goal, and with specific research objectives that are significantly different from those defined in a research proposal previously submitted to the ISF.

3.7. **A researcher can submit only one proposal in the same cycle for only one of the ISF's research tracks**. For details on eligibility for submitting proposals in parallel to active grants in different ISF tracks – see the [Eligibility document](#) (in Hebrew).

3.8. **Resubmitting a proposal:** a proposal is defined as a resubmission if it is not significantly and substantially different (see * in section 3.6) from a research proposal previously submitted to one of the ISF's programs. A proposal previously rejected by the ISF may be resubmitted one more time (in any chosen track), unless the rejection letter specifies otherwise.

3.9. **The researchers submitting the proposal**:
   3.9.1. A researcher may appear in a proposal only as a principal investigator.
   3.9.2. A researcher may appear in only one proposal in this program.
   3.9.3. A proposal for a research grant will include no more than four principal investigators.
   3.9.4. After the submission deadline, no researcher may be added to or removed from a proposal.
   3.9.5. If, after submitting the proposal to the ISF, a researcher is unable to be a partner in the proposed study for any reason (relocation, retirement, change in academic status, etc.), the ISF must be updated immediately.
   3.9.6. The principal investigators are held responsible by the ISF for the research grant proposal.
   3.9.7. The proposal is evaluated according to the specifics presented to the ISF; hence, funding is conditional upon no changes being made after the funding is approved. As a result:
      3.9.7.1. The grant is provided to the researchers submitting the proposal; it is registered under their names and requires their participation during the entire funding period. Thus, it is not possible to change the status of the researchers in the grant, "freeze" the grant or transfer it to another investigator for any reason (sabbatical, leave of absence of more than half of the grant period, leaving the institution or the academic system voluntarily or involuntarily, retirement, suspension, death, etc.)
      3.9.7.2. In the event that, for any reason, one of the researchers submitting the proposal leaves the research project funding will be terminated, and the grant will be closed.
      3.9.7.3. A researcher who moves to another institution may transfer the grant to the new institution (including dedicated equipment), provided that this institution is on the list of institutions whose researchers are eligible to submit proposals to the ISF. In such cases, a written agreement of both institutions is required.

3.9.7.4. A principal investigator may go on sabbatical or take unpaid leave for up to half of the grant period. Any extension of the sabbatical or leave beyond this period will result in closing the grant. Researchers on sabbatical or on a leave of absence, must inform the ISF of the dates of departure and return and confirm their ability to manage the research even during the planned absence. If, for any reason, researchers are unable to manage the research during this period, they must appoint a replacement and receive the ISF's approval. Any extension of the sabbatical or leave beyond this period will result in closing the grant.

3.10. The ISF may send the proposal (or parts of it) to external parties unrelated to the evaluation process, who approach the ISF as potential funders. This will take place only if the external party commits to full confidentiality.

3.11. The ISF has no interest in intellectual property and royalties deriving from the products of funded research project.

3.12. Within this program only research that is primarily basic in nature will be funded. Proposals involving applied research will be accepted only if the research is in its basic stage, and not in the development stage. Proposals involving translational research may be submitted. (Translational research is defined as the continuation of basic research and aims to increase the feasibility of applying the knowledge acquired during the basic research.)

3.13. Proposals should not be submitted if they are of a descriptive nature or if their primary objective is to conduct surveys, clinical trials, publish findings, prepare databases, publish books or to edit or translate work.

3.14. In proposals that include building a database the researcher must make this database available to the scientific community and inform the ISF regarding the location of the data (details should be included in the final scientific report).

3.15. The ISF cannot fund the establishment of databases whose preservation over time is not guaranteed. The ISF will fund a one-time deposit of the database, or parts of it, in an accepted platform designed to keep databases (this is a one-time payment only). The chosen platform must be described in the Research design and methods section (see section 6.3.4.2 III). In addition, the requested amount must be added to the budget in the services section.

3.16. The ISF considers it very important to make data and research products from its funded projects accessible to the general public, while depositing them in professional databases (which meet the criteria of FAIR), such as ZENODO (a free database in all fields, widely used by researchers around the world).

3.17. Any deviation from these rules requires prior written approval from the ISF.

4. Research Grant Budget

4.1. The evaluation process includes an examination of the suitability of the requested budget to the submitted work plan.

4.2. The researchers must request a realistic sum for conducting the research while explaining and justifying the sections of the requested budget. It is recommended to go through the list of active grants in the specific field (on the ISF's website) to see the amounts budgeted in approved grants from previous years.

4.3. Funding of the following should <u>not</u> be included in the proposal budget:

    4.3.1. A salary or stipend for the researchers who submitted the proposals.

    4.3.2. A salary or stipend for a faculty member who has an academic appointment at an accredited institution, or for a researcher eligible to submit a proposal to the ISF. The researcher and institution are responsible for verifying before employment that individuals employed by this grant are not eligible to submit proposals to the ISF through other institutions.

    4.3.3. Travel expenses in Israel or abroad, other than exceptional cases in which the trip is essential for conducting the research or the subject of the research is abroad. A sum up to NIS 6,000 per year per grant may be included to cover the travel of graduate students and postdoctoral fellows, who are involved in the research project and are funded by this grant, towards their participation in conferences or scientific workshops (**not trivial training**) on a subject directly related to the research project funded by the ISF. The researchers or other research team members are not eligible to include in the budget any travel expenses or participation in conferences or workshops.

    4.3.4. Hospitality expenses.

    4.3.5. A salary or other payment to visitors from abroad, including travel and living expenses in Israel.

    4.3.6. Payments for editing, translation, preparation of books and monographs for publication (except in the framework of the Miscellaneous section; see Section 6.3.5.6), sabbaticals, workshops, seminars, preparing databases and conducting surveys, which are not an integral part of the research program. However, funding may be requested for excavations or for preparing databases designed to achieve defined research objectives; in such the research needs should be specified. These requests will be discussed in accordance with the ISF's accepted rules and criteria.

    4.3.7. Expenses for structural infrastructure.

    4.3.8. Warehouse expenses exceeding 7% of the procurement price.

4.4. The grant amount is approved in consideration of the research needs across the entire grant period, however, the approved allocation is divided into equal shekel-denominated sums distributed annually.

4.5. Please note: Any piece of equipment, including computers and computer equipment, purchased with the grant's funds are not the personal property of the researcher.

4.6. The ISF is entitled to reduce its allocation or discontinue its support of the research if any of the above conditions is violated.

4.7. Any deviation from these sections requires prior written approval from the ISF.

5. **Submission Instructions**

  5.1. **Language of the proposal:**

    5.1.1. The proposal must be submitted in English. The English text should not include words written in the Hebrew language. A proposal that includes text/words in Hebrew may not be sent for reviewing. If it is essential to cite words in a source language that is not English, the word "examples" should be added before the use of those words.

    5.1.2. In the case of research proposals whose topic is substantively connected to the Hebrew language, if researchers wish to submit the proposal in Hebrew, they must contact the

Scientific Director of the Humanities prior to the submission and request approval. After receiving such approval, in writing and in advance, the researcher is entitled to submit the research program and abstract in Hebrew. Also in such cases, the tables of the online form are to be filled in English.

If approval is granted for submitting a research program in Hebrew, please note that if during the evaluation process it will be decided otherwise, the researcher will be asked to submit an English version of the proposal within two weeks of the request. The continued processing of the research proposal will be contingent upon meeting this requirement.

5.2. **How and when to apply to the ISF via the ISF online system:**

5.2.1. The entire proposal (registration form and full proposal) are to be submitted via the ISF Online system. Researchers who have yet to authenticate details and register on the system are requested to do so before registering to submit the proposal.

Please note, details' authentication and opening an account in the ISF's system does NOT constitute proposal registration! The two processes must be executed separately**.**

5.2.2. The deadline for filling in the registration form is on November 05, 2024, at 1:00 PM (Jerusalem time).

5.2.3. The deadline for submitting the full proposal to the ISF, after receiving the research authority's approval, is on November 19, 2024, at 1:00 PM (Jerusalem time). Please check the deadline for applying to receive approval from the research authority at your institution**.** Any amendments whatsoever **WILL NOT** be accepted after this date.

5.3. **Online submission**

5.3.1. The ISF online system requirements may be found [here](#).

5.3.2. Upon approval of the registration form (see Section 6.2 below), a serial number assigned to the proposal will appear on the screen, and in an email message sent to the researchers listed in the proposal. One should cite this number in any communication with the ISF concerning this proposal.

5.3.3. The ISF online proposal submitting system includes a number of screens to be filled according to the following guidelines.

5.3.4. Be sure to fill in all of the fields. The system automatically checks the required information, but you can also use the "Check Form" button for a manual check.

Please, follow the submission guidelines concerning font type and size, spacing and margins (The full guidelines can be seen in Section 7 below and in [this](#) file). The system will display a warning for every deviation from these guidelines. We recommend monitoring and correcting these warnings in order to avoid rejection of the proposal on technical grounds.

5.3.5. The files are to be uploaded in PDF format only.

5.3.6. No revisions can be made to files that have already been uploaded. Any revision must be made on the original files, then the revised files should be uploaded again. (First, delete the previously uploaded file and then upload the revised file.)

5.3.7. In order to avoid problems in converting the proposal to a PDF file, files should not be locked for editing or secured in any other way.

5.3.8. Researchers receive editing access through their user account in the ISF's systems to all their proposals. If you want to transfer editing access of a proposal to another person (research assistant/ research authority), a message must be sent through a dedicated screen in your account which will send this person a direct link, enabling entrance to the

proposal. In order to enter the proposal, it is necessary to insert the proposal number. The link will be locked after five failed attempts.

5.3.9. Before clicking on the "Submit the proposal" button, print the proposal in order to review it. It is also highly recommended to save a copy of the proposal on your personal computer (See Section 8 below).

5.3.10. Clicking on the "Submit the proposal" button sends the proposal for approval by the research authority, which may return the proposal to the researcher for revision or reject it due to institutional considerations. The proposal will be submitted to the ISF only after approval by the research authority. The system will send a notification email to all of the researchers participating in the proposal, informing them that the research authority through which the proposal was submitted has approved it and transferred it to the ISF.

6. Proposal Sections

6.1. Before starting the submission process, the researchers are asked to declare on the ISF Online system that:

- They have read the guidelines.
- They agree to have the proposal reviewed in accordance to the ISF's procedures.
- They are aware of the reporting method for active grants and commit to meet the reporting requirements if awarded a grant.
- They commit to participate in the ISF's evaluation process if asked to do so.

6.2. Registration form

This form cannot be filled in stages; information on the form will not be saved if one exits the form without submission.

The full proposal form allows to change any of the details which have been entered on the registration form.

6.2.1. Research authority: the system will automatically choose the submitting authority based on the researcher's affiliation. This can be changed by selecting a different research authority from the list. The list is divided into four groups: universities, hospitals, research institutes and colleges: all the options are sorted in alphabetical order.

6.2.2. Program: in accordance with the eligibility of the selected institution select the program for which the proposal is being submitted, please note, this can only be done after selecting the research institute.

6.2.3. Research area classification: select one of the main areas: Exact Sciences and Technology, Life Sciences and Medicine, the Humanities or Social Sciences. Next, select a general field based on the initial selection.

In some cases, a list of specific fields will appear under the general field. If the specific field of research does not appear in the list, try to select a different general field.

Link to a list of general and specific fields

The list of fields is limited and does not purport to cover the huge range of existing fields of research. Rather, it is intended to give the ISF an indication of which field the researchers consider closest to their field. Researchers whose field of research does not appear in the list, or whose research belongs to more than one field, are requested to choose from this list the closest option to their work. This is only an initial categorization.

The final categorization will be determined in consultation with the ISF's heads of fields and the chairpersons of the various committees.

6.2.4. <u>Research title:</u> in Hebrew and in English – up to two lines of text each.

6.2.5. <u>Principal investigators (PI):</u> the ISF Online system will identify the researchers and their details as they appear in the ISF's database. To add additional researchers, make sure to have their ID numbers and personal details ready in advance. The system automatically identifies each of the researchers and checks their eligibility to submit a proposal; if there is a problem, a message will appear on the screen.

When the proposal is submitted by more than one researcher, only one registration form must be filled out and include all the submitting researchers.

Guidelines on adding researchers who are not identified by the system can be found here: [Guidelines for adding new researchers to the ISF's database](#).

6.2.6. The details of the researchers identified by the system will be listed as they appear in the ISF's database. Please update and complete all of the details. Researchers who belong to institutions that have more than one campus should check that the correct campus appears and update the information if necessary.

Please note – for security purposes, an email address can only be updated via the personal account of the principal investigator in the ISF Online system.

6.2.7. <u>Resubmission:</u> selecting "Yes" will open a list of the rejected proposals submitted by the researchers collaborating on the current proposal. Select the previous proposal, its number and its title from the list.

6.2.8. After sending the registration form, a confirmation message including the proposal number will appear on the screen. An email message will be sent to the researchers submitting the proposal; A notification will also be sent to the email address of the research authority selected in registration.

6.3. **The complete proposal form**:

6.3.1. <u>General Information:</u>

6.3.1.1. <u>Research authority:</u> as entered in the registration form; this can be changed.

6.3.1.2. <u>Number of years requested for funding</u>: 1 to 5years (In Humanities see section 3.3) Budget tables will be calculated according to the number of years requested.

6.3.1.3. <u>Resubmitting a proposal:</u> as inserted in the registration form and can be changed. A proposal that was already submitted in the past will compete with the new proposals. A researcher whose proposal was rejected (once) by the ISF should attach a letter of **no more than 5 pages in English**, in a clearly legible format (see technical guidelines [here](#)), explaining:

- The differences vis-à-vis the previous proposal. Please note the number of the rejected proposal at the beginning of the letter;
- The corrections and improvements incorporated in the current proposal, referencing the reviewers' criticisms and citing the number of the reviewer (Reviewer No. 1, etc.). There is no need to quote the opinion being addressed.

Please note: There is no obligation to make changes that are unacceptable to the researcher, but all criticisms should be addressed.

Since the explanatory letter is sent to the members of the professional committee and to the reviewers (or to some of the reviewers), this appendix should not include any request or comment pertaining to the review process itself, including

the disqualification of reviewers. In addition, we recommend refraining from strongly worded comments.

The letter should be marked "re-submission," and the name of the PI and number of the current proposal should be cited.

6.3.1.4. Declaration of basic research: when submitting, Researchers must declare they are aware that the ISF supports basic research only, and hereby declare that the proposed research falls into this category. In addition, a file should be uploaded with a short explanation (no more than 1 page) relating to how the proposed research is basic research.

6.3.1.5. Proposal classification: **for proposals in Exact Sciences only**, one must mark whether the proposal is experimental, theoretical or a combination of experimental and theoretical.

6.3.2. Declarations:

6.3.2.1. Parallel proposal: researchers who submit another proposal to any other funding organization (in Israel or abroad), have an active grant from the ISF or any other funding organization (in Israel or abroad) should upload an explanation file (using the template that appears on this screen) (see Section 3.6). Please note: Researchers who have an active grant from the ISF and are in the final year of the grant are not required to upload this file).

6.3.2.2. Funding from commercial/industrial companies: researchers submitting the proposal must declare whether research on an identical or similar subject is being funded by a commercial/industrial company. If so, a file must be uploaded with an explanation of the differences between the funded research and the proposed research.

6.3.2.3. Statement of family ties: researchers submitting a proposal who have family ties with an ISF official (members of the ISF's governance bodies and/or staff) must declare this in the text box appearing on the screen.

6.3.2.4. Agreement to use the abstract on a reviewer search platform: in order to improve the search for suitable reviewers, the ISF will use a platform used by the best foundations in Europe. For this purpose, the scientific abstract will be transferred (uploaded onto?) to this platform. At the end of the search, the abstract will be deleted from the platform. At this stage applicants are not obliged to agree to this use, and the proposal can be submitted without this approval.

6.3.3. Investigators

6.3.3.1. Investigators' details: as updated in the registration form; these details can also be edited. An investigator may be added or removed up to the date of submission.

6.3.3.2. Curriculum vitae: a CV of the PIs should be entered, and list of publications file should be uploaded for each of the principal investigators (and only for them). An explanation on entering the CV can be found in this link.

6.3.3.3. Ph.D. and postdoctoral mentor: the names of doctoral and post-doctoral advisors should be listed for each researcher. Mark 'Not relevant' in the case where the advisors are no longer scientifically active, or a post-doctorate was not done. Researchers who are an M.D. should note this on the screen. In such cases, if the researcher has no doctoral advisor, the system will not require entering a name.

6.3.3.4. Recent ISF grants: a short report (1-2 pages only, up to 1MB) should be uploaded on this screen, summarizing a previous (last) ISF grant (that began during the past 10

years) as principal investigator(s). The report should mention the research objectives, achievements to date and a list of publications resulting from the grant. If the new proposal is submitted during the last year of an active grant, the report should include the achievements as of that stage. The achievements of the previous grant will be considered in the reviewing process of the new proposal. The ISF's format should be downloaded, filled in and re-uploaded.

Researchers who have received several grants from different programs should upload a report on the last grant that was completed/is being completed. If more than one grant was completed/is being completed on the same date, the researchers should upload a report on the most relevant one.

The system will automatically enter N/A for researchers for whom this section is not relevant.

For proposals submitted in the field of archeology, the researchers will be asked to upload a summary of the last grant within the past 20 years.

6.3.4. Scientific Program:

6.3.4.1. Title and keywords:

- Fields of research: as entered in the registration form; this can be edited.

- Research title (in Hebrew and in English) – as entered in the registration form; this can be edited.

- Keywords: to help search in scientific databases during the evaluation process, keywords, both general and specific, should be listed, including synonyms. If the keyword is already in the ISF's database, the system will automatically complete the search phrase.

6.3.4.2. Abstract and program:

- Scientific abstract – a file of up to one page (limited to 1MB in PDF format only). The title "Scientific abstract" should appear at the top of the abstract, followed by the name of the first principal investigator (PI), proposal number and research title. The template file of the abstract should be downloaded and then re-uploaded in this section. Make sure to adhere to the technical guidelines that appear in section 7 below, and [here](#).

- Research Program: a single file (limited to 16 MB) that includes the research plan, figures and bibliography, in PDF format only. The name of the first principal investigator and proposal number should appear at the beginning of the research program.

  The research proposal should be integrative, so that the various parts of it converge into one study and not several independent parts.

- The program should include the following sections:

  I. Scientific background: including a review of the research carried out on the proposed topic. In the Humanities, research that is part of a longer-term program (such as the Hebrew University Bible Project), should refer to the entire, broad program.

  II. Research objectives and expected significance

  III. Detailed description of the proposed research, including:

    - Working hypothesis
    - Research design and methods; this section should also refer to the PI institution research authority's approvals, if required for conducting the

research, and a plan for the long-term preservation of a database (if relevant, see section 3.15).

- Preliminary results (if relevant).
- The researcher's resources for conducting the research: description of personnel and infrastructure –accessibility and availability, including for materials and archives if necessary. Proposals submitted in the Humanities should also note the level of mastery of languages essential for the research.
- When a request for "mid-career" equipment is submitted in parallel, the essentiality of the equipment and its uses in the proposed research must be specified.
- In the research program, it is recommended to address the expected results and pitfalls and propose alternative approaches and methods in case the proposed method/experiment does not work as expected.

- **Bibliography**: up to 5 pages; this section may be single-spaced.

  - For each publication, the full article title and detailed reference should be cited.
  - The full names of all the authors should be cited for each publication (even if the author is cited in several articles). For publications that include a large number of authors (more than 10), the principal authors should be listed. The author's first name may be cited by initial letter only.
  - The items in the bibliography should be numbered.

- Bibliography with *: a file should be uploaded with the same bibliography that appears in the research program. The publications that are closest in subject area to the proposed topic (and are not written by those submitting the proposal!) should be marked with an asterisk (*). The list should cite the full names of the articles and all their authors. The author's first name may be cited by its initial letter. This file will only be used by the members of the committee. Make sure to include the proposal number and PI name at the top of the page. If the bibliography includes publications in the Hebrew language, they must be separated under an English title: Hebrew Publications.

- Articles that were accepted but not yet published: in exceptional cases, when an article is cited in the bibliography that was accepted for publication but not yet published, and its content is deemed essential for evaluating the research proposal, an electronic copy of the article should be attached. It should be noted within the research proposal that the article can be provided by the ISF upon special request by the reviewer. Articles that have not yet been accepted for publication should not be attached.

6.3.4.3. Time schedule: A breakdown of the different stages of the research should be specified in a table. A short explanation of the time schedule must be included in the "Explanatory Notes" section. In cases of theoretical research that cannot be divided into stages, one can indicate that a time schedule is not relevant to this research. In any case the explanation is mandatory.

6.3.5. Budget:
- The budget (including for equipment) should be submitted in New Israeli Shekels (NIS).

- **The required budget items should be specified and explained in as much detail as possible**. If the proposal is approved, this specification will constitute the budget required which will serve as a base for the financial reporting. The ISF has the discretion not to approve budget items which are not well explained and justified.
- The ISF does not commit to granting the full sum requested.
- The items specified in Section 4.3 above may not be included in the budget.

6.3.5.1. <u>Personnel:</u> the percentage of time each principal investigator will dedicate to the research should be noted first. **This may not include any funding of salaries or stipends for principal investigators, academic faculty appointees or researchers authorized to submit a proposal as a PI to one of the ISF's tracks.**

6.3.5.2. <u>Research tools and materials:</u> this section can include materials and trivial consumable research tools (Computers and services should not be included in this section).

In the Humanities only, in addition to using the Miscellaneous section, a one-time sum of up to NIS 15,000 may be added to the grant for purchasing professional literature, providing that the book cannot be borrowed from the institution's library.

6.3.5.3. <u>Services:</u> this section can include services, including consulting services, payments to suppliers of samples/information for research, payments to test subjects, maintenance, budget for a one-time deposit of a database (see section 3.15).

6.3.5.4. <u>Other expenses:</u> other essential expenses required for conducting the specific research. This can include an allocation of up to NIS 6,000 per year for travel for research students employed in this project. This funding is aimed for participation in conferences or scientific seminars (in Israel or abroad). The researchers who are submitting the proposal or other team members cannot utilize this budget item.

6.3.5.5. <u>Computers:</u> computer equipment is not approved automatically; it is necessary to explain why the equipment is needed for the specific research. This budget item is divided into a number of sub-items:
  - Software
  - Computers for the PIs – this may include no more than one desktop computer and one laptop/tablet for each PI, for office or laboratory use (not for home use).
  - Cloud services
  - Computers for students
  - Peripheral equipment
  - Other dedicated computer equipment essential for the specific research

6.3.5.6. <u>Miscellaneous:</u> this budget item can include an allocation for purchasing professional literature, costs related to publishing in scientific journals (including translation and editing if needed), photocopies and office equipment, Internet connection **at the office/laboratory only** and membership in scientific associations (for the PIs only). The expenses must be directly connected to the research program. The total cost of all of the services specified in this budget item should not exceed 15% of the annual budget, in each budget year.

6.3.5.7. <u>Dedicated equipment:</u> one may include in the research proposal a funding request of up to NIS 120,000 for dedicated equipment specifically needed for the research program. Mind to include in the requested amount all the costs associated with the purchase of the equipment. **The allocation requested in this budget item will be**

included in the sum of the average annual grant requested and will not be a separate allocation.

6.3.5.8. <u>Additional funding</u>:

<u>Access to infrastructure</u>: According to the decision of the PBC in this cycle, this addition will not be possible.

<u>Sailing days</u>: The goal - to enable the possibility to use research ships and marine research equipment to promote marine science knowledge in the State of Israel, for researchers in the various fields of marine sciences.

The request for additional funding for the use of a research ship and/or equipment should include reasoning and justification, as well as the preference for the use of a particular research ship, while detailing the arrangements that will be made to combine different studies in one voyage.

Only requests for financing the use of research vessels in Israel will be approved.

The supplement will be given for the use of the research ship's facilities (including equipment, research staff and the rental of the ship) but not for the purchase/participation in the purchase of equipment.

As a general rule, 1-3 cruises per year will be financed at an average cost of about 70,000 NIS per cruise, but these rules can be exceeded according to the needs of the research and the decision of the professional committees.

The supplement will be given as a single amount that can be used during all the grant years.

No overhead can be charged on this additional budget.

6.3.5.9. <u>Summary</u>: Overhead of 17% is included automatically. The overhead is calculated based on the entire sum requested, except for the allocation dedicated to equipment and/or sailing days.

For proposals in archeology: indicate whether a budget is required for excavations and upload a feasibility approval for excavation from the Antiquities Authority.

6.3.6. <u>Appendices:</u>

6.3.6.1. <u>Collaborations:</u> In order to prevent conflicts of interest in the evaluation process, the names of researchers collaborating with the PIs submitting this proposal – **in this proposal and in other collaborative projects** (referring to joint publications, joint grants, etc.) in the past five years – should be included. The names of the PIs who are submitting the proposal should not be included in this table, and do not include the same collaborator more than once. Include only full active researchers, and not students. For each of these collaborators, mark the principal investigator with whom they are collaborating. <u>Letters of collaboration should be uploaded **only** for the researchers collaborating in this specific research. The collaboration letter should be in English, no more than two pages in a legible font and size and include a signature and logo of the collaborator</u>.

6.3.6.2. <u>Authorities' certificates:</u> declaration of approvals received from authorities. The researcher should cite the approvals required for the submitted research proposal, as well as the research year for which the approval is required. The approvals must 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. Once obtained the certificates will be presented to the research authority that will confirm their receipt.

The ISF is aware that payment is required to receive some certificates of approval, and that these certificates will only be obtained after receiving the grant. Nonetheless, it is obligatory to complete the information required on this screen. **The funding of the grant is conditional upon receiving confirmation from the research authority approving that all the required certificates have been presented to the institution.** Details on the types of approvals, along with explanations, can be found via this link.

The approvals required for carrying out the research should be referenced in the research program.

6.3.6.3. Review requests: comments and requests pertaining to the review process: Researcher who do not want their proposal to be sent to particular reviewers can indicate so on this screen only and can specify up to two such reviewers. In the case of a previous proposal, the reviewer's number should be inserted, as recorded on the review attached to the ISF's letter of notification. The ISF will take note of the request but is not obligated to accede to it.

For other comments/requests pertaining to the review process, a file can be uploaded from this screen. . Researchers can specify the areas of expertise required to evaluate the proposal, and tangential areas that are not relevant to the evaluation of the proposal. Please note, the decision regarding the areas of specialization of the reviewers is subject to the professional evaluation of the scientific committee. If a list of experts who may be used as reviewers appear in the file, the ISF does not commit to use it.

7. Guidelines for Writing the Research Program and for the Files Attached to the Proposal

- All the required files in the proposal should be uploaded into the system in a PDF format.
- All the texts attached as files in the proposal (abstract, research plan, list of publications, resubmission letter, and any other file that is part of the proposal) should be in a common font, with the font size of at least 11pt and line spacing of 1.5 (unless otherwise stipulated). The ISF strongly recommends adhering to the guidelines outlined in this file. Proposals submitted not in accordance with these guidelines may be rejected.
- 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.
- Links to references, videos, and appendices other than those explicitly defined in the guidelines should not be attached to the proposal. One may add links only in the bibliography and list of publications.
- Make sure to carefully proofread the text (wording and spelling).

- Proposals that deviate from the scope described in these guidelines or which are submitted in an illegible form (for example, blurred text/illustrations or a font size smaller than required) will be rejected.

7.1. **Research program and Figures**:

7.1.1. Up to 15 pages (A4) for the Research Program and figures combined.

7.1.2. Figures may be incorporated in the pages of the text, but the limit of 15 pages must not be exceeded.

7.1.3. Each page of figures should be formatted to accommodate several figures, including an explanation for each figure.

7.1.4. Scanning documents greatly increases the size of the proposal, and it is highly recommended to avoid this as much as possible.

7.1.5. **Editions and lexicons**: When a desired product of the research is a dictionary, lexicon, scientific publication, translation or interpretation of a text, several examples should be added to this section of the proposal.

7.2. **Bibliography**: up to 5 pages (A4) this section may be single-spaced.

8. **Completing the Proposal Submission**

8.1. After completing the uploading of the proposal, it should be locked via the "Lock the proposal" button. At this stage, the system will check whether all the required data has been entered. The proposal will lock for changes only after this check is completed.

8.2. After locking the proposal, a button will appear for creating a single PDF file, unifying and incorporating, all the parts of the proposal, including the forms and files that were uploaded (except for the appendices). The "Included in PDF" button enables you to open a list of the types of files included in the full PDF file. This process may take time, depending on the load of proposals. Do not close the window before the process is completed. When the process concludes, an email message will be sent to the address of the researcher who created the file.

8.3. After creating the file, the researchers should check and confirm the proposal file via the "Check & confirm" button. this button will open a window for confirming a number of sections and declaring that the proposal has been checked and is ready for submission in accordance with the guidelines. If changes or corrections are needed, the file can be unlocked, and you can then redo the actions described in sections 8.1-8.3.

8.4. After confirming the file, it should be submitted using the "Submit the proposal" button.

The ISF will provide support during the submission days, including the last day for submission, only during regular working hours.

The ISF's website will close for registration on November 05, 2024, at 1:00 PM (Jerusalem time) and for submission of proposals on November 19, 2024, at 1:00 PM (Jerusalem time). Please keep in mind that the website is overloaded on the days and hours prior to the submission deadline, and this is likely to affect its speed of response. No late registration and submissions will be accepted. We recommend completing the proposal in advance. The institution's internal submission date must be verified.

Researchers are requested to carefully follow the instructions.

A research proposal that is not submitted according to the guidelines or without due care will be rejected at an early stage of the evaluation process.

We reiterate and emphasize that no changes can be made to the proposals after the submission deadline.

Note: Requests for exceptions to the ISF's procedures (except for the registration and submission deadlines) will be considered on a case-by-case basis.

The ISF expects the applying researchers to participate in the ISF's evaluation process if requested to do so.

Funding is expected to begin on October 1, 2025.