הקרן הלאומית למדע

المؤسَّسة الإسرائيلية للعلوم

Israel Science Foundation

Please note that the application includes several steps:

1. Applications are to be submitted via the *ISF Online* system, following registration and authentication of details. (However, authentication of details does not constitute registration for submitting a proposal).

2. The deadline to register for submitting a proposal is 1:00 pm, November 3, 2020. A proposal will not be accepted if registration was not completed by this time.

3. The deadline for submission to the ISF is 1:00 pm, November 29, 2020. Approval by the research authority must be obtained before this date. 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.

Guidelines for Applying for a Personal Research Grant
Submission: November 2020

This document covers the following topics:

1. General Information

2. Eligibility for Submitting Proposals

3. Basic Rules of the Program

4. Research Grant Budget

5. Submission Instructions

6. Proposal Sections

7. Guidelines for Writing a Research Program

8. Completing the Proposal Submission

1. **General Information**

   1.1. Introduction: The program aims to support proposals for basic research worthy of research grants. The proposals will be selected according to their excellence and scientific quality, without regard to institutional affiliation, in the fields of exact sciences and technology, life sciences and medicine, humanities and social sciences. This program is the largest and most comprehensive of all of the ISF's core programs.

   1.2. Criteria for evaluating the research proposal – the sole criterion for evaluating the research is scientific excellence. Only outstanding proposals are funded. Each proposal is assessed for its:
   1.2.1. Originality and Innovation;
   1.2.2. Project Importance and Implications;
   1.2.3. Adequacy of methods;
   1.2.4. Suitability of researchers' scientific background to the project.

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

   The committee will identify proposals that are scientifically weak or do not meet the ISF's requirements and will not send them for external evaluation. The other proposals will be sent by the professional committees for peer review and evaluation, based on the assessment of the reviewers and the professional judgment of the committee members. The recommendations of the professional committees will be submitted to the ISF's academic board and council for approval.

   The ISF's management is entitled to reject a proposal, for technical or scientific reasons, at any stage of the evaluation.

   Please note: 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 evaluating the research proposal.

   1.3. **Special track in data science in the social sciences** – pursuant to the decisions of the Planning and Budget Committee (PBC) of the Council of Higher Education (CHE) regarding data science, the ISF will operate, starting with this cohort, a track for basic research in the field of data science, with an emphasis on the social sciences. The program objective is to support innovative research that combines data science and social sciences, and develops and/or utilizes advanced computational tools to expand knowledge in the social sciences.
   1.3.1. The proposals will be for basic research that contribute to a field of knowledge in the social sciences. The proposals must include development and/or adaptation of innovative methodologies of data science for large and/or complex databases in order to extract pertinent information for the problem being researched in the field of social sciences. This includes, for example, research that helps promote researchers' use and access to large and complex databases accrued at state agencies and other public entities, and exploiting the potential benefits of the information stored in those databases.
   1.3.2. The research must be based on collaboration with a researcher/researchers from the field of social science and of a researcher/researchers from the field of data science (who specializes in advanced computational tools).

1.3.3. Proposals in this track will be eligible for a larger grant than is customary in personal grants in the social sciences.

1.3.4. Submission and evaluation in this track will be in the framework of proposals submitted in the program of personal research grants. Accordingly, the rules that apply to a personal grant will apply to this grant unless stipulated otherwise.

1.3.5. Proposals submitted in the framework of this program must meet the ISF's standard criteria for scientific excellence in the social sciences.

1.3.6. The proposals will be evaluated in the framework of social science committees, in accordance with the evaluation criteria and rules in the personal track. The proposals will be evaluated by experts in the relevant field in the social sciences and in the field of data science.

To download information about this track (in Hebrew), click here.

2. Eligibility for Submitting Proposals

2.1. Personal eligibility

2.1.1. **Eligible to submit proposals**: Researchers in Israel who hold a PhD or MD 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:

- Members of the senior academic staff of institutions of higher education accredited by the CHE and/or funded by the PBC, or researchers who will hold such academic appointments throughout the research period.
- 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 at the institution or researchers who will have such appointments throughout the research period.

2.1.2. Members of the ISF's council and management are not eligible to submit proposals in the framework of this program.

2.1.3. In exceptional cases, the institution may submit a request to receive special permission. Requests should be addressed to israkeren@isf.org.il.

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.

2.2. Institutional eligibility

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

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

3.1. In submitting the research proposal, the researcher accepts the ISF's guidelines and evaluation methods.

3.2. Funding will be awarded for research conducted in Israel and, in coordination with the research authorities where 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 four years.

3.3.1. A request for a grant of up to five years may be submitted in life sciences and medicine, social sciences and archeology.

3.3.2. In the special track of data science in the social sciences, a proposal may be submitted for up to four years.

3.3.3. In the humanities, a grant for up to five years may be requested for research that is part of a long-term program (for example, the Hebrew University Bible Project). In such cases, 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 substantially similar proposal to the ISF or 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, 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.

3.7. For details on eligibility to submit proposals in parallel to proposals in different tracks or in parallel to active grants in different tracks – see the [Eligibility document](#) (in Hebrew).

3.8. **Resubmitting a proposal** – 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 (including the special track of data science in the social sciences).

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 (leaving the country, 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. Therefore:

3.9.7.1. The grant is provided to the researchers submitting the proposal, 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 or unpaid leave 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 one of the researchers who submitted the proposal leaves the research project, for any reason, 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, the 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. A researcher who goes on sabbatical or takes unpaid leave must inform the ISF of the dates of departure and return, and confirm that he/she will be able to manage the research even during the planned absence. If, for any reason, the researcher is unable to manage the research during this period, he/she must appoint a replacement and receive the ISF's approval. Any extension of the sabbatical or leave beyond this period will result in the closing of 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. In any event, 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. 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 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 their primary objective is to conduct surveys or programs of a descriptive nature, publish findings, prepare databases, publish books or to edit or translate work.

3.14. In ISF-funded research that includes building a database in pursuit of the research objectives, the researcher must make this database available to the scientific community, and inform the ISF regarding the location of the data (details that should be included in the final scientific report).

3.15. Proposals submitted in the framework of the **special track for data science** in social sciences must meet the following criteria:

3.15.1. The research must be based on collaboration between researchers from the field of social sciences and researchers from the field of data science (who specialize in advanced computational tools). That is, there must be at least two principal investigators, one from each field.

3.15.1.1. For the purpose of this track, researchers in the social sciences are researchers whose PhD is in one of the fields of social science and whose main work in recent years has been in the field of social science. The social sciences include the following disciplines: anthropology, geography, education, international relations, economics, political science, public administration, business administration, law, sociology, social work, psychology, criminology and communications.

3.15.1.2. For the purpose of this track, researchers in data science are researchers whose PhD is in this field and whose main work in recent years has been in the field of data science. The field of data science includes research in the following areas: statistics, computer science, applied mathematics, electrical engineering, industrial engineering and management, and information systems.

3.15.1.3. All of the primary investigators in the research proposal should be from the fields of social science and data science, with at least one from each field (up to a maximum of four researchers). Please note: researchers from other fields may not be included in the proposal.

3.15.2. The proposed research must be basic research in the social sciences and pose a significant question in the relevant field of knowledge in social sciences. The proposed research approach of data science should enable innovation vis-à-vis the existing knowledge in the field.

3.15.3. The research must utilize large and/or complex databases.

3.15.4. The research and its results will be open and accessible to the entire scientific community in accordance with the FAIR principles:
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4792175/pdf/sdata201618.pdf

Please note: If the ISF determines that a proposal does not meet the requirements for the data science track as stipulated above, the proposal will be rejected on technical grounds and will not be evaluated in the personal grant framework.

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

4. Research Grant Budget

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

4.2. The researchers must request a realistic sum for conducting the research and explain the sections of the requested budget.

4.3. Funding of the following may <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 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. 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 6.3.5.7), 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 that exceed 7% of the procurement price.

4.4. The grant amount is approved in consideration of the research needs for the entire grant period, but 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 funds from the grant 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.

4.8. In its decision-making, the ISF reserves the right to take into account any funding provided by other foundations on the subject of the research program.

4.9. In regard to grants in the special track of data science in social sciences:

    4.9.1. Proposals in this track will be eligible for a larger grant than is customary in personal grants in the social sciences, in accordance with the specific needs of the proposed research and budget, and in accordance with the committee's decision and budget constraints.

    4.9.2. The budget rules that apply to a personal grant will apply to this grant, except:

        4.9.2.1. A proposal for a additional funding for international collaboration or access to infrastructure may not be submitted in the framework of this program.

4.9.2.2. Since the essence of the program is a proposal submitted by at least two researchers, this proposal may not include a request for equipment to establish a laboratory for new staff or midway equipment.

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 the researcher wishes to submit the proposal in Hebrew, he/she 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. Even in the case the research program is in Hebrew, 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 a need arises to review it outside of Israel, the researcher will be asked to submit an English translation 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. **Date and method of submission:**

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. (**Authentication of details 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 1:00 PM on November 3, 2020.

5.2.3. The deadline for submitting the full proposal to the ISF, after receiving the research authority's approval, is 1:00 PM on November 29, 2020. Please check the deadline for applying to receive approval from the research authority at your institution**.** Proposals or revisions will not be accepted after the ISF's submission deadline.

5.2.4. No hard copies of the proposal should be submitted.

5.3. **Online submission**

5.3.1. The *ISF online* 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 sould cite this number in any communication with the ISF concerning this proposal.

5.3.3. The online proposal form (see Section 6.3 below) includes a number of screens to be filled in according to the following instructions.

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.

Be sure to follow the submission guidelines concerning font type and size, spacing and margins. 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. The full guidelines can be seen in Section 7 below and in the file here.

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 and 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. 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).

5.3.9. 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 sent to the ISF for further processing 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 sent it to the ISF for further processing.

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; exiting from the form without sending it does not save the information.

The full proposal form allows you to change any of the details you entered on the registration form.

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

6.2.2. <u>Program</u> – select the program for which the proposal is being submitted, in accordance with the eligibility of the selected institution. (This can only be done after selecting the research institute.)

6.2.3. <u>Research area classification</u> – 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 life sciences and medicine – 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.

For the data science track, select the field in the social sciences of the propsal (the following fields <u>cannot</u> apply to the data science track: Information Systems, Statistics and Industrial Engineering and Management).

<u>Link to a list of general and specific fields</u>

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 field that is closest 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.

Guidelines on adding researchers who are not identified by the system can be found here: <u>Guidelines for adding new researchers to the ISF's database</u>.

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 number of the previous proposal and its title from the list.

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

6.3. **The complete proposal form**:

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

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

6.3.1.2. <u>Number of years</u> requested for funding – 1 to 4 years.

It is possible to choose up to 5 years only in the following fields:

- life sciences and medicine

- social sciences (except in the special track of data science)
- archeology
- In the humanities, for research that is part of a long-term program, for example, the Hebrew University Bible Project (see Section 3.3.3).

Budget tables will be calculated according to the number of years requested.

6.3.1.3. Resubmitting a proposal – as entered 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 application was rejected (once) by the ISF should attach a letter of **no more than 5 pages in English**, in a clearly legible format (see the guidelines concerning font type and size), explaining:

- The differences vis-à-vis the previous application. Please note the number of the rejected application 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 application should be cited.

6.3.2. Declarations:

6.3.2.1. Parallel application – researchers who submit another proposal to the ISF or to any other funding organization (in Israel or abroad) or 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). 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 (see Section 3.6).

6.3.2.2. Funding from commercial/industrial companies – the 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 that appears on the screen.

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 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. <u>PhD mentor</u> – the names of doctoral advisors should be listed for each researcher (including advisors who are not scientifically active). If the researcher is an MD, he/she should note this on the screen. In this case, if the researcher has no doctoral advisor, the system will not require entering a name.

6.3.3.4. <u>Recent ISF grants</u> – a short report (<u>1-2 pages only, up to 200 KB</u>) 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 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 taken into account in the reviewing process of the new proposal. The ISF's format should be downloaded, filled in and re-uploaded.

Researchers who have received a number of 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. <u>Scientific</u>:

6.3.4.1. <u>Title and keywords</u>:

- 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.

  When entering the keywords for proposals in the special track of data science in the social sciences, relevant keywords for social science should be included as well as relevant keywords for data science.

6.3.4.2. <u>Abstract and program</u>:

- <u>Scientific abstract</u> – a file of up to one page (limited to 200 KB 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 guidelines on font type/size and margins that appear [here](#).
- <u>Research Program</u> – 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. **See Section 7 below for guidelines and a description of the sections of the research plan**.

6.3.4.3. <u>Applying for a research grant in the special track of data science in the social sciences</u>:

- Indicate the choice of this special track on this screen. This choice will be possible only if the application was categorized as pertaining to one of the fields of social sciences (except information systems, statistics or industrial engineering and management).
- Attach a form (in the format appearing on the screen) providing an explanation of the main features of the research plan, addressing the following aspects (up to 10-15 lines per section):
    - A description of the main research question(s) and the contribution of the research to the social sciences.
    - A description of the new methodologies in the field of data science that will be developed/used.
    - The background of the primary investigators and their suitability for the proposed research.
    - A description of the database(s) that will be used.

6.3.4.4. <u>Bibliography with *</u> – a file should be uploaded with <u>the same bibliography that appears in the research program</u>. 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 of 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.

6.3.4.5. <u>Articles that were accepted but not yet published</u> – 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. <u>It should be noted in the body of the research proposal that the article can be provided by the ISF upon special request by the reviewer.</u> Articles that have not yet been accepted for publication should not be attached.

6.3.4.6. <u>Time schedule</u> – 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, you can indicate that a time schedule is not relevant to this research. In any case the explanation is mandatory.

6.3.5. <u>Budget</u>:

- The budget (including for equipment) will be submitted in 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 proposal and financial reporting will be according to the items it includes. 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 should 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. Postgraduate students: Applications submitted by researchers who are not affiliated with a research university (and whose institution is not authorized to award the relevant advanced degrees) that include a budget request for graduate students (master's degree and/or doctoral candidates) should include a declaration affirming that the researcher submitting the proposal will be an official partner in mentoring the graduate students. This declaration is to be attaches even where the identity of the research students is not yet known. When a budget for research students is not requested, a declaration should be made stating that the research does not require research students.

6.3.5.3. Supplies and materials – this budget item can include materials and trivial consumable supplies. (Computers and services should not be included in this budget item).

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.

6.3.5.4. Services – this section can include services, including consulting services, payments to suppliers of samples/information for research, payments to test subjects, maintenance.

6.3.5.5. Other expenses – 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 participating 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.

6.3.5.6. Computers – 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:
   - Computers for the PIs – this may include no more than one desktop computer and one laptop/tablet for each PI
   - Computers for students
   - Software
   - Peripheral equipment
   - Cloud services
   - Other dedicated computer equipment essential for the specific research

6.3.5.7. Miscellaneous – 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.

6.3.5.8. Dedicated equipment – you may include in the research proposal a funding request of up to NIS 120,000 for dedicated equipment specifically needed for the research

program. **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**.

6.3.5.9. Additional funding

● Allocation for international collaboration

In order to encourage and promote collaboration between Israeli researchers and their overseas peers, additional funding may be requested in the framework of this grant, to be dedicated only for this objective (and for examining the feasibility of future collaboration).

The ISF hopes the connections formed between the researchers in the framework of this funding channel will promote and leverage joint submissions by the two researchers to international foundations in the future.

A researcher requesting additional funding for initiating/strengthening scientific collaboration related to this research with a researcher from abroad should indicate this interest in pursuing collaboration. The screen that opens has four parts:

1) entering the name of the partner via a search in the ISF's database,

2) downloading a form that includes an explanation about the nature of the collaboration and the resume of the researcher from abroad,

3) a table in which to list the requested expenses

4) an explanation and justification of the expenses under this section.

If the proposal is awarded a research grant and the request for additional funding for international collaboration is deemed worthy, the additional funding may be used, for example, for student exchanges, the use of research infrastructure, materials, equipment or services, travel, etc. (items the ISF does not fund from the regular grant allocation).

The allocation will be up to NIS 38,000 (including 17% overhead to the institution, as is customary) for the entire period of the grant. The funding of these needs will be, as noted, in addition to the budget approved for carrying out the grant. If this additional funding is not used, it cannot be transferred to fund other items.

The personal grant application will be submitted and evaluated like any other application in this track. Therefore, no mention of international collaboration should be included in the body of the application, except for the budgetary section devoted to this. There, the name of the collaborating partner from overseas will be added automatically to the table of partners on the Collaborations screen (see Section 6.3.6.1).

● Access to infrastructure:

A one-time addition of up to NIS 70,000 for the entire grant period may be requested from the ISF for the use of research infrastructure at universities, if essential for the specific research proposed. This addition may not exceed 75% of the cost of the requested service; the remaining cost will be covered by the researchers (or their affiliated institution). A researcher may also provide the matching funding of 25% from the ISF grant for which the access grant is awarded.

To apply for this additional funding, the template on this screen must be downloaded, filled in and uploaded.

The ISD's funding will be determined based on recommendations and evaluation committees, in accordance with the needs of the research.

The main criteria determining which infrastructure may be included in this additional funding:

- The service is provided in the framework of a central infrastructure unit; the operation and maintenance of the equipment is the responsibility of the institution and is not the responsibility of a researcher or number of researchers.
- The service is open at 10% capacity, at least, for users from other institutions.
- Information on the service, including how to register for the service, is accessible on a website open to all.
- The service is priced according to the rules of the institutions. The pricing is uniform (though overhead will be collected from external users).
- Access to the service is conditional upon the academic adaptation of the requested service to the services provided at the infrastructure center, and compliance with the rules (ethical approvals, safety, etc.).
- Please note: Institutional equipment will also include advanced HPC equipment.

6.3.5.10. Summary: **Overhead** of 17% is included automatically. The overhead is calculated based on the entire sum requested, except for the allocation for dedicated equipment and/or use of infrastructure.

For applications in archeology: indicate whether a budget is requested for excavations and if so upload a feasibility approval for excavation from the Antiquities Authority.

6.3.6. Appendices:

6.3.6.1. Collaborations – the names of the researchers collaborating with the PIs submitting this proposal – **in this proposal and in other** collaborative **projects 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.) For each of these collaborators, mark the principal investigator with whom they are collaborating. 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.

6.3.6.2. Authorities' certificates – 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 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 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. **After winning the grant, the funding is conditional upon receiving confirmation from the research authority approving that all of 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: A researcher who does not want his or her proposal to be sent to particular reviewers can indicate this on this screen only and can specify up to two such reviewers. In the case of a previous proposal, make sure to cite the reviewer's number, as recorded on the opinion 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. If a list of experts who might serve as reviewers appears in this file, the ISF is not committed to make use of it.

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

- All of the required files in the proposal should be uploaded to the system in PDF format.
- All of the texts attached as files in the application (abstract, research plan, list of publications, resubmission letter, and any other file that is part of the application) must be in one of the following fonts: Arial, Georgia or Palatino Linotype, with the font size of at least 11 and line spacing of 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.
- 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).
- Do not include Hebrew letters in the proposal files. 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.

- **Applications that deviate from the scope described below 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: up to 15 pages (A4) for sections 7.1 and 7.2 (Figures) combined. The program should include the following sections:

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

7.1.2. **Research objectives and expected** significance

7.1.3. **Detailed description of the** proposed **research**, including:

7.1.3.1. Working **hypothesis**

7.1.3.2. Research **design and methods**; this section should also include reference to the approvals from authorities if required for conducting the research. Proposals submitted in the humanities should also note the level of mastery of languages essential for the research.

7.1.3.3. Preliminary **results**

7.1.3.4. **The researcher's resources for conducting the research**: description of personnel and infrastructure – including accessibility and availability

7.1.3.5. In the research program, the ISF recommends addressing the **expected results and pitfalls**, and proposing alternative approaches and methods in case the proposed method/experiment does not work as expected.

7.2. **Figures**:

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

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

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

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

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

7.3.1. For each publication, the full article title and detailed reference should be cited.

7.3.2. The full names of all of the authors should be cited for each publication (even if the author is cited in a number of 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.

7.3.3. The items in the bibliography should be numbered.

8. Completing the Proposal Submission

8.1. After completing 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 from the different parts of the proposal. The file incorporates all of 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 as long as one hour, 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 application file via the "Check & confirm" button, which opens 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.

Do not send hard copies of the application.

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 at 1:00 PM on November 3, 2020 and for submission of proposals at 1:00 PM on November 29, 2020. Please keep in mind that the website is very busy on the days and hours prior to the submission deadline, and this is likely to affect its speed of response. No late submissions will be accepted. We recommend completing the proposal in advance.

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, 2021.