



## 2019-2020 Research Groups Proposal Application Submission Information

The application process includes:

1. Filling out an online form
2. Uploading the following documents:
  - a. The Proposal Application
  - b. Organizer/s Biosketch
  - c. Additional Information

In the following pages please find detailed instructions of each requested document.

Please contact Iris Avivi with any question you may have during the application process:

[irisa@savion.huji.ac.il](mailto:irisa@savion.huji.ac.il)

02-6586932 or 0548820156

Best wishes,

Iris

(Updated January 2017)

## **Document 1: The Proposal Application.**

*Total Length: up to 19 pages. Please upload in one PDF.*

### **Part I: Cover Page**

*Length: up to 1 page*

- a. Title:
  - A full title, limited to 120 characters (with spaces).
  - An abridged title of no more than 80 characters (with spaces).
  - Specify the specific sub-discipline of the proposal.
- b. Organizer(s):
  - Name and Affiliation
- c. Period of Residency:
  - Preferred starting date
  - Duration of residency at the Institute. Flexibility in starting dates in residency period should be clearly mentioned (for research groups for a period of five or three months)
- d. Abstract:

An abstract of up to 250 words that states the motivation and goals of the Research Group. The abstract should explain the project's special significance to scholars that are not necessarily experts in this research topic and scholars from other disciplines.
- e. Keywords:

Provide 3-5 keywords that are relevant to the proposed topic (do not include keywords that appear in the title).

### **Part II. The main body of the proposal**

*Length: Approximately 3000 words (up to 6 pages, not including Bibliography/References):*

- a. A description of the project, including subtopics and questions to be addressed.
- b. A description of the anticipated contribution to the field of research and the discipline. Please describe the potential impact of the Research Group on the current status of this field.
- c. Proposed activities of the RG (conferences, seminars or other activities) that the group plans to initiate. Please describe the nature of these activities for the benefit of the RG and for the benefit of the academic community outside of the Institute.

- d. Potential interactions with other academic programs and national/ international projects during residency (if relevant).
- e. A list of anticipated results of the Research Group (articles, books, etc.) and how/when you plan to achieve these results.
- f. Add information that will help to evaluate the proposal (including possible additional funding; special honorary guests; relation to Advanced Schools and other national and international academic programs).

### **Part III: Group Members**

*Length: up to 2 pages*

- a. List of proposed participants including their current institutional affiliation, Academic degree and detailed academic status (e.g. chair, directors, emeritus, postdoctoral, independent scholar). Add a short summary of their relevant research explaining the specific and unique contribution to the Research Group (3-4 sentences per participant).
- b. For each proposed fellow please state his date of birth, the year of PhD approval and whether he/she has been approached and has confirmed participation, has been approached and has not yet confirmed, or other.
- c. Please list the names of proposed fellows who have been IIAS fellows or visiting scholars in the past. Specify the title and academic year of the past Research Group. This applies to the initiator(s) and the proposed fellows.
- d. Please comment on fellows who are retired or may be retired during the requested residency.

### **Part IV. Visiting Scholars**

*Length: up to 2 pages*

- a. List of proposed participants including institutional affiliation, academic status (emeritus, postdoctoral, independent scholar) that had been approached and who confirmed their interest to participate. Add a short summary of their relevant research explaining the specific contribution to the Research Group (3-4 sentences per participant).
- b. You may add additional potential visiting scholars (that are not yet confirmed) with their affiliation and the status of the conversation.

## **Part V: Issues of consent**

*Length: up to 1 page*

Please clarify any issues of consent of proposed fellows, i.e. fellows who may split the residency year, fellows who have been approached but can participate in certain condition only, etc. If none, please add a statement to this effect.

## **Part VI: List of publications**

*Length: up to 4 pages*

All publications / bibliography/ references should appear in a full format (and no more than 10 co-authors)

- a. Please mark the most relevant publications for the proposed research topic with an asterisk (not restricted to the group members, limited to 12 publications)
- b. Please list for each proposed fellow his/ her most relevant and significant publications which are related to the proposed research (limited to 4 publications). Explain in 1-2 sentences the contribution to the field by each of these listed publications.

## **Part VII: Additional Needs of the Group**

*Length: up to 1 page*

In this section please list any additional needs of the group (special tours, video conference room etc.).

## **Part VIII: Conflict of Interest**

*Length: up to half a page*

Please mention any potential conflict of interest (e.g., family relations, academic relationships). If none, please add a statement to this effect.

## **Part IX: Diversity**

*Length: up to half a page*

Please mention issues related to (lack of) diversity. (e.g, geographical, women, post-doctoral, academic maturation of members/ guests).

## **Part X: External Referees**

*Length: up to 1 page*

- a. A list of 4-5 suggested external referees (mostly from abroad, obligatory). Mention the referee affiliation; email contact; 2 lines of justification and the expertise of the proposed referee; the nature of your academic interaction.
- b. Upon need you may add names to be excluded from reviews (up to 2, no justification is needed).

### **Document 2: Organizer/s Biosketch (CV) *Please upload in one PDF***

Add formatted bio sketch of initiator(s) only (mandatory). See attached page.

### **Document 3: Additional Information (if applicable) *Please upload in one PDF***

Please add any additional information that you think is essential to your application e.g. critical unpublished paper, etc.