The pre-proposal process includes:

1. filling out an online form
2. uploading the following document: Pre-Proposal Application

In the following pages please find detailed instructions for the requested document.

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

irisa@savion.huji.ac.il
02-6586932  or  0548820156

Best wishes,

Iris

(Updated January 2017)
Document: The Pre-Proposal Application

Total Length: up to 11 pages. Please upload in one PDF.

Part I: Cover Page

Length: up to 3 pages

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. Organizers:
   - Name(s) and Affiliation(s)

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. Extended Abstract:
   - An abstract of up to two pages 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 list keywords that appear in the title)

Part II: Group Members

Length: 1-2 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).

   For each proposed fellow please state his date of birth, the year of PhD approval and whether he/she has been approached and confirmed participation/ approached and not yet confirmed or other.
b. 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.

c. Please comment on fellows who are retired or may be retired during the requested residency.

Part III: 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 IV: 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 V: 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 VI: 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).