



ISF-UGC Joint Scientific Research Program Guidelines for Submission

First round 2013-2014

These guidelines include the following:

1. General information
2. Fundamental rules
3. Guidelines for submitting an application
4. Application sections
5. Printing and submitting the application



1. General Information

1.1. Introduction

1.1.1. The program aims to encourage research cooperation between Israeli and Indian scientists.

1.1.2. The program is activated due to an agreement of cooperation between the University Grant Council (UGC) and the Israel Science Foundation (ISF), and is funded by the Indian and Israeli governments, through the two Foundations, each funding its own scientists according to their agency's regulations.

1.1.3. The first round of submission will be in the fields of: Humanities (archaeology, arts, history, languages & linguistics, literature, musicology, philosophy, theatre/cinema/tv, cultural studies) and Exact Science (mathematics, theoretical chemistry, theoretical physics, theoretical computer sciences, computational biology).

1.2. Eligibility: Researchers from Israel with a PhD or MD may apply through the Authority for Research and Development in their institutions, as required by the ISF rules and regulations. Researchers from India with a PhD or MD, who are members of the academic staff of a University in India which is eligible according to the UGC.

1.3. Criteria for evaluation: The only criterion for evaluating the research proposal is scientific excellence. Applications will be scored according to the:

- Academic/Scientific quality of the proposal;
- Originality and innovation of the research;
- Importance of the research and its implications;
- Past achievements of the researchers;
- Exchange of mutual knowledge and expertise;
- Clear added value of cooperation;
- Strengths of the proposed cooperation and the level of synergism between the groups.

Professional committees and reviewers will assess and evaluate the applications.

An application might be rejected on scientific or administrative grounds or on the basis of mismatch to the joint program.

1.4. The ability of the researcher to lead the proposed research independently is an integral part in the professional committees' assessment. The committee has the authority to reject an application submitted by a researcher whom is believed not to meet this criterion. The ability to lead a research is also reflected in a critical mass of scientific publications on the subject, as a single or principal author.

2. Fundamental rules

2.1. Upon submitting a grant application the researcher accepts the Foundation's guidelines and jurisdictions methods.

2.2. Each funding agency funds activities of PIs of their respective countries.

2.3. The grant will be given for a research project performed in Israel and in India in coordination with the respective relevant institution's authority.



- 2.4. The grants are for up to three years.
- 2.5. The maximum grant amount for an experimental project is up to USD 300,000, or for a theoretical project is up to USD 180,000. In addition, equipment grants (of up to USD 50,000) can be requested and funded according to the rules and regulations of each funding agency.
- 2.6. The researcher/s undertake/s to attain all the necessary authority approvals needed for carrying out the research and to provide them on request at any time (see Sect. 4.3.5, below).
- 2.7. One can submit an application to the ISF only if it is essentially different from any other application that was submitted/funded by the ISF or any another entity in Israel, or that would be submitted in this academic year for funding to another Foundation in Israel. The differences between the proposals must be made clear. An application that is found very similar to another, as just described, will be rejected outright.
- 2.8. An Israeli researcher and a scholar from India are allowed to participate as principal investigators (PIs), in only one application per submission cycle of this program.
- 2.9. A grant application will include only a single Israeli pi and a single Indian PI. .
- 2.10. If for any reason (leaving the country, retirement, etc.), the researcher cannot continue as a PI, the respective agency should be updated immediately.
- 2.11. The PIs are held by the respective funding agencies as responsible and in charge of the research.
- 2.12. The application is judged according to the format submitted. Therefore, the respective agencies have no mandate to fund it should any modifications be made. As a result the PI status cannot be changed.
- 2.13. Applications of the following nature are not accepted within this program: Survey or descriptive nature programs, publishing findings alone, database preparation, book publishing, translation work and preparation of bibliographies.
- 2.14. Studies funded by this joint program, which include the establishment of a database as a result of the research objectives, must make these databases available to the scientific community, and to inform the respective agencies as to where a link can be found (by references in the final scientific report).
- 2.15. The proposed budget should be submitted according to the rules and regulations of each Foundation. This grant may include per diem and travel expenses for cooperation between the PIs.
- 2.16. It is hereby declared that any piece of equipment, including computers and computer equipment purchased with the funds of the grant is not the researcher's personal property.

3. Guidelines for submitting an application

- 3.1. **Language:** The application shall be submitted in English.
- 3.2. **Date and manner of submission:** Electronic submission of the joint application by November 6th, 2013. **Amendments WILL NOT be accepted after this date.**



3.3. Israeli PI will submit on-line to the ISF, after the approval by the Indian PI. The same will be transmitted electronically by the ISF to the UGC.

3.4. **Online submission**

3.4.1. Submitter **system requirements:**

ISFonline – the Foundation's online system, operates in tune with the following platforms: **PC users** – Operating system: WIN7, WINXP; Browser: Internet Explorer version 7 or higher. For the system to work correctly, applicants using version 7 or higher must add the Foundation's website to their list of Trusted Sites and enable Pop-ups for that website. The user's guide contains instructions for completing these steps. **MAC users** – Operating System: MAC OS X; Browser: Mozilla Firefox version 3 or higher (free download: <http://www.mozilla.com/firefox/>). ISFonline may function properly on other platforms but the Foundation cannot commit to it working correctly throughout all stages of submission and cannot fully support platforms other than those listed above. Users who choose to use other platforms do so at their own discretion.

3.4.2. Upon confirmation of the registration form (see Sect. 4.2, below) the serial number given to the application as well as the username and password to be used when filling out the preliminary application, will appear on the screen (and in the e-mail message sent to the PI): this number should be noted in every communication with the Foundation regarding the application.

3.4.3. The online application submitting system (see Sect. 4.3, below) contains a few screens. Please read the following guidelines; we advise that you use the user guide.

- a) By using the same user-name and password, a number of researchers and officials (authorized by the PI) can enter and fill out the various parts of the same form with his permission.
- b) Some of the information on the application forms is taken from the registration form, and all details can be modified and updated (excluding changing the PI) up to the date of submission.
- c) All fields should be filled in. By using the "Check before Submission" button, it is possible to check, at any stage of filling out the application, which obligatory fields are missing. Upon submission of the application (by pressing the "SUBMIT" button), the system will set an alert regarding fields that were not filled in or were not filled in according to guidelines.
- d) Corrections cannot be made in files that have been uploaded. Each correction must be made on the original files, and then the corrected files must be attached anew (This action overrides the existing files and retains only the latest files that have been attached.)



- e) In order to avoid problems in creating the full PDF file of the application, please do not upload files that are locked for editing, or secured in any other way.
- f) Upon completion of the online form, the PI will send the application to the Indian researcher for approval, critical for the final submission.
- g) Before clicking on SUBMIT, print out the application to verify its contents. It is also highly recommended to save a copy of the application on the submitter's PC.
- h) Clicking on SUBMIT delivers the application to the research authority at the coordinating university for approval. The research authority may request that corrections be made in the application or reject it based on institutional considerations. After receiving approval from the research authority, the application will be submitted to the ISF. The system will notify the PI via email when the research authority has approved the application and transferred it to the ISF.

4. Sections of the Application:

- 4.1. Prior to starting the registration process, applicants are requested to affirm that:
 - They have read the Guidelines;
 - They agree to have the application evaluated according to the ISF procedure described;
 - They are aware of the method of reporting on an active grant.
- 4.2. The registration form:
- 4.3. The application shall consist of several sections as described in detail below:
 - 4.3.1. **Part 1 - General information**

The coordinating institute, number of years needed for the research, funding from private companies etc.
 - 4.3.2. **Part 2 – Researchers**

PIs Details, CVs and a list of publications for each of the PIs (The list of publications will include up to 10 most relevant items to the project).
 - 4.3.3. **Part 3 – Scientific program**

including Title & Keywords, Scientific Abstract, and a full Research Program. The research program (up to 10 pages) should be in the following format:

 - a) **Scientific background**, including: An analysis of current domestic and international research trends in this field, and how each partner complements the other.
 - b) **Research objectives** – describe the unique aspects of the research program and its significance.
 - c) **Detailed description of the proposed research**, including:
 - The working hypothesis



- Experimental design and methods, including reference to the basis for cooperation: The unique strengths and skills of each side. Reference to authority certifications should be here, if applicable.
 - Preliminary results, including results from both partners and achievements already made
 - Research environment and facilities available, (including plans to make use of facilities of the both institutions)
 - Expected results and possible pitfalls
- d) **Figures** – up to 5 printed pages. The size of the images must be reduced to allow more than one image on a page. All images need a caption with an explanation about it.

Scanning documents greatly increases the volume of the application and recommended to minimize it as much as possible. You can combine the diagrams in the pages of the text, in this case care must be taken to maintain proportionality between the diagrams and the text, and in any case do not go over the limit of up to 15 pages.

- e) **Bibliography** – up to 5 printed pages. All publication must state the full title of the article, and detailed appearance information. In addition all the names of all the authors (even if the author a number of articles) must appear. Please number the items in the bibliography. If the bibliography includes articles in the Hebrew language, these are to be separated to 'English Publications' and 'Hebrew Publications' with titles.

A separate file with the same bibliography including * for articles whose subject is the closest to the subject proposal will be uploaded in the appendices screen. This file will be sent only to members of the professional committee (and not to external reviewers). The research program file should not specify * for articles whose subject is the closest to the application subject.

Requests that will exceed the scope of the above frame coverage may not be sent out for review, and may be rejected by the participants of the process of review or the ISF.

- f) **Mode of cooperation** – Because the essence of the program is active cooperation between Israeli and Indian researchers, the PIs have to upload a file defining and specifying the nature of the collaboration and the roles and tasks of each party. Cooperation can be manifested in several ways:

- Mutual research carried out in two different laboratories
- Joint research infrastructure (materials, equipment or services)
- Mutual fertilization of scientific knowledge
- Personnel exchanges
- Joint scientific publications and / or reports
- Joint planning and review of the study and its results.



Because the active cooperation is a key element in the program, one must complete all necessary arrangements for this purpose prior to submission of the application.

- g) **Time Schedule and Work Plan** – the detailed different stages should be included in the table, as well as a short verbal explanation (under 'Explanatory Notes'). In cases where the study is theoretical and cannot be divided into stages, you can check that the schedule is not relevant to this study.

4.3.4. **Part 4 – Budget**

- a) The proposed budget (including budget for special equipment), of the Israeli researcher will be submitted in New Israeli Shekels, and the Indian researcher will be submitted in Indian Rupees.
- b) The budget must be as detail as possible including explanatory notes.
- c) The budget is limited up to USD 300,000 per experimental project, or up to USD 180,000 per theoretical project.

4.3.5. **Part 5 – Attachments and Appendices**

Including collaboration letters, lists of collaborators, bibliography with * and any requests regarding the review process, in addition a list of Authority Approvals needs to be attached.

The Fund is aware that getting some of the permits requires payments, and thus will be achieved only with the grant. However, one must complete the information required regarding these approvals. After winning the grant, the funding is conditioned upon the approval of the Research Authority that all necessary approvals will be obtained. The Research Authority certificate should reach the ISF along with the letter of acceptance and commitment. The authorities approvals needed are:

- **Declaration of Helsinki** – for applications involving experiments on human subjects or human material.
- **Animal research ethics committee approval** – for applications involving experiments on animals.
- **Nature and Parks Authority approval** – for applications involving research in nature reserves.
- **Committee for Engineered Crops approval** – for applications which require use of engineered material or material prohibited for import to Israel.
- **Israel Antiques Authority approval** – for applications which require archeological digs or use of material or objects discovered in archeological digs.
- **Other certifications** – required to conduct the proposed research
Include references to the certifications required to conduct the research described in the research program.

Apart from the above, do not attach any appendices, letters of recommendation or articles published, sent or accepted for publication to



the proposal. All relevant findings and results should be included in the research program.

5. Submitting the Application

- 5.1. Submitting (only after approved by the Indian researcher) - pressing the "SUBMIT" button will forward the application to the Research Authority. After pressing the button, it is recommended to enter again and see that the application was indeed submitted. Only after receiving the approval of the Research Authority will the application be forwarded to the ISF.