Please note:

1. The Israeli PI is required to register and submit an administrative application via the ISF online system.
2. Researchers who do not have an account in the ISF's system will register to open an account and verify their details (this procedure does not constitute registration for submitting a proposal as described above. After opening an account and verifying details, you will then need to register to submit an application).
3. Registrations for administrative applications on the ISF's website are due by October 24th, 2023, at 13:00 (Jerusalem time).
4. Submissions of administrative applications on the ISF's website are due by November 7th, 2023, at 13:00 (Jerusalem time).
5. Submission of the Joint full application via the SNSF online system is due by October 2nd, 2023, at 17:00 (CET).

ISF-SNSF

Summary of Guidelines for Administrative Submission

These guidelines include the following:

1. **General information**
2. **Eligibility**
3. **Basic rules**
4. **Research Grant Budget**
5. **Registration and Submission**
6. **Sections of the Administrative Application**
7. **Guidelines for the Administrative Application**
8. **Completing and Submitting the Administrative Application**

For complete information regarding the administrative submission, please see Hebrew Guidelines

1. **General Information**

   1.1. Introduction

   The program aims to encourage scientific research cooperation between Israeli and Swiss researchers. It is designated to support proposals for basic research which will be selected according to their excellence and scientific quality, in all fields of knowledge.

   The program is activated according to the "Lead Agency" model, due to an agreement of cooperation between the Israel Science Foundation (ISF) and the Swiss National Science Foundation (SNSF). According to this model, the submission of joint research proposals and the evaluation process is carried out alternately by one of the foundations, (which in turn serves as the 'Lead Agency'). This is done within the main submission track of each foundation and according to its rules.

   The SNSF will serve as the Lead Agency in this first submission round. Full joint proposals will be submitted and evaluated at the SNSF. In addition, the Israeli researchers will submit an administrative application via the ISF online system.

   In this first cycle, up to 5 research grants will be funded.

   1.1.1. Each team will include at least one Israeli Principal Investigator (PI) and at least one PI from Switzerland. The Total number of Israeli PIs will not exceed four.

   1.1.2. The Israeli PIs are funded via the ISF according to its regulations. The Swiss PIs are funded by the Swiss Foundation according to its regulations.

   1.1.3. One Joint full application will be submitted in English via the SNSF portal, the guidelines for the full application submissions may be found here.

   1.1.4. The Israeli researcher is required to register and submit an administrative application via the ISF on-line system.

   1.2. Criteria for evaluating the research proposal:

   1.2.1. The sole criterion for evaluating the research is scientific excellence. Only outstanding proposals are funded. Each proposal is assessed by several professional criteria, further details can be found here.

   1.2.2. **Please note:** The researcher's age, gender and institutional affiliation **are not** criteria in evaluating the research proposal. 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.

   1.2.3. The ISF may reject an application for administrative reasons or due to incompatibility with the program as part of the eligibility check.

2. **Eligibility**

   2.1. Applications must adhere to the eligibility rules of both foundations (ISF and SNSF).

   2.2. Eligibility of the Swiss researchers and Swiss Institutions is according to the SNSF's funding regulations Art.

   2.3. Eligibility of Israeli researchers:

2.3.1. 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: Members of the senior academic staff, on the usual track, of institutions of higher education accredited by the Council of Higher Education (CHE) and/or funded by the Planning and Budgeting Committee (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.

2.3.2. All the applicants, must hold an ORCID ID.

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

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

2.4. Eligibility of the Israeli Institutions:

2.4.1. 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.

2.4.2. 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.

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

2.4.4. In accordance with the SNSF guidelines

3. **Basic Rules**

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

3.2. The grant will be awarded for a research project performed in Israel, and in Switzerland in coordination with the respective relevant institution's authority.

3.3. The grants are for a period of two to four years.

3.4. Each funding organization (SNSF or ISF) will fund its researchers according to its regulations.

3.5. The main characteristics (financial aspects/ reports) of the grant are in agreement with the Personal Research Grant program.

3.6. The researchers undertake to attain all the necessary authority approvals needed for carrying out the research and to provide them on request at any time.

3.7. 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.

3.8. 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 this 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. An application that is found very similar to another, as just described, 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.

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

3.10. **Resubmitting a proposal** - a proposal should be 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.

3.11. **The researchers submitting the proposal**:

3.11.1. Each team will include at least one Israeli Principal Investigator (PI) and at least one PI from Switzerland. The Total number of Israeli PIs will not exceed four.

3.11.2. Each Principal Investigator (PI) can submit and/or participate only in one application in the competition.

3.11.3. If for any reason (leaving the country, retirement, etc.), the researcher cannot continue as a PI, the respective agency should be updated immediately.

3.11.4. The PIs are held by the respective funding agencies as responsible and in charge of the research.

3.11.5. The application is evaluated according to the format submitted. Hence, the respective agencies have no mandate to fund it should any modifications be made. Therefor:

3.11.5.1. The Israeli PIs' status cannot be changed.

3.11.5.2. In the event that one of the researchers who submitted the proposal leaves the research project, for any reason, funding of the Israeli PI will be terminated, and the grant will be closed.

3.11.5.3. 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.

3.11.5.4. A PI 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.

3.12. 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. Applications of the following nature are not accepted within this program: Clinical trials Survey or descriptive nature programs publishing findings alone, database preparation, book publishing, translation work and preparation of bibliographies.

3.14. In proposals that include building a database:

3.14.1. 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).

3.14.2. A plan for the long-term preservation of the database must be included. The ISF cannot fund the establishment of databases for which 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.

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

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

4. Research Grant Budget

4.1. The proposed budget should be submitted according to the rules and regulations of each Foundation.

4.2. The Israeli researchers will fill a cost cover overview table in the full application submitted to the SNSF. In addition, a complete budget form on ISF's administrative application is required.

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

4.4. The researchers must request a realistic sum for conducting the research and explain the sections of the requested budget. It is recommended to go through the list of active grants

in the specific field, which appear on the ISF's website, to see the amounts budgeted in approved grants from previous years.

4.5. Funding of the following may not be included in the proposal budget:

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

4.5.2. 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.

4.5.3. Payments for editing, translation, preparation of books and monographs for publication (except in the framework of the Miscellaneous section), 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 cases, the research needs should be specified. These requests will be discussed in accordance with the ISF's regulations.

4.5.4. Expenses for structural infrastructure.

4.5.5. Warehouse expenses that exceed 7% of the procurement price.

4.6. This grant may include 6,000 NIS/year funding of per diem and travel expenses of research students traveling to relevant scientific conferences and workshops.

4.7. This grant may include per diem and travel expenses for cooperation between the PIs of up to 40,000 NIS/year.

4.8. This grant may include funding of equipment (up to 120,000 NIS per project).

4.9. Please note: any piece of equipment, including computers and computer equipment purchased with the funds of the grant is not the researcher's personal property.

4.10. 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.

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

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

5. **Registration and Submission**

5.1. **General**

5.1.1. Submission of full joint applications at the SNF portal are due by **October 2nd. 2023.** The guidelines for the full application joint submissions may be found here.

5.1.2. The Israeli applicant is also required to fill an administrative registration and applications forms via the ISF on-line system.

5.2. Date and manner of administrative registration and submission to the ISF via the ISF online system:

5.2.1. All the submitting process (including the registration form) is done through the personal account, in the ISF on-line system, of the Israeli PI.

5.2.2. Electronic Registration of the administrative application to ISF is due by October 24th, 2023, 13:00 (Jerusalem time).

5.2.3. Electronic submission of the administrative application, (including the R&D authority approval) to ISF is due by November 7th, 2023, 13:00 (Jerusalem time). Any amendments whatsoever WILL NOT be accepted after this date.

5.3. ISF – Online administrative submission

5.3.1. The ISF online system requirements may be found here.

5.3.2. Upon confirmation of the registration form the serial number given to the 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 ISF regarding the application.

5.3.3. The online application submitting system (see Sect. 5, below) includes a number of screens to be filled in according to the following instructions. Please read 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 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. Researchers receive editing access through their user account in the ISF's systems to all their applications. If you want to transfer editing access to an application 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 to enter the application. In order to enter the application, it is necessary to enter the application 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 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 Israeli 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. Sections of the Administrative Application

6.1. 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 Lead Agency procedure;

- They are aware of the method of reporting on an active grant and commit to meet the reporting requirements if awarded a grant;

- They commit to participate in the evaluation process of any other ISF program, 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 you exit the form without submission.

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 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. <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 according to the Lead Agency process and regulations.

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 application is submitted by more than one researcher, only one registration form must be filled out and include all the Israeli 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. Resubmission – 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. **General information**

6.3.1.1. Research authority – as entered in the registration form; can be changed.

6.3.1.2. Number of years requested for funding – 2 to 4 years.

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 technical guidelines here), explaining:

o The differences vis-à-vis the previous application. Please note the number of the rejected application at the beginning of the letter;

o 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.

6.3.1.4. Declaration of basic research – when submitting, the researcher must declare that he / she is aware that the ISF supports basic research and hereby declares

that the proposed research falls into this category. In addition, a file should be uploaded with a short explanation (no more than 1 page) that explains how the proposed research is basic research.

6.3.1.5. <u>Application Classification – in Exact Sciences only</u>, it must be marked whether the application is experimental, theoretical or a combination of experimental and theoretical.

6.3.2. **Declarations:**

6.3.2.1. <u>Parallel application</u> – 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. <u>Funding from commercial/industrial</u> 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. <u>Statement of family</u> 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.

6.3.2.4. Agreement to use the abstract on a reviewer search platform - in order to improve the search for suitable reviewers for the submitted applications, as a pilot, the ISF will use a platform used by the best foundations in Europe. For this purpose, the text of the scientific abstract will be transferred to this platform. <u>At the end of the search, the abstract will be deleted from the platform.</u> At this stage applicants are not obliged to agree to this use, and the application can be submitted without this approval.

6.3.3. **Investigators**

6.3.3.1. <u>Investigators' details</u> – 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. <u>Curriculum vitae -</u> a CV of the Israeli PI's 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](#). Please note that you are also required to include the CV in the full application form according to the LA format.

6.3.3.3. <u>PhD mentor</u> – 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. If the researcher is an M.D., 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>Swiss Investigators' Details</u> – The identification of the Swiss investigators will be according to their e-mails. The CV and a list of publications (up to 10 most

relevant items to the project) of the Swiss PI's, will be uploaded (according to the template provided online).

6.3.4. **Scientific program**

6.3.4.1. <u>Title and keywords</u>:
- <u>Fields of research</u> – as entered in the registration form; this can be edited.
- <u>Research title</u> (in Hebrew and in English) – as entered in the registration form; this can be edited.
- <u>Keywords</u> – 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.

6.3.5. **Abstract and program**:

The full program is submitted via the SNSF <u>portal</u>. The Israeli researcher is requested to upload:

- Abstract: Please upload the Abstract as was submitted to the SNSF in the full application

- Research Program: Please upload the final full application as was submitted to the SNSF.

6.3.6. **Time Schedule:**

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.

6.3.7. **Budget**

- The proposed budget of the Israeli researcher will be submitted in New Israeli Shekels.

- **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 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 4.5 above may not be included in the budget.

- The Swiss applicant is required to fill in only the budget summary.

6.3.7.1. <u>Personnel</u> – the percentage of time each principal investigator will dedicate <u>to</u> 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.**

6.3.7.2. <u>research tools and materials</u> – these budget items can include materials and trivial consumable research tools. (Computers and services should not be included in these budget items).

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.

6.3.7.3. Services – 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 3.14.2).

6.3.7.4. 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.

6.3.7.5. 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

6.3.7.6. Cooperation and exchange – Expenses may include per diem and travel expenses for cooperation between the PIs of up to 40,000 NIS/year.

6.3.7.7. 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.

6.3.7.8. 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. (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.

6.3.7.9. Israeli Budget 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 required for excavations and if so, upload a feasibility approval for excavation from the Antiquities Authority.

6.3.7.10. <u>Swiss Budget Summary</u>: Please fill the table (CHF)

6.3.8. **Attachments and Appendices**

6.3.8.1. <u>Collaboration</u> lists of collaborators of the Israeli PI in the past 5 years.

6.3.8.2. <u>A list of Authority Approvals</u> needs to be attached. 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 [here](#).

6.3.8.3. <u>Review requests</u> **–** 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.

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

7. Guidelines for the Administrative Application

The research program is written according to the SNSF's [guidelines and forms](#) via the SNSF [portal](#).

The Israeli PI will upload the abstract and full application as were submitted to the SNSF, to the ISF's online system.

8. Completing and Submitting the Administrative Application

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 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 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.

Researchers are requested to carefully follow the instructions.

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, 2024.