



המכון הישראלי ללימודים מתקדמים  
Israel Institute for Advanced Studies

# Organizer's Guide to Composing a Research Group

## 2021/2022 Academic Year

*(Updated February 2019)*

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Israel Institute for Advanced Studies reserves the right to update the information in this booklet.

## About the IIAS

The Israel Institute for Advanced Studies (IIAS) is a center for intellectual enquiry that supports collaborative Research Groups (RGs) in Jerusalem. The essence of our RGs is curiosity-driven research by scholars in all academic disciplines, including mathematics, natural sciences, social sciences, computer science & engineering, and the humanities. RGs are carefully selected in an effort to expand the boundaries of current knowledge by introducing new methodologies, promoting original thinking and exploring new ideas, thus attaining original research and the emergence of new perspectives and approaches.

The IIAS was founded in 1975 as an autonomous institute, funded by a partnership between The Hebrew University of Jerusalem (HUJI) and Yad Hanadiv. The IIAS has hosted over 150 Research Groups to date. More than 1,200 scholars have participated in RGs for residency periods of between 3 and 10 months at the IIAS.

In addition to RGs, the IIAS annually hosts six Advanced Schools in the following disciplines: mathematics, natural sciences, economic theory, theoretical physics, computer science & engineering, and the humanities. The general directors of the Advanced Schools include Nobel laureates, winners of the Wolf Prize, and Fields and Turing medalists.

Furthermore, the IIAS supports young scholars of distinction by supporting their research activities with the Michael Bruno Memorial Award, acknowledging their contribution to academic excellence in Israel.

At the international level, the IIAS belongs to a select group of Institutes of Advanced Study (SIAS). Members of SIAS share the IIAS mission to promote academic excellence, underscoring the importance of academic freedom. The IIAS also belongs to a network of IAS institutes throughout Europe (NetIAS) and the broader worldwide group of University-Based Institutes for Advanced Study (UBIAS).

## Open Call for Research Group Proposals for the 2021/22 Academic Year

The Israel Institute for Advanced Studies at The Hebrew University of Jerusalem (IIAS) invites scholars from Israel and abroad to submit Research Group proposals for the 2021/2022 academic year.

### What is a Research Group?

A Research Group supported by the IIAS (RG) is a diverse group of scholars (Fellows) brought together by an organizer (s) to engage in research questions of common interest in a collaborative manner.

Topics may cover any research topic from any discipline, with an interdisciplinary element, and must seek to be innovative with potential impact on research in the field. Proposals previously rejected may be resubmitted twice more. Our expectation is that the RG residency will result in creative and original research that can be shared with the international research community. RG size is flexible, ranging from 5 to 8 core Fellows and may also include a postdoctoral fellow and visiting scholars.

RG Fellows participate in group integrative thinking and rich dialogue, while advancing their own individual research. Fellows spend their residency at the IIAS, located at the Edmond J. Safra Givat Ram campus of The Hebrew University of Jerusalem. The IIAS provides RG Fellows with a nurturing and stimulating academic environment, as well as administrative support. Fellows from abroad receive a generous fellowship and subsidized family accommodation.

### Period of Residence

The IIAS academic year runs from September 1 to June 30. RGs are resident for 10 months, 5 months or 3 months (especially for experimental science), and the proposal should contain the period of residency (POR) requested according to the following options:

- 10-months residencies begin September 1
- 5-months residencies begin September 1 or March 1
- 3-months residencies begin September 1, March 1, or May 1 (a 3 month period can be split into 2 periods of 6 weeks each).

Applicants should be aware that the scheduling of RGs is limited by the number of RGs chosen, the length of the POR, and the availability of office space and apartments for Fellows. Efforts will be made to satisfy the scheduling preferences of each RG.

### Application & Notification Timeline

Submission of the proposal by the Organizer(s) is a two-step process:

- Submission of pre-proposal and meetings with IIAS director: April 1– July 31, 2019.
- Submission of full proposal: September 1– December 1, 2019.

Final decisions regarding the selected proposals will be sent to the Organizer(s) by June 30, 2020.

## A. Composing a Research Group

Research Groups are composed by an Organizer (or organizers) who decide on the topic of the RG, choose its members and visiting scholars, and are responsible for every step in the process of submission and later on during the residency of the RG at the IIAS.

### I. The Organizer(s)

Organizers must have a PhD in their field of research and hold a faculty position at an academic institute in Israel or abroad.

There can be a maximum of two Organizers per RG, preferably from different academic institutes, and preferably one from Israel and one from abroad.

#### **Role and Responsibility of Organizers**

Before final approval of Research Groups:

1. Organizers are responsible for nominating the most appropriate scholars as fellows (Fellows) for their RG.
2. Organizers are responsible for acting on behalf of the proposed RG in the application process, including submitting a pre-proposal, conducting a meeting with the IIAS Academic Director and submitting the full proposal.
3. Organizers must update the IIAS on any changes in the composition of RG Fellows after the submission of the full proposal.

Following final approval of Research Groups:

4. Organizers are responsible for notifying the Fellows and Visiting Scholars, as defined below, of the RG approval.
5. Organizers are responsible for appointing a research assistant for the RG subject to the approval of IIAS.
6. Organizers will compile a mailing list of PhD students, researchers, graduate students and postdocs in Israel whose research expertise relates to the RG's research topic (Collaborative Contacts), and share this list with the IIAS.
7. Organizers are responsible for being in continuous interaction with the IIAS concerning administrative and academic issues.
8. Organizers will plan with the RG Fellows and Visiting Scholars the program for RG Activities, as outlined in section A.IV. below, and send a copy of this program to the IIAS.

### II. The Topic

Topics of the RGs may cover any research topic from any discipline, with an interdisciplinary element, and must seek to be innovative with potential impact on research in the field.

To view topics of previous and current RGs, please [see this link](#).

### III. Members of the Research Group

Research Groups are composed of at least five and no more than eight Fellows (including the Organizer). These Fellows will participate in RG activities at the IIAS, as set out in these Guidelines, for the entire period of their residency with their RG (Fellowship).

The choice of proposed Fellows by the Organizer(s) should strategically strengthen the collaborative work of the Research Group. The IIAS encourages diversity within each RG, including the participation of early and mid-career fellows, women, and scholars from a range of geographic locations. Inadequate diversity in the RG will negatively affect the chances of the proposed RG being selected.

In addition, Fellows are expected to establish working relationships with their Collaborative Contacts. Networking opportunities for establishing Collaborative Contacts will be available during weekly and monthly seminars. Fellows are encouraged to further pursue such collaborations via social media as well.

#### **Fellows**

A Fellow must have a PhD in their field of research be actively engaged in research in Israel or abroad.

1. No more than two Fellows may be nominated from the same academic institute.
2. Group members need not have worked together or collaborated on research in the past.
3. At least half of the RG fellows must be from abroad.
4. In the case of a 10-month POR, one fellowship may be shared between two Fellows (i.e. 5 months each).

The following may also be included as Fellows in an RG:

**Young Fellow** - A young researcher with affiliation who is within the first seven years of his/her appointment. The seven years will be measured from the start date of his/her appointment as faculty until the beginning of the academic year of his/her Fellowship.

**Young Non-affiliated Fellow** - A young researcher with no affiliation and within three years of receiving PhD approval, provided that they have approval for their PhD at the time of the RG pre-proposal submission.

**Former Fellows** – Former Fellows may participate in new RGs once 10 years have elapsed from the end of their previous term to the beginning of the academic year of their Fellowship. Fellows may be a part of a RG no more than two times in total.

**Emeriti Fellows** – A faculty member emeritus/a during his/her Fellowship.

#### **Visiting Scholars**

In addition to the RG Fellows, Organizers may invite visiting scholars to be part of an RG (Visiting Scholars). An RG of 10 months or 5 months may have up to 4 Visiting Scholars for a total number of 16 weeks. An RG of 3 months may have up to 4 Visiting Scholars for a total number of 10 weeks.

1. Visiting Scholars may be from Israel or abroad.
2. The minimum stay for a Visiting Scholar is two weeks (10 working days).
3. Visiting Scholars may visit more than once during the POR. The maximum reimbursement available for each Visiting Scholar is limited to two visits for a 10-month RG, and one visit for a 5-month and a 3-month RG.

## **Research Assistants**

Organizers may choose a research assistant who will be employed by the IIAS for a maximum of 11 weekly hours for the duration of the POR (Research Assistant). Research Assistants are students conducting PhDs at an Israeli academic institute whose research expertise relates to the RG's research topic. The RG Research Assistant is responsible, inter alia, for coordinating and helping organize RG Activities, as set out below, and liaising RG administrative matters with the IIAS.

## **IV. Research Group Activities and Responsibilities**

During its period of residency, the RG must conduct activities and participate in events relating to the RG's research topic, in accordance with a program approved in advance by the IIAS. These shall include but not be limited to:

### **1. A Weekly Seminar**

Each RG must hold weekly seminars and the times must be coordinated in advance with the IIAS. Seminars may be open to guests, closed or by invitation only.

### **2. RG Conference**

Each RG must hold one public conference/workshop, which must be coordinated in advance with the IIAS. The IIAS funds the conference (up to \$10,000) and provides logistical assistance and coordination of the conference. RG Organizers are requested to seek additional sources of funding where necessary.

### **3. Workshops outside the IIAS**

RGs must hold one or two workshops outside the IIAS and HUJI, mainly with graduate students and postdocs. The IIAS provides logistical assistance and coordination of the workshops.

### **4. Outreach Lecture**

Each RG must give at least one outreach lecture by a Fellow or Visiting Scholar. IIAS provides logistical assistance and coordination of the lecture and help with publicity for the lecture.

### **5. IIAS and RG Events**

- a) Fellows must participate in formal, social and cultural events organized by the IIAS (such as the Bruno award ceremony, fellow tours, movie screenings and so on).
- b) RG dinner – Each RG is entitled to one dinner at a restaurant in Jerusalem. Dinner expenses for the Fellows are covered by the IIAS, subject to HUJI regulations. Spouses/partners of the Fellows are invited at their own expense. IIAS provides logistical assistance and coordination of the dinner.
- c) RG tour – In the event that Fellows propose a tour (relevant or not to the topic of their RG) as part of their RG activities, the RG Organizer will submit a budget and proposal to the IIAS. If the tour is approved, IIAS will assist with approved expenses, ideas and logistical assistance (such as bus, food, guide and so on).

## **6. Reports**

The Organizer must submit periodic reports (4 reports for a 10-month RG and 2 reports for a 5-month and a 3-month RG), a conference report (within 10 working days of completion of the conference), and a final report (by the end of the POR).

Fellows must submit a personal reflection report to the IIAS before completion of their Fellowship.

## **7. Publications**

The academic results of the RGs remain the full property of the Fellows. However, all publications, presentations, awards and other outputs (RG Products) resulting from the RGs are required to be branded “Supported by the Israel Institute for Advanced Studies” (“IIAS Branding”).

The Fellows must update the IIAS about the RG Products and send to the IIAS a digital and hard copy of the RG Products within one month of their publication or presentation. Additionally, the Fellow will include IIAS Branding in lectures, seminars, and conferences where he or she presents RG Products. When presenting at another institute during the Fellowship, a Fellow is required to mention their current status as an IIAS Fellow.

Each RG is eligible for IIAS funding of up to \$10,000 for an RG joint publication. This funding is available for three years from the beginning of the RG POR.

## **8. RG Reunion Meeting**

RGs interested in holding a reunion meeting are invited to do so within 2 years from the end of their residency. The reunion must be approved and coordinated in advance with the IIAS. The IIAS funds the meeting (up to \$7000) and provides logistical assistance and coordination. RG Organizers are requested to seek additional sources of funding, where necessary.



## **B. Fellows Residency Terms and Conditions**

Fellows are responsible for organizing leaves of absence from their home university or research institute for their Fellowship at the IIAS. The Fellow will notify the IIAS no later than six months prior to commencement of their POR that the leave of absence has been approved.

### **I. Benefits and Duties for Fellows from Abroad**

#### **1. Monthly Stipend**

Fellows from abroad receive a monthly stipend of \$6,000 (Stipend) for every full month of his/her POR.

Young Non-affiliated Fellows from abroad receive a monthly stipend of \$3,000 (Stipend) for every full month of his/her Fellowship.

Apartment rent contributions, utilities and lunch payments will be deducted from the Stipend.

#### **2. Accommodation**

Fellows from abroad are entitled to accommodation in a modestly furnished apartment in Jerusalem, maintained by the IIAS, for the POR. Apartment size and location are determined according to the Fellow's family size and needs. Apartments also include basic appliances. Wi-Fi service is available in all the apartments and will be compatible with any computers/cell phones. The apartments are insured.

Each Fellow is required to sign a rental agreement with the IIAS upon arrival and pay a deposit fee of \$500. The Fellow is required to pay the IIAS \$1,000 at the beginning of every month of the POR towards rent and costs of utilities of the apartment, and a one-time cleaning fee of \$200 at the end of the POR. Extensions for apartment use can be given at an extra cost, and should be discussed with the IIAS.

Fellows who wish to arrange their own accommodation (such as a rental swap) should first consult with the IIAS.

#### **3. Fellowship Participation**

Each Fellow is responsible for organizing leaves of absence from their home university or research institute. The Fellow will notify the IIAS six months prior to commencement of their POR that the leave of absence has been approved.

#### **4. Attendance and Absences**

Fellows must participate fully in the work of the Research Group for the entire duration of the POR. This participation includes but is not limited to spending their working day at the IIAS in order to participate in RG meetings and seminars. Fellows are expected to be present at the IIAS five days a week, from Sunday till Thursday ("working days"), for a minimum of eight hours per day.

Each Fellow is entitled to leaves of absence for up to two working days for every month of the POR. These days include absences for personal and medical reasons as well as absences to fulfil professional obligations not related to the RG (including participation in conferences). All expenses for these personal, medical and external professional obligations are the financial responsibility of the Fellows and will not be reimbursed by IIAS.

The Fellow must request any absence from the IIAS as soon as possible from the IIAS. Approval by the IIAS for this absence will be granted on an individual basis. Unapproved absences will result in deductions from the fellow's monthly Stipend.

## **5. Travel Expenses**

Fellows from abroad are entitled to flight reimbursement (roundtrip economy class) from the airport nearest the Fellow's home university or research institute to Jerusalem, as per HUJI regulations.

A spouse/partner and children under 18 joining the Fellow for more than 80% of his/her POR are entitled to flight reimbursement as well (roundtrip economy class) from the IIAS.

Fellows from abroad are entitled to reimbursement, from the IIAS, for the cost of taxi service from Ben Gurion airport to Jerusalem and back (at the start and end of the POR).

## **6. Shipping Expenses**

Fellows from abroad are entitled to reimbursement, from the IIAS, for shipping costs of research aids, such as books and computers, as approved by the IIAS, up to \$500 each way for from the airport nearest the Fellow's home university or research institute in America, Australia, Japan or New Zealand to Jerusalem and up to \$300 each way for Fellows whose home university or research institute is in Europe. This amount may be divided into several shipments to and from Jerusalem.

## **7. Health and Personal Belongings Insurance**

Fellows are requested to provide health insurance covering themselves and their families for the duration of their Fellowship, as well as insurance for their personal belongings.

## **8. Visa**

According to the instructions of the Israeli Ministry of the Interior, Fellows who are not officially on sabbatical from their home universities should obtain an A2 student visa since Israeli visa categories do not include a "researcher" category and a work visa is inapplicable in the absence of an employer-employee relationship between the IIAS and the Fellows. While at the IIAS you will receive a monthly stipend (not a salary), and as an IIAS Fellow, you will not be allowed to work in Israel in any position outside your IIAS Fellowship. Fellows on sabbatical can enter Israel on a tourist visa which The Hebrew University will help them extend where relevant. Fellows will need to show [to whom?] documentation of official sabbatical approval from their home universities.

## II. Benefits and Duties for Fellows from Israel

### Participation Model

Fellows from Israel are responsible for organizing leaves of absence from their home university or research institute for their Fellowship at the IIAS. They must obtain approval from the Dean or Rector of their home university or research institute for one of the models of participation outlined below. The Fellow will notify the IIAS six months prior to commencement of their POR that the leave of absence has been approved and their participation model.

- a) **FATMA** - Fellows who are faculty members at an academic institute in Israel may utilize their sabbatical months in order to be IIAS Fellows (either full or part time). Their Fellowship will be considered "FATMA" (פטור מהוראה) - exemption from teaching. Fellows will continue to receive all academic and social benefits from their home university.

FATMA Fellows will have at his/her disposal, from the IIAS, a monthly grant of NIS 9,000, and Organizers NIS 12,000, for every full month of his/her POR (Fellow Grant). Conditions of the Fellow Grant are set out below.

- b) **Associated Fellow** - Fellows will be able to teach up to one-third of their curricula at their home universities and no more than one day per week. Associated Fellows will continue to receive their salary and all academic and social benefits from their home universities. In cases in which a loss of teaching arises, IIAS will compensate the Fellow's home university for 'teaching replacement' hours and will pay up to NIS 5,000 per month of the Fellow's POR, with the maximum compensation being NIS 50,000 for a 10-month POR. Associated Fellows will not be required to use his/her sabbatical months and will also not receive an IIAS Fellow Grant.

Note: The two models – FATMA and Associated Fellow– may be combined, for example: six months of FATMA and four months of Associated Fellow.

- c) **HUJI Fellow** - This model is for faculty members of HUJI, which co-funds the IIAS. HUJI Fellows will continue to receive their salary from the HUJI, and all academic and social benefits, but will not accumulate sabbatical months. IIAS will compensate the HUJI for the cost of its Fellows as per their residency months. Fellows are expected to be relieved from all administrative duties for the POR. During a 10-month POR, Fellows may teach up to four credit points (usually up to two credit points per semester).
- d) **Young Fellows** - Young Fellows will continue to receive their salary and all academic and social benefits from their home universities. IIAS will fully compensate the home universities of Young Fellows for their loss of teaching.
- e) **Young Non-affiliated Fellows** - Young Non-affiliated Fellows will receive a monthly stipend of \$3,000 from the IIAS.
- f) **Emeriti Fellows** - Emeritus Fellows will not receive a stipend or payment but will have at his/her disposal a monthly grant of NIS 3,000, and Organizers NIS 4,000, for every full month of the POR of his/her RG (Emeritus Grant).

## Fellow Grant

One-third of the Fellow Grant constitutes a personal stipend and two-thirds constitutes a research grant (Research Grant).

The personal stipend will be paid by the IIAS to the Fellow for every full month of his/her residency. The Research Grant is at the disposal of the Fellow in accordance with the following terms and HUJI regulations and Israeli law:

1. The Research Grant is the responsibility of the Fellow and may be used only during the Fellow's residency at the IIAS.
2. The IIAS is responsible for managing and monitoring the budget of the Research Grant.
3. Acquisitions using the Research Grant may only be done through the IIAS.
4. Acquisitions using the Research Grant will be for academic-related activities, and only for the Fellow's research needs and for the benefit of his/her Research Group.
5. Funds in the Research Grant which were not used by the end of the Fellow's Fellowship will be returned to the general budget of the IIAS.

The Research Grant can only be used to fund the following activities:

- a) Reimbursement of travel expenses in Israel to and from the IIAS
- b) A scholarship for a student of the Fellow. The scholarship is limited to the POR of the Fellow and for no more than 10 months.
- c) Reimbursement of academic expenses such as conference registration fees, publications, editing articles and books, and traveling for the purpose of the Fellow's RG.
- d) Purchasing a computer for the Fellow for research purposes.
- e) Inviting a guest of the Fellow/RG for the benefit of the RG's research: coverage of travel expenses, *per diem*.
- f) Covering expenses of the Research Group such as tours that are for the benefit of its research.

The Research Grant may not be used for any of the following:

- a) Reimbursement/payment of rent expenses;
- b) Reimbursement/payment of Fellows' hotel accommodation expenses;
- c) Reimbursement/payment of meals at the IIAS.

## Attendance and Absences

Fellows must participate fully in the work of the Research Group for the entire duration of the POR. This participation includes but is not limited to spending their working day at the IIAS in order to participate in RG meetings and seminars. Subject to the requirements of the participation model of Fellowship selected, Fellows are expected to be present at the IIAS five days a week, from Sunday till Thursday ("working days"), for a minimum of eight hours per day. Each Fellow is entitled to leaves of absence for up to two working days for every month of the POR. These days include absences for personal and medical reasons as well as absences to fulfil professional obligations not related to the RG (including participation in conferences). All expenses for these personal, medical and external professional obligations are the financial responsibility of the Fellows and will not be reimbursed by IIAS.

The Fellow must request any absence as soon as possible from the IIAS. Approval by the IIAS for this absence will be granted on an individual basis.

### **Accommodation**

If available, accommodation will be made available for Fellows from Israel who live 100 km or more from Jerusalem, in the form of an apartment for the duration of their residency. The Fellow is required to sign a rental agreement with the IIAS upon arrival and pay a deposit fee of \$500.

The Fellow is required to pay the IIAS \$1,000 at the end of every month of the POR towards rent and costs of utilities of the apartment, and a one-time cleaning fee of \$200 at the end of the POR. Extensions for apartment use can be given at an extra cost, and should be discussed with the IIAS.

### III. Benefits and Duties for Visiting Scholars

#### **Travel Expenses**

Visiting Scholars from abroad are entitled to flight reimbursement (roundtrip economy class) from the airport nearest the visitor's home university or research institute to Jerusalem, as per HUJI regulations.

Visiting Scholars from abroad are entitled to reimbursement from the IIAS for the cost of taxi service from Ben-Gurion airport to Jerusalem and back at the start and end of the visit.

#### **Per Diem**

Visiting Scholars from abroad receive a *per diem* of \$40 for each working day of their visit at the IIAS (Per Diem).

#### **Accommodation**

Visiting Scholars from abroad receive accommodation for the duration of their visits in IIAS apartments if available. If no IIAS apartments are available, the IIAS will seek other accommodation solutions (such as nearby hotels).

If no IIAS apartments are available, Visiting Scholars from abroad arriving for a period of a month or more will be offered the option of renting their own apartment in Jerusalem and will receive reimbursement from the IIAS upon submission of a signed contract or receipt. The rental reimbursement is limited to \$1,600 per month.

#### **Attendance and Absences**

Visiting Scholars must participate fully in the work of the Research Group for the entire duration of the POR. This participation includes but is not limited to spending their working day at the IIAS in order to participate in RG meetings and seminars. Visiting Scholars are expected to be present at the IIAS five days a week, from Sunday till Thursday ("working days"), for a minimum of eight hours per day. They will receive Per Diem for every working day that they attend the IIAS.

## C. Facilities for Fellows and Visiting Scholars

Facilities for Fellows and Visiting Scholars are as follows:

### **Temporary Visitor's Card**

Fellows and VS will receive a HUJI visitor's card, which allows for access to the various libraries on HUJI campuses, serves as a means of identification on HUJI campuses, and is required for membership in the Belgium House (Beit Belgia) Faculty Club, the Cosell Sports Center, and other HUJI sites.

### **Office Resources**

Fellows and Visiting Scholars receive office space and computer facilities. Offices are equipped with a desktop computer, printer connection, telephone, bookshelf and basic office supplies.

Visiting Scholars may occasionally be asked to share an office where necessary.

### **Wi-Fi**

Free Wi-Fi is available on all HUJI campuses.

### **Daily Lunch**

Participation in the daily lunch at the IIAS is an essential element of life at the IIAS/the Fellowship. Dairy and vegetarian food is served Sunday through Thursday, between 12:30-13:30, at a subsidized rate of NIS 360 per month.

Fellows are welcome to invite guests for lunch at the cost of NIS 36 per additional meal. Organizers receive 10 guest coupons for lunch per semester.

### **Parking at Givat Ram**

Parking is available at the Givat Ram campus of HUJI. Fellows can contact IIAS to arrange parking permits.

### **University Sports Facilities**

The Cosell Sports Center at the Givat Ram campus of HUJI offers a membership for Fellows at a reduced rate. The center has a pool, spa and physical fitness center.

## Research Groups – Detailed Timeline

April 1 – June 30, 2019	Organizers submit pre-proposal followed by a meeting with IAS Director
July 1 – August 30, 2019	Meetings with IAS Academic Director
Sept 1 – December 1, 2019	Organizers submit full proposals
January 31, 2020	IAS selects shortlist proposals, notifies Organizers and requests additional materials
February 28, 2020	Organizers of shortlist proposals add requested materials to the full proposal.
June 30, 2020	IAS announces decision for 2021/22 RG academic year (following IAS Board approval)
July 30, 2020	Consent by Fellows of selected RGs
September 1, 2021	Residency starting date (for 10-months or 5-months residency)
March 1, 2022	Residency starting date (for 5-months and 3-months residencies)
May 1, 2022	Residency starting date (for 3-months residencies)