

Guidelines for Submitting a Full Application for the I-CORE Program

Stage Two, 2012-2013

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

The I-CORE program was initiated following a government decision from March 14, 2012 (the complete decision can be found on the program's website¹) and in accordance with a call for proposals published by the PBC (Planning and Budgeting Committee) on July 1, 2010 (the call for proposals can be downloaded from the program's website² or from the Israel Science Foundation website³).

1.2. Objectives

1. Strengthening scientific research in Israel and establishing Israel's standing as a world leader in scientific research;
2. "Brain Return": returning excellent researchers to Israel, as a central means of fortifying the research capabilities and the academic staffs of the institutions of higher education;
3. Creating a critical mass and intensifying the relative advantages in select fields in the different institutions;
4. Improving and upgrading the research infrastructure in the universities;
6. Encouraging academic innovation, including integration between different fields of knowledge (multi-disciplinarity);
7. Maintaining and promoting advanced programs of instruction and training in select fields;
8. Encouraging research collaboration between institutions of higher education, both universities and colleges;
9. Strengthening the scientific research in Israel in disciplines of system-wide and national importance
10. Promoting collaboration with leading researchers and research institutions worldwide.

The programs' objectives served as guidelines for defining the criteria used during the evaluation process.

Preliminary proposals have been submitted in eighteen fields of research during this stage. The preliminary proposals were reviewed in accordance with the rules published in the submission guidelines.⁴

¹ See <http://www.i-core.org.il/Files-Documents>

² Ibid.

³ See <http://isf.org.il/downloads/AdminSite/Messages/ICORE-call-2nd-wave.pdf>

⁴ See <http://www.i-core.org.il/Files-Documents> or http://isf.org.il/downloads/Applications/Guidelines_Pre_Icore.pdf

2. Fundamental Rules

2.1. Activities

- 2.1.1. A "Center of Excellence" is an association of outstanding researchers in a specific field who work together to promote in-depth, groundbreaking, innovative research in their field. The center will serve as an anchor for shared academic infrastructure and research groups. Each center will recruit new, promising researchers, including those currently living and working abroad. Position offers for new researchers will include generous grants that will allow them to begin their academic work and to continue their research for at least five years.
- 2.1.2. Research conducted by the I-CORE will be done in Israel (conducted by researchers at institutes that are eligible to apply), and coordinated with the research authorities or institutions with which the researchers are affiliated.
- 2.1.3. The centers will be established for a period of at least five years.
- 2.1.4. Each center will operate on several levels:
 - 2.1.4.1. Recruit and hire new researchers: The center will recruit new researchers who will become members of the academic system and receive generous research grants and assistance in setting up labs or purchasing the personal equipment required to set their research in motion.
 - 2.1.4.2. Build shared research infrastructure: the center will serve as an anchor for shared research infrastructure which can be used by all members of the center.
 - 2.1.4.3. Ongoing research: the I-CORE program promotes synergy, collaboration and forming a critical mass of students and researchers from institutes of higher education and different associated research centers, including leading researchers from around the world.
 - 2.1.4.4. Existing Researchers: the center's researchers will advise doctorate students and post-doctoral research associates (including joint inter-institutional research – the institutions will be asked to approve of this type of shared instruction, regardless of the institutes with which the advisors are affiliated).
 - 2.1.4.5. International Activity: Researchers at the center will collaborate with international researchers and institutes and will organize and participate in international conferences held in Israel or abroad.
 - 2.1.4.6. Additional Possible Activities:

- International unique graduate programs: when applicable, the program encourages centers to run unique graduate programs in its field of research for graduate students at participating institutes of higher education. The programs will be available on an international scale and will be in the form of international graduate programs.
- Collaboration with the industry: the program encourages centers to maintain and develop partnerships with industries, when relevant. If a center is interested in doing so, it will appoint a member of its Scientific Executive as the center's liaison with the industry. There is also an option of hiring an industry-communications coordinator (given up to 50% of a full position).
- Community Outreach: Centers may offer activities to share their research with the community. Such activities may include lectures for the general public and educational programs at schools.

2.2. Members

2.2.1. The I-CORE research groups will be comprised of academic staff members and researchers from institutes of higher education (at least one member of each center must be affiliated with an Israeli university), medical centers and research centers (hereinafter: existing researchers). Outstanding researchers will be recruited to the centers within three years of their establishment. These researchers will also receive positions within one of the institutes, where they will join the academic staff and acquire tenure according to the standard procedures. The number of existing and new researchers shall be defined according to the field of research:

- Experimental research centers will employ approximately 10 and no more than 12 existing researchers.
- Theoretical research centers will employ approximately 8 and no more than 10 existing researchers.
- Requests for reasonable and justified deviations from this range will be evaluated by the steering committee. Two researchers from non-academic institutes may be hired in addition to the numbers stated above.

2.2.2. At least one quarter of each center's research team (existing and new researchers) shall be comprised of new researchers. In other words, the number of new researchers must be at least one third of the number of existing ones. At least one new researcher shall be recruited during the center's first year of operation.

- 2.2.3. Different researchers from any given institute may submit competing proposals for a single I-CORE.
- 2.2.4. A new researcher is defined as a researcher who is hired by the institute after the final date for preliminary proposal submissions, i.e. after December 1, 2011.
- 2.2.5. Researchers – existing and new – can theoretically join multiple proposals for centers of excellence in different fields. Existing researchers may not join competing preliminary or full proposals for a specific field. New researchers included in competing preliminary proposals for a specific field shall join only one full proposal for that field.
- 2.2.6. New researchers who join the academia may be members of multiple centers of excellence (existing or future centers) but may not receive multiple funding packages for as new researchers in each center.
- 2.2.7. Existing researchers may be members of multiple centers of excellence (existing or future) but will receive funding as part of these centers only if they can prove that they are involved in different activities at each center. A single field of research will obviously not receive double funding.
- 2.2.8. Members may submit other requests or receive funding through the foundation's regular channels for fundamentally different areas of research. Nonetheless, if a new researcher submits a request to the foundation for new lab equipment and both requests for funding are approved, funding for the new lab will be provided from the I-CORE's budget. Applicants can receive funding for new equipment only if the equipment requested is not funded by the I-CORE.
- 2.2.9. Researchers listed as members of one of the institutes that submitted the proposal will receive the grant. The grant requires the researchers included in the proposal to commit to the entire period of finance. Therefore, there is no option of changing the status of the researchers included in the grant, freezing their funds or transferring the allocated funds to another researcher for any reason (sabbatical, leave of absence of over half of the period of the grant, resignation or dismissal from the institute or academic system, retirement, suspension, demise, etc.) without the foundation's prior written approval.
- 2.2.10. Members of the centers' research teams shall be responsible for obtaining any certificates of approval required to conduct their research and present the certificates to the foundation by its request at any time.
- 2.2.11. It is hereby clarified that all equipment, including computers and computing equipment purchased with funds from the center shall not be the researchers' personal belongings.

2.3. Management

- 2.3.1. Each center will be directed by a Scientific Director of 3-5 members, including the scientific administrator. All members shall be leading researchers at institutes affiliated with the center. The Scientific Director will be responsible for all management-related issues and academic decisions. In addition to the scientific aspects of its role, the Scientific Director shall be responsible for planning, operating and maintaining the center's major equipment and guaranteeing that equipment is available for all relevant research teams and specifically for members of the center.
- 2.3.2. The Scientific Management shall be directed by the Scientific Administrator who will also be the center's academic liaison and coordinator. The Scientific Administrator shall also be the center's Director. The university with which the Scientific Administrator is affiliated shall be referred to as the coordinating university (see below).
- 2.3.3. The Coordinating University shall be responsible for all administrative coordination with the Israel Science Foundation and the program's steering committee. The majority of the shared research infrastructure shall be located at the coordinating university. If the center's Scientific Director finds good reason to place certain research infrastructure at other affiliated institutes under circumstances unlike those defined above, it may submit a detailed request. The evaluation process will consider the academic needs involved.

2.4. Participating Institutes

- 2.4.1. Proposals for I-COREs shall be submitted via the coordinating university's research authority.
- 2.4.2. The coordinating university and other institutes represented in the center shall be "participating institutes" and together shall cover one third of the center's budget.
- 2.4.3. Proposals submitted by participating institutes shall include written confirmation of their involvement in the I-CORE and as such, commit to meeting the obligations required of them. Researchers affiliated with institutes who fail to include such a confirmation letter may not be included in submitted proposals. Participating institutes shall grant their approval for extra funding for unique graduate programs, if so requested by the center.
- 2.4.4. Institutes that were not originally participating ones but became participating institutes by recruiting a new outstanding researcher, shall assume all obligations required of regular participants from the moment it joins the center.

2.5. Budgets

2.5.1. The center's full budget shall include the following (any request for additional budget items must be justified and receive the foundation's prior approval):

2.5.1.1. New Researchers:

- Annual research grants for a period of five years, budget table item 1i;
- One-time personal grants to be used to purchase research lab equipment or personal equipment needed to set research in motion (when necessary), budget table item 1.ii.;
- Salaries, budget table item 1.iii.
- Additional research expenses ("tosafot bet"), budget table item 1.iv.

Salaries for new researchers which may be included in the center's budget (as defined in section 1.iii, **New Researchers: Salaries**, in the table below) and recognized for matching by participating institutes, shall include the base salary only and not include employment costs and other expenses such as academic grants, sabbaticals or science coordination funds (these bonuses can, of course, be offered to researchers but will not be considered part of the center's budget or part of the participating institutes matching obligations).

Funds allocated for new researchers may not be used in full or in part for any other purpose.

2.5.1.2. Shared research infrastructure:

This section (number 2 in the budget table) includes acquisition, operation and maintenance of research infrastructure, equipment and devices that serve all members of the center.

This infrastructure shall be purchased for participating research universities only. Most of the shared research infrastructure shall be located within the coordinating university. If the Scientific Director sees a pragmatic need to place parts of the research infrastructure in other participating institutes, it may submit a detailed request to be evaluated according to academic needs.

The request shall not include equipment that was purchased and/or installed before the submission date. Requests for equipment

individual researchers' use shall also not be included in submissions of this kind.

2.5.1.3. Ongoing operations

2.5.1.3.1. Research budget for existing researchers

- Scholarships for graduate students and post-doctoral research associates, budget table item 3.a.i
- Personal research equipment (as necessary), (up to 120,000 NIS per item), budget table item 3.a.ii.
- Use of equipment and other material (as necessary), budget table item 3.a.iii.
- Technical personnel (as necessary), budget table item 3.a.iv.

2.5.1.3.2. Establishing and maintaining international collaboration

- Conferences, workshops, visits, joint sessions, etc., budget table item 3.b.i
- International collaboration (as necessary), budget table item 3.b.ii.

2.5.1.3.3. Additional possible activities (as defined in section 2.1.4.6):

- Special graduate programs, 3.c.i.
- Community outreach, 3.c.ii (limited to 200,000 NIS)

2.5.1.3.4. Miscellaneous (misc. budget shall be limited to 300,000 NIS annually)

- Exhaustible office supplies, photocopies, professional literature, publication charges in scientific journals, internet connections, membership in scientific associations, 3.d.i.
- Building and maintaining the center's website. 3.d.ii.
- Center meetings (as necessary). 3.d.ii

2.5.1.3.5. Administrative HR and industry coordinator (as necessary) – up to 50% position, section 3.e

2.5.1.3.6. Overhead: as defined in 2.5.3 below.

2.5.2. Budget table for the first year of operation as it appears on the proposal submission system:

Major Item	Sub Items
1. New Researchers (see 2.5.1)	
	1.i. Annual Research Grants
	1.ii. One-time Equipment Grants (if relevant)
	1.iii. Salaries
	1.iv. "Tosafot Bet"
2. Shared Major Equipment (see 2.5.2)	
3. Ongoing Operations & Research Activities (see 2.5.3)	
3.a. Research Budget for Existing Researchers (see 2.5.3.1)	3.a.i. Research Students and Post-Doctoral Fellows
	3.a.ii. Ongoing Personal Equipment (if relevant)
	3.a.iii. Usage of Equipment and Materials (if relevant)
	3.a.iv. Technical HR (if relevant)
3.b. International Activities (see 2.5.3.2)	3.b.i. Workshops, Conferences, etc.
	3.b.ii. International Collaborations (if relevant)
3.c. Optional Activities (see 2.5.3.3)	3.c.i. Special graduate programs (if relevant)
	3.c.ii. Community outreach (such as seminars/course to high school students or the public) (if relevant)
3.d. Miscellaneous (see 2.5.3.4)	3.d.i. Photocopies and office supplies, professional literature, publication charges in scientific journals, internet connection, membership in scientific associations.
	3.d.ii. I-CORE's Website
	3.d.iii. Center meetings (if relevant)
3.e. Administrative Overhead (mandatory) and Industry Coordinator (if relevant) (see 2.5.3.5)	
4. Overhead (see 2.5.4)	

Filling in the table:

A non-zero budget shall be defined for each budget item unless the table specifies otherwise. (The budget will be evaluated according to the total expenses for all five years of activity, not per year).

2.5.3. Overhead

Overhead expenses shall be no more than 17% of the relevant sections (regardless of the source of funding for these sections).

The following table lists the budget items in which overhead costs may(√)/may not (x) be included:

Budget Item		Overhead
1. New Researchers		
	1.i. Annual Research Grants	√
	1.ii. One-time Equipment Grants	X
	1.iii. Salaries	X
	1.iv. "Tosafot Bet"	X
2. Shared Major Equipment		X
3. Ongoing Operations & Research Activities		
3.a. Research Budget for Existing Researchers	3.a.i. Research Students and Post-Doctoral Fellows	√
	3.a.ii. Ongoing Personal Equipment (if relevant)	X
	3.a.iii. Usage of Equipment and Materials (if relevant)	√
	3.a.iv. Technical HR (if relevant)	√
		X
3.b. International Activities	3.b.i. Workshops, Conferences, etc.	X
	3.b.ii. International Collaborations	√
3.c. Optional Activities	3.c.i. Special graduate programs (if relevant)	X
	3.c.ii. Community outreach (such as seminars/course to high school students or the public)	X
3.d. Miscellaneous	3.d.i. Photocopies and office supplies, professional literature, publication charges in scientific journals, internet connection, membership in scientific associations.	√
	3.d.ii. I-CORE's Website	√
	3.d.iii. Center meetings (if relevant)	X
3.e. Administrative Overhead (mandatory) and Industry Coordinator (if relevant)		X

2.5.4. The center's first five-year budget shall be defined for each center individually based on its area of research and its needs. It is possible to use different budget templates or to deviate from the guidelines for defining a budget listed below, after receiving prior written approval.

2.5.5. Each I-CORE five-year budget will be defined according to the type of research that the center conducts. **Experimental** research centers will be allocated up to 50 million NIS and **Theoretical** research centers will be allocated up to 25 million NIS as defined below:

Type	Total Budget	1. New researchers (at least 1/3 of the number of existing researchers) (item 1 in table 2.5.2)	2. Research Infrastructure (item 2 in table 2.5.2)	3. Ongoing Activity (item 3 in table 2.5.2)
Experimental	Up to 50 million NIS	At least 18 million NIS	No less than 5 million NIS and no more than 30% of the center's total budget	Up to 40% of the center's total budget
		Annual research grants of at least 300,000 NIS and no more than 400,000 NIS per year per new researcher for five years.		
		One-time equipment grant of no less than 0.5 million NIS and up to 2 million NIS per researcher		
Theoretical	Up to 25 million NIS	At least 6.6 million NIS	No less than 200,000 NIS and no more than 5 million NIS	Up to 60% of the center's total budget
		Annual research grants of at least 150,000 NIS and no more than 250,000 NIS per year per new researcher for five years.		
		One-time grant for equipment of no less than 20,000 NIS and up to 200,000 NIS per researcher		
Combined Center (classified as experimental, though the staff includes theoretical researchers)	Up to 50 million NIS	Minimum requirements: When X represents the number of existing researchers at the center and t% of new researchers are involved in theoretical research and e% are involved in experimental research ($t+e=1$)	No less than 5 million NIS and no more than 30% of the center's total budget	Up to 40% of the center's total budget
		Annual research grants of no less than 150,000 NIS and no more than 250,000 NIS per new theoretical researcher.		
		Annual research grants of no less than 300,000 NIS and no more than 400,000 NIS per new experimental researcher per year for five years.		

		One-time equipment grant of no less than 20,000 NIS and up to 2 million per researcher		
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* The sums specified above are for the entire period of activity, and are dependent on the number of existing and new researchers on the staff, required infrastructure, etc.

2.5.6. The center will be equally funded by the PBC (Planning and Budgeting Committee), participating institutes and strategic partners (which the PBC will recruit). Participating institutes will include their written commitment to provide funds equal to those allocated by the PBC.

2.5.7. Designated government funding for the program will be allocated via the PBC. This funding, as well as the funds contributed by the center's strategic partners shall cover two-thirds of the center's total budget.

The following expenses are covered by the PBC and strategic partners:

- Grants for new researchers (items 1.i and 1.ii)
- Major equipment at the universities for research (item 2)
- The center's ongoing activity (item 3, with the exception of salaries for technical HR, administration and the industry coordinator – items 3.a.iv and 3.e)
- Overhead (as defined in 3.5.3)

2.5.8. Distribution of funds received from the PBC and strategic partners over the center's years of activity shall be defined at a later date, in accordance with the center's needs and the PBC's general budgeting considerations.

2.5.9. Matching:

The center's participating institutes are responsible for providing at least 1/3 of the I-CORE's total budget over the entire period of its activity. This is accomplished through the coordinating university. The following expenses will be paid from the funds provided by the participating institutes only and will be a part of the 1/3 mentioned above:

- New researchers' salaries (item 1.iii in the table above)
- "Tosafot Bet" for new researchers (item 1.iv in the table)
- Technical HR salaries (item 3.a.iv)
- Administrative HR and Industry Coordinator's salaries (item 3.e)
- Overhead – as defined in section 3.5.3. The coordinating university may elect not to use these funds to cover overhead

expenses and instead will calculate the overhead as part of the expenses covered by the institute. All participating institutes will be obligated by the coordinating university's decision to waive overhead charges. A decision of this kind will remain valid throughout the period of the grant.

When necessary, participating institutes will fund additional center activities to cover a total of 1/3 of the center's budget.

2.6. Full Application Evaluation Process

2.6.1. The Israel Science Foundation shall be responsible for the evaluation and review process.

2.6.2. The following criteria is considered while evaluating the full applications:

2.6.2.1. Quality of the research planned for the proposed center:

- Scientific quality of the application, including its degree of innovativeness and its potential for significant breakthroughs.
- Credentials of the members of the proposed centers – both new and existing researchers – and the research potential that may be achieved by supporting their combined research at the proposed center.
- Coherence of the proposed research program and the expected academic synergy between members of the proposed center.
- Importance and innovativeness of the subjects of research that the proposed center will focus on.

2.6.2.2. The participating institutes' capability of conducting the proposed research and the infrastructure currently available to them:

- The participating institutes' current ability to conduct the research in question, its existing infrastructure and its past achievements

2.6.2.3. The degree to which the proposed center's suits the general I-CORE program:

- Participating institutes' proven ability to recruit new outstanding researchers for the center and their ability to identify potential candidates who have expressed their willingness to join the center in the future.
- Relationships and collaboration with other institutes in Israel.
- Ability to establish and promote international relationships to advance the topic of research conducted at the center.
- Expected contribution to graduate students' training and educational programs.

- Interaction with other fields of research.
- Contribution to Israeli society and Israel's potential sustainable growth, including collaboration with the industry when relevant.

2.6.2.4. The proposed center's pertinence to the relevant field of research as defined by the steering committee.

3. Guidelines for submitting an application

- 3.1. Language: the application shall be submitted in English.
- 3.2. **Final date and manner** of submission: Full applications shall be submitted by centers that have passed the preliminary submission stage and have received approval from the coordinating university. Applications shall be submitted through the foundation's website no later than July 24, 2012. Four hardcopies shall be submitted to the foundation in addition to the online copy.

Applicants and research authorities shall be notified when the foundation's website is open for submissions.

3.3. Online submission

- 3.3.1. Submitter **system requirements**: ISFonline – the foundation's online system, runs on 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.
- 3.3.2. The full application form can be accessed using the same username and password used to submit the preliminary application.
- 3.3.3. Using the foundation's online system:
 - 3.3.3.1. Multiple researchers and users (after receiving approval from the director of the center) may access the application using a **single username and password** to fill in different sections of the same form.
 - 3.3.3.2. Certain information for the preliminary and full applications is retrieved from the registration form. All fields can be **modified and updated** (other than the name of the director).
 - 3.3.3.3. Save – each page of the form can be saved using one of the following buttons: SAVE, FORWARD or BACK (at the bottom of the screen). Each page can be accessed multiple times until the SUBMIT button is pressed.

- 3.3.3.4.** Users can browse through the form's pages and chapters using either the BACK and FORWARD buttons (at the bottom of the screen), the document menu on the right side of the screen or the browser's navigation buttons located on the top toolbar.
- 3.3.3.5. Fill in each field carefully. Click on **Check before submission** to check for missing mandatory fields at any stage. When the application is submitted (by clicking on SUBMIT), the system will notify the user of missing fields or fields that were not filled as instructed.
- 3.3.3.6. Modifications cannot be made to uploaded files. All corrections must be made in the original files and the corrected file should then be uploaded again (the operation overwrites the existing files and only the most recent ones remain).
- 3.3.3.7. Certain sections of the form allow the user to enter free text, copy and paste from other fields or upload files. It is recommended to verify that the files are complete and undamaged before printing out the application and to proofread the entire text (for style and spelling). Avoid using special characters in textboxes to prevent distortions.
- 3.3.4. 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.**
- 3.3.5. 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 to the application or reject it based on institute considerations. After receiving approval from the research authority, the application will be submitted to the foundation. The system will notify the center's director via email when the research authority has approved the application and transferred it to the foundation.

4. Application Sections

The application shall consist of several sections as described in detail below –

General information about the center, a list of the center's existing researchers, existing researchers' resumes and publications, a list of new researchers, different aspects of the center's activity (as explained in 4.5.1), major equipment and infrastructure required, research programs for new researchers, budget summary, declaration of approval from the relevant authorities, attachments.

4.1. General information about the center

- The coordinating institute

- Field of research
- Type of center (experimental or theoretical)
- Topic of research at the center – in Hebrew and English
- Participating institutes

4.2. List of the center's existing researchers

- Scientific coordinator - also director of the center.
- Members of the center's scientific executive and the institutes with which they are affiliated.
- Industry coordinator – if relevant
- Other existing researchers at the center and the institutes with which they are affiliated.

4.3. Resumes and list of publications by the center's existing researchers:

- Resumes and lists of publications by each member of the center (other than new researchers) shall be included in the application. Resumes, files and publications lists shall be uploaded in a downloadable format.
- The section titled **Grants and awards received within the past five years** should also include funding received from private-owned companies. In the comments field, note when each source of funding began and how long it was provided.
- Publications list – limited to five pages. If the list of publications includes articles published in Hebrew, list them separately under the English caption – **Hebrew Publications**.

4.4. List of new researchers

This page of the application will list the new researchers who will be recruited to one of the participating institutes, as described in the preliminary application, though researchers can be removed from or added to the list. Indicate the following information for each new researcher scheduled to be recruited during the center's first year of activity: researcher's name, recruiting institute (must be one of the participating institutes), first expected date of employment, additional comments. The foundation must also receive a New Researcher Form (appendix A) from the recruiting institute's research authority in order to update the new researcher's personal details. When submitting the full application, include the new researcher's ID number or the username and password allocated by the foundation for researchers who have not yet received ID numbers (after adding the new researchers to the foundation's database by filling in the attached form).

Upload the following for new researchers scheduled to be hired during the center's first year of operation:

- Application file including a request for a laboratory grant and a one-time equipment grant for new researchers (see 4.4.1).

- Declaration of the researcher's intention of joining the center.
- Confirmation from the recruiting institute.

It is obvious that at this stage, only several of the new researchers to eventually be hired by the center, have been located and included in the list. During the first three years of the center's operations, it will have the option of adding new researchers as they are selected and express their interest in joining the center. The same evaluation process will be employed for all new researchers, regardless of when they are scheduled to join the center. The evaluation process includes submitting a request which includes all of the sections in the original requests for funding for new researchers that were submitted with the budget request. The recruiting institute and its research authority must also approve the proposed budget. The center's management will appoint an evaluation committee and submit its assessment to the Israel Science Foundation for approval.

4.4.1. New researchers' research programs

Download the template from the New Researchers page, fill in the fields according to the instructions and then upload the form. The file includes the following sections:

4.4.1.1. Part 1:

- Contact information and topic of research.
- Requested budget – fill in two fields: the requested budget for the first year of activity (2012-13) and the estimated total budget requested for all five years, including the percentage of the budget to be allocated for laboratory equipment.

4.4.1.2. Part 2: Research Program

Research program file structure:

The research program description shall include notes and a bibliography: up to seven pages with 1.5-line spacing. Define margins of at least 2 cm so that they will not be removed or truncated when the file is converted to PDF format. Use a font that is easy to read (such as *Times New Roman* or *Arial*, minimum size 11), enter the material consecutively and avoid leaving large gaps between the proposal's different chapters. Proofread the entire text very carefully for style and spelling.

The research program description shall include the following:

- a. **Scientific background** and definition of the proposed research, including a short review (no more than two pages) of existing research in the proposed field.
- b. **Define objectives** – describe the unique aspects of the research program and its importance.
- c. **Program description and research methods** – to be employed for the proposed research. Discuss the main research approaches, different work methods and advantages. List the equipment required for the new researcher's lab and the shared infrastructure that will be established by the center. It is recommended to note the advantages of the proposed research approaches and expected collaboration between the new researcher and other members of the center. Emphasize the researcher's prior experience with research approaches that are relevant to the subject and base this information on the researcher's earlier publications. The program description should not report findings (unless this information is crucial for evaluating the proposal).
- d. **Research program relevance** to overall I-CORE activity – explain how the program will contribute to the center's objectives and those of the specific research center (cooperation with additional members of the center).
- e. **Literature** (no more than one page)

4.4.1.3. Part 3: Requested budget

The budget allocated for new researchers has two main purposes: the annual research grant and a one-time equipment grant.

- The proposed budget shall be given in NIS.
- Give as much detail as possible for each item in the requested budget for the first year of operation (2012-13) and explain each item. Define a total budget for the subsequent years in the **Reason for Budget** section (there is no need to define a separate budget for each year). If the application is accepted, this information will serve as a budget proposal.

All sections of the budget proposal shall be examined by an evaluation committee in accordance with customary procedure. The Scientific Executive will be responsible for budgetary supervision from the date of

the center's establishment and will report to the foundation and the PBC as will be explained after the proposal is accepted.

Annual research grant:

The annual research grant will give new researchers a flexible budget for implementing their research programs. The budget can include the costs of graduate students and post-doctoral fellows, consumable supplies, use of equipment and materials, technical HR, publications in scientific journals and more.

- **Manpower** will define the percentage of time that the researcher will devote to actual research.
- Computers and accessories will appear in a separate section under the list of consumable supplies. The purpose of each purchase request will be given separately.
- **Miscellaneous** shall include the total cost of all services listed in this section which will not exceed 15% of the researcher's annual research grant. Irregular budget items (in addition to those listed on the budget page) shall be listed and explained separately in the proposed budget.

4.4.1.4. Part 4: The researcher's resume' and list of publications. Enter the information using the foundation's format only.

4.4.1.5. Part 5: declaration of approval from the authorities – the researcher must indicate which approvals are required for the proposed research and which have already been obtained. There is no need to include the documents when submitting the application.

- **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.

4.5. Center's activity program

This page consists of three sections: **Research program and other activities, infrastructural equipment** and **keywords**

4.5.1. Research program and other activities:

4.5.1.1. Download the designated template, fill in all fields according to the instructions and then upload the file. The file includes the follows sections:

- Abstract (max. one page)
- Complete research program (see above)
- Required certifications for the research program: Researchers must declare their commitment to obtain any approval required for their research and should note which certificates of approval have already been obtained. There is no need to include the certificates of approval to the application, but they must be presented to the foundation at its request. Certificates of approval must bear the name of the submitted application and cover the entire period of research.

4.5.1.2. Guidelines for writing the center's research program

4.5.1.2.1. Describe the proposed scientific activity for this I-CORE. This section shall be no longer than 20 pages, with 1.5-line spacing. Leave at least 2 cm margins so that they will not be truncated when the file is converted to PDF format. Use a font that is easy to read (such as *Times New Roman* or *Arial*, minimum size 11), enter the material consecutively and avoid leaving large spaces between the proposal's different chapters. Proofread the entire text very carefully for style and spelling.

The description of the center's activities shall include the following details:

4.5.1.2.2.

- General scientific background: Complete and up-to-date description of the area of research and the background required to understand the proposed work plan for the I-CORE. Note the contributions made by members of the future I-CORE (new and existing) to that field of knowledge and note their publications with an asterisk (*)

in the appended list of literature. It is, of course, recommended to emphasize technological and other limitations that prevent further research in the field, which the I-CORE expects to cope with.

- Objectives of research conducted at the I-CORE and expected findings:
Provide a short description of the objectives for the center's main topic of research.
- I-CORE work plan:
Description of the I-CORE's main fields of activity, the issues that it will explore and the research methods that members of the center will develop and use. Use this chapter to highlight the added value from collaboration between existing and new members of the center and the additional benefits of working with scientists from other institutes (in Israel and abroad), universities, colleges, research centers, hospitals and the industry (when relevant).
- **Methods employed by the center**, possibilities for cooperation and scientific debates, scientific HR education and training, seminars, joint mentoring of graduate students by researchers from different institutes affiliated with the center and by researchers from the center with researchers from abroad, etc.
- **Recruiting new researchers** – emphasize the center's contribution to attracting new researchers and describe how these new researchers will contribute to the center's stature and successful research.
- Describe **shared research infrastructure at the center, how it will be used and its contribution to the field of research.**
- **Optional activities** (up to two pages): a short description of unique graduate programs, collaboration with the industry and community outreach.
- Literature and publications (up to five pages).

4.5.2. **Research infrastructure:**

Download the template from this page, fill in all fields according to the instructions and upload the file. The file includes the following:

- 4.5.2.1. List of items requested as part of the research infrastructure.
- 4.5.2.2. Description of existing infrastructure and equipment and its availability.
- 4.5.2.3. Description of how the requested infrastructure will be used.

4.5.2.4. Required means of operating the infrastructure (including human resources).

4.5.2.5. Funds required for purchasing and building infrastructure.

4.5.2.6. Alternative options for items that cost over 120,000 NIS (price quotes need not be included).

4.5.3. **Keywords:**

The keywords entered for the preliminary proposal shall appear and can be edited as necessary.

4.6. Budget summary:

The summary page contains two tables to be filled in. Enter a proposed budget for 2012-13 in the first table, while listing the matching funds from other institutes as defined in section 2.5.9. The second table shall describe the main items in the general budget proposal for years 2-5 of the center's activity.

4.6.1. Recruiting new researchers – indicate the exact sum required for the research grant, the requested sum for a one-time equipment grant for new researchers or for setting up a lab, the required cost of the researcher's annual salary and "tosafot bet" for the center's first year (2012-13). The budget required for hiring new researchers during the center's subsequent years of operation shall be given as a single sum (without listing the researchers or sub-sections).

4.6.2. Infrastructural equipment – funds required for the center's unique research infrastructure.

4.6.3. Activity – include the information listed in table 2.5.2 in section 3 for the center's first year (2012-13) in this section of the application. List the required sub-sections. There is no need to provide detailed information for the subsequent years of operation. Instead, enter the total costs for the main items.

4.6.4. Overhead – for the first year will be automatically calculated by the system according to the guidelines defined in section 2.5.3. This page allows the applicant to choose to calculate overhead costs as part of the participating institutes' contribution to the overall budget.

4.6.5. Budget table for years 2-5 of the center's operation. Enter total sums in this table for the following budget items: new researchers and infrastructural equipment. In the center's activity section, fill in the information as shown on the screen. The table does not indicate the source of the funds (the foundation or matching).

4.6.6. The center will be instructed to submit a detailed annual budget plan for each year of its activity by September 1st.

4.7. Attachments:

Upload the following documents at this stage:

- Confirmation of participating institutes' involvement in the I-CORE and their commitment to fulfill their matching obligations. The coordinating institute shall include its commitment to contribute 1/3 of the center's total budget.
- Collaboration agreements with researchers who are not members of the center (written in English, signed and bearing official logos).
- Collaboration agreements with industrial parties when relevant.
- Participating institutes' commitment to allow their researchers to instruct graduate students along with other members of the centers (regardless of the institutes with which they are affiliated) as defined in section 2.1.4.4.
- If the center intends to promote unique graduate programs, it must produce documentation from the institutes that support these programs.

5. Printing and submitting the application

5.1. Lock the application after filling in all of its sections. At this point, the system will check that all mandatory fields have been entered. The application will be locked only if all fields have been filled in as required. Once locked, users can no longer modify the application.

5.2. After locking the application, a button will appear to aggregate all sections of the application into a single PDF file which can be printed. The file will include all parts of the application and the forms and files that were uploaded (except for the institutes' confirmation of participation). This may take 2-4 minutes. When the PDF file is ready, an email notification will be sent to the first chief researcher and to the additional email address included in the application. This file will allow researchers to view or print the file even after clicking **Submit**.

5.3. After creating the file, the submitters have three options:

- ✓ View the file – it is recommended to print out one copy of the application. **Verify that all parts of the application are included and carefully proofread the text. Modifications to the application will not be accepted after the final submission date. It is also highly recommended to save a copy of the file.**
- ✓ Unlock the application in order to modify the file. After opening a file for editing the steps described in sections 5.1-5.3 above must be repeated.
- ✓ Click on **Submit** to transfer the application to the research authority. After clicking on this button, log in again and verify that the

application has indeed been sent. The application will be submitted to the foundation only after it is approved by the research authority.

- 5.4. Submit four hardcopies of the final file to the foundation via the research authority. All pages of the hardcopies shall be stapled on the left side (do not bind the copies). Include the institutes' confirmation of participation in the center's activity (but do not staple them to the application).

Any questions should be referred by email to I-CORE@isf.org.il.

The foundation shall be available for questions and support during the dates of submission during its regular work hours.

Institutes and researchers who submit applications must be sure to carefully follow the guidelines. Research proposals that do not follow the guidelines or are submitted carelessly will be automatically rejected.

Add a new researcher to the foundation's database - I-CORE

ID number (9 digits)	
*Last Name (Hebrew)	
*First Name (Hebrew)	
*Last Name (English)	
*First Name (English)	
*Title	
Academic rating	
*Gender	
*Year of birth	
Year of Aliya	
*Department Name (Hebrew)	
*Academic staff member since:	
*Department Name (English)	
*Institute/Campus	
*Email	
^Telephone number	
^Fax number	
^Mobile phone number	
^Home phone number	
*Areas of expertise (in English). Separate items on the list using commas.	

* Items marked in red and with an asterisk (*) are mandatory fields

^ Enter information for at least one of the fields in blue and marked with the (^) symbol