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## **Guidelines for Organizing a Batsheva de Rothschild Interdisciplinary Research**

### **Workshop in the 2021 calendar year**

Updated as of May 2020

1. **Goal:** Interdisciplinary research is a central component of contemporary science. Recognizing the importance of this aspect of scientific endeavor, The Batsheva de Rothschild Fund for the Advancement of Science in Israel, under the auspices of the Israel Academy of Sciences and Humanities, sees great importance in promoting innovative research on topics of an interdisciplinary nature in Israel, by supporting scientific workshops that bring together researchers from Israeli universities and lead to the development of new “scientific infrastructures.” For this purpose, in 2004, the Fund established the “Batsheva de Rothschild Interdisciplinary Research Workshops.”
2. **Eligibility:** Any faculty member of an Israeli university may submit an application for a workshop.
3. **Character of the workshop:**
  - a. The subject must be innovative and interdisciplinary in nature. The workshops are intended primarily for the natural sciences but are open to requests for social sciences and humanities fields that have a significant bearing on the natural sciences.
  - b. The workshop must have an organizing committee comprising faculty members from at least three Israeli research institutions.
  - c. Workshops will have a duration of two days.
4. **Atmosphere and location:**
  - a. The workshop should comprise lectures as well as informal meetings of the participants, in a format that encourages continuous contact among the workshop’s participants.
  - b. To create these conditions, the workshop should take place in circumstances that allow study of the subject in an ambience of uninterrupted contact among the students, the young researchers, the Israeli scientists, and those invited from abroad. For this purpose,

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it should be held in a secluded location, at a distance from the cities and the participating institutions.

#### 5. Participants:

- a. The participants in the workshop should comprise about 20 researchers from various scientific fields (primarily from Israel and optionally including up to 8 lecturers from abroad) and about 20 advanced-degree students from several Israeli research institutions.
- b. A limited number of first-rank researchers (up to 8) may be invited from abroad to lecture on the subject. This number includes contributed and invited talks. The number of participants may not exceed 80, including students.
- c. Efforts should be made to invite lecturers from various universities in which there is activity in the field dealt with by the workshop.

#### 6. Budget and financial support:

- a. A budgetary proposal (in USD) must be submitted, stating a detailed estimate and justification for each item, including: flights from abroad for invited researchers, with estimates of airfare prices from various locations (Europe, the U.S., Australia, etc.); hotel/guesthouse accommodations for the participants; meal and refreshment expenses; local travel expenses of the participants; lecture halls; and various logistical expenses for running the workshop.
  - b. Please note which academic member of the organizing committee is charged with managing the workshop's budget and within which institution the budget will be managed.
7. If there are additional confirmed funding sources, please list them, including their amounts. The budget of the workshop should be kept modest. Subventions of up to US \$10,000 may be requested. Overheads may not be deducted from this amount.
8. Additional financing may be requested to bring from abroad up to two researchers as "Batsheva de Rothschild Fellows." An application for a further workshop on the same subject may be submitted not less than three years after the workshop has taken place, with a detailed explanation of what has transpired in the course of the intervening three years to justify holding

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a further workshop on the same subject. Support will not be given for proposed workshops that are part of a conference series.

**9. Guidelines for submitting a workshop application** – Applications should be submitted by e-mail (in Hebrew or English) in a single MS WORD document. They should be as detailed as possible and must include the following:

- a. A cover page, specifying the workshop's subject and its proposed date and location.
- b. Organizing committee: Please list the names of the members of the organizing committee, which should comprise at least three scientists from different institutions. Please note, for each member, their field of scientific expertise, the name of the institution where they are employed, and their full address, telephone numbers, and e-mail address. Please also specify the chairperson of the organizing committee.
- c. Description of the subject: Please include a comprehensive description of up to five pages detailing the workshop's proposed subject, its scientific background, its purpose and rationale, and what is innovative about it. Why is this subject being proposed? To what extent can it be expected to lead to the creation of new research infrastructures and new, interdisciplinary collaborations? To what extent will students be actively involved in the workshop?
- d. Lecturers: Please include a list of potential lecturers to be invited from Israel and abroad, with details for each regarding their place of work, field of expertise, academic status, and a short description of the importance of their participation in the workshop. It is the responsibility of the organizing committee to check the availability of the invited lecturers from Israel and abroad and obtain their agreement to participate in the workshop on the specified dates. Please include a table showing which of the invited lecturers has confirmed their participation in the workshop, finally or provisionally.
- e. Participants: Please include a list of all the proposed participants and their institutional affiliations; a broad institutional distribution is desirable.

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- f. Workshop program: Please include a detailed day-by-day hourly schedule, including lecturers' names, lecture topics and round-table discussions.
- g. Budget proposal for the workshop: See Item 6 above. If there are additional sources of financing, these must be detailed, including their amount. Accounting and transfers of funds must be carried out by way of an Israeli academic institution and with its approval.

10. Notes:

- The number of pages specified in Item 9 (c) does not include the information requested in items 9 (b), (d), (e), (f) and (g).
- A proposal that does not strictly follow these submission guidelines, in the order specified in item 9, will not be considered.

11. **Submission of requests and contact person for further details:**

Requests must be submitted by the organizing committee in a single Microsoft WORD document to: Dr. Yael Ben-Haim, Secretary of the Sciences Division of the Israel Academy of Sciences and Humanities, at: [yaelb@academy.ac.il](mailto:yaelb@academy.ac.il).

Inquiries: Dr. Yael Ben-Haim, tel.: 02-5676220; email: [yaelb@academy.ac.il](mailto:yaelb@academy.ac.il).

**Submission date:**

- Applications must be submitted no later than **June 25, 2020**.
- **Please apply only for workshops intended to take place in the year 2021.**

**12. Evaluation:** Applications will be evaluated by the Panel of Advisors of the Batsheva de Rothschild Fund.

**13. Representation of the Fund:** The Panel of Advisors of the Batsheva de Rothschild Fund may appoint one of its members or, at its discretion, an external expert, as its representative on the

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workshop's organizing committee. The representative will ensure that the workshop is organized in accordance with the Fund's guidelines.

**14. Payment:** Workshops must be held within the framework and under the auspices of an Israeli research university or research institute. Accounting and transfers of funds will be carried out by way of that institution and with its approval. As noted above, overheads may not be deducted from the grant.

**15. Title of the workshop and publicity:** The workshop must be entitled: "Batsheva de Rothschild Workshop on ...," with no mention of other funding bodies. This title must appear prominently on the workshop's web page and in any other associated publications or publicity materials. If the workshop request is submitted in Hebrew, it must include an English title.

**Reporting – Scientific and financial reports** on the workshop must be submitted **no more than three months after the workshop's conclusion**

The chairperson of the organizing committee must submit to the Secretary of the Sciences Division of the Israel Academy of Sciences and Humanities two summary reports on the workshop: a scientific report and a financial report, in separate files. The scientific report must be submitted in a single file in Microsoft WORD format, and the financial report in a single file in Microsoft WORD or PDF format.

Both reports must be sent by email to Dr. Yael Ben-Haim, Secretary of the Sciences Division of the Israel Academy of Sciences and Humanities, at: [yaelb@academy.ac.il](mailto:yaelb@academy.ac.il).

**The scientific report** may be submitted either in English or in Hebrew, with the following structure:

- A cover page, including the title of the workshop (in the form specified in Item 15 above) and its location and dates.
- A detailed program, details of the organizing committee, names and details of the lecturers and abstracts of their lectures.

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- A comprehensive description, up to ten pages in length, relating to the following points:
  - a. General description of the subject and the workshop.
  - b. Were the workshop's goals achieved?
  - c. Did the structure suit the goal?
  - d. Is there room for a further workshop on the subject?
  - e. Description of the interactions among the participants. Were any plans laid for future collaborations?
  - f. Suggestions for improvement and changes.

If the workshop has a website or web page, please indicate this.

Care should be taken to ensure that the scientific report is well written, as the Academy may consider publishing it on its website.

**The financial report** must include a comprehensive itemization of the budget of the entire workshop (income and expenses), in accord with the items specified in the budgetary proposal (see Item 6 above). It must be signed by the accountant of the institution through which the budget was managed.

The financial report must be accompanied by a payment request: an original invoice issued by the institution, specifying the title of the workshop and the name of its leading scientist. Please send the original invoice, by e-mail and in a hard copy by ordinary mail, to Dr. Yael Ben-Haim, at The Israel Academy of Sciences and Humanities, 43 Jabotinsky St., POB 4040, Jerusalem 9104001; email: [yaelb@academy.ac.il](mailto:yaelb@academy.ac.il).

**Approval and Publicity:** Dr. Yael Ben-Haim, Secretary of the Sciences Division of the Israel Academy of Sciences and Humanities, is available to assist the organizers in all matters connected with the workshop's organization. The organizers must obtain her approval before issuing any publicity connected with the workshop, on a website or in print.

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