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Guidelines for Submitting a Request to Host a Senior Scientist as a “Batsheva Fellow” in the 2021 Calendar Year
Updated as of May 2020

- 1. Purpose** – The Batsheva de Rothschild Fund for the Advancement of Science in Israel, under the auspices of The Israel Academy of Sciences and Humanities, established the “Batsheva Fellows” program to support the invitation of leading scientists from around the world for visits of several days in Israel, for the purpose of meeting with Israeli scientists and students and thus encouraging the exchange of knowledge, views and ideas in their field of expertise. The program is intended exclusively for researchers in the natural sciences.
- 2. Sum of the grant** – The **Batsheva Fellows** program provides grants of up to US \$5,000. They are intended to cover the costs of international travel as well as local expenses in Israel, which should not exceed the [rates for hosting guests from abroad](#) set by the Accountant General’s office in the Ministry of Finance.
- 3. Eligibility** – Any faculty member of an Israeli university may submit a request for “Batsheva Fellows” grant.
- 4. Guidelines for submitting a request** – Requests, in either English or Hebrew, are to be sent by email in a single MS WORD document. The request should be as detailed as possible, and must comprise the following elements:
 - a. The host scientist**: Name of the host scientist, their field of scientific expertise, the institution where they are employed, and their contact details: full address, telephone numbers and email address.
 - b. The proposed “Bat Sheva Fellow”**: Name of the proposed Fellow and detailed description, including their field of scientific expertise, their research activity and international stature, the institution where they are employed, and contact

Panel of Advisors:

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details: address, telephone numbers and email address. It should be noted if the proposed candidate has agreed to the visit on the proposed dates.

c. Scientific background:

- A detailed description of the candidate, his scientific work, and his international standing.
- A full CV of the proposed candidate and a list of their ten most significant publications of the last decade.
- Description of the purpose of the candidate's visit, how it is expected to contribute to the advancement of science in Israel and to the scientific development of students and junior faculty, and the extent of students' expected involvement in meeting with the candidate.

d. A detailed program for the candidate's visit on a daily level, including visits to at least three academic institutions in Israel. Please specify that departments or faculties that the candidate is expected to visit and the names of researchers in each academic institution that the candidate may be expected to meet (including informal meetings).

e. Proposed budget for the visit. The proposed budget, in USD, should include a detailed estimate of each item and its justification: Return airfare, accommodations, food and internal travel expenses, and additional expenses (please detail).

f. Letters of recommendation for the candidate from at least three scientists affiliated with three different academic institutions in Israel who will host the candidate at their institutions.

A request that does not strictly conform to the guidelines specified in Item 4, in the same order, will not be considered.

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5. **Mode of submission and contact person for further information – The request must be submitted by the host scientist in accord with these guidelines. Please send the request in a single MS Word document by e-mail to Dr. Yael Ben-Haim. Secretary of the Sciences Division, The Israel Academy of Sciences and Humanities, at: yaelb@academy.ac.il. Dr. Ben-Haim may be contacted for further information by telephone, at 02-5676220, or by email at the above address.**
6. **Dates of submission – Requests must be submitted by June 25, 2020.
Please only submit requests for visits intended to take place in 2021.**
7. **Evaluation – Applications will be evaluated by the Panel of Advisors of the Batsheva de Rothschild Fund.**
8. **Transfer of funds – The visit must take place within the framework and under the auspices of a research university or research institute. Invoices and transfers of funds will be processed by that institution and with its approval. A special account must be opened at one of the host institutions for the visit's expenses. **No overhead may be charged.****
9. **Publicity – The guest must be referred to as a “Batsheva de Rothschild Fellow” in any publicity about the visit.**
10. **Scientific and Financial Report – Within 3 months from the conclusion of the visit, the host scientist must submit two summary reports to the Secretary of the Sciences Division of the Israel Academy: a scientific report and a financial report, in two separate files. The scientific report should be in a file in MS WORD format, and the financial report in a file in WORD or PDF format.**

The reports are to be sent by email to Dr. Yael Ben-Haim. Secretary of the Sciences Division, The Israel Academy of Sciences and Humanities, at: yaelb@academy.ac.il.

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- a. The **scientific report**, up to 5 pages in length, may be submitted in English or Hebrew. It should include a full description of the Fellow, including their academic affiliation, field of scientific expertise, research activity, international stature and most important scientific publications. Please note the aims of the visit and describe it in detail, citing the institutions and departments that the Fellow visited, the researchers with whom they met, meetings with students and junior faculty, and what was achieved by the Fellow's visit in Israel. Care should be taken to ensure that the report is well written, as the Academy may consider publishing the report on its website.

- b. The **financial report** must include a full itemization of the budget for the Fellow's visit (income and expenses), in accord with Item 4 above, and 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 names of the Fellow and the host 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.

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