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Guidelines for Organizing a Batsheva de Rothschild Seminar in the 2021 calendar year

* Instructions updated as of May 2020

1. **Goal – Batsheva de Rothschild Seminars** are intended to develop and consolidate basic research in the natural sciences in fields of importance to the State of Israel.
2. **Participants** – The intention of the seminars is not to fulfill the needs of a particular professional group within a specific institution, but rather to support the development of scientific fields that are vital to Israel and to enable all those working in a particular field at the various institutions to discuss it jointly and obtain maximum benefit from the discussion. The Fund therefore requires that each seminar's organizing committee comprise researchers in the field representing at least three research institutions in Israel, and that the seminar be open to participants from all of Israel's research universities and research institutes. Up to 20 lecturers may be invited from abroad. This number includes contributed and invited talks.
3. **Eligibility** – Any faculty member of an Israeli university is eligible to submit a seminar request.
4. **Atmosphere and location** – the seminar must be held under conditions that allow continuous contact among the students, the young researchers, the Israeli scientists and those invited from abroad. To create these conditions, the seminar should be held in a secluded location, at a distance from the cities and the participating institutions. The duration of the seminar will be 4 to 5 days. In addition to the lectures, meetings and discussions between the lecturers and small groups of students should be held throughout the seminar. In this way, it is anticipated that the guest lecturers will get to know the students personally, learn more about them, and build connections and collaborations for the future.
5. **Budget and financial support** – The budget proposal should include 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

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accommodations for the participants; meal and refreshment expenses; local travel expenses of the participants; lecture halls; and various logistical expenses for running the seminar (please give a full list). Please note which academic member of the organizing committee is charged with managing the seminar's budget and within which institution the budget will be managed.

6. If there are additional confirmed funding sources, please list them, including their amounts. The budget of the seminar should be kept modest. Subventions of up to US \$40,000 may be requested. **Overheads may not be deducted from this amount.**
7. An application for a further seminar on the same subject may be submitted not less than three years after the seminar has taken place, with a detailed explanation of what has transpired in the course of the intervening three years to justify holding a further seminar on the same subject. Support will not be given for seminars that are part of a conference series or for broad-based international conferences with large numbers of participants.
8. **Guidelines for submitting a seminar request** – 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 seminar'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 suitable 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 organizing committee's chairperson – preferably a leading Israeli researcher on the subject of the seminar.
 - c. Description of the subject: Please describe, in up to five pages, the seminar's scientific background, its purpose and rationale, what is innovative about it, and its importance to the advancement of science in Israel. How is the seminar expected to contribute to the scientific

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development of students and junior researchers? To what extent will students be actively involved in the seminar? (For example: by presenting posters or by selected students being invited to give brief, 5–7 minute lectures.)

- d. Lecturers: Please include a list of proposed 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 seminar. 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 seminar on the specified dates. Please include a table showing which of the invited lecturers has confirmed their participation in the seminar, finally or provisionally.
- e. Participants: Please include a list of all the proposed participants and their institutional affiliations; representation of a broad range of institutions in Israel and abroad is desirable.
- f. Seminar program: Please include a detailed day-by-day hourly schedule, including lecturers' names, lecture topics and smaller sessions (including informal meetings).
- g. Budget proposal for the seminar: See Item 5 above. Accounting and transfers of funds must be carried out by way of an Israeli academic institution and with its approval.

Notes:

- The number of pages specified in Item 8 (c) does not include the information requested in Items 8 (b), (d), (e), (f) and (g).
- A proposal that does not strictly follow these submission guidelines, in the order specified in item 8, will not be considered.

9. Submission of requests and contact person for further details:

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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.

Inquiries: Dr. Yael Ben-Haim, tel.: 02-5676220; email: yaelb@academy.ac.il.

Submission date:

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

10. Evaluation – Applications will be evaluated by reviewers on behalf of the Batsheva de Rothschild Fund.

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

12. Payment – Seminars 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.

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

14. Auspices – The seminar will be under the exclusive auspices of the Batsheva de Rothschild Fund, even if it has additional sources of funding.

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15. Reporting – Scientific and financial reports on the seminar must be submitted **no more than three months after the seminar'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 seminar: 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.

a. **The scientific report**, to be submitted either in English or in Hebrew, must have the following structure:

- A cover page, including the title of the seminar (in the form specified in Item 13 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.
- **Description**: Please set out, in up to ten pages, the seminar's subject, scientific background, its purpose and rationale, what was innovative about it, and its importance to the advancement of science in Israel. Please describe the course of the seminar, evaluate the extent to which it succeeded, and note any lessons learned. 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.

b. **The financial report** must include a comprehensive itemization of the budget of the entire seminar (income and expenses), in accord with the items specified in the budgetary proposal (see Item 5

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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 seminar 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.

16. 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 seminar's organization. The organizers must obtain her approval before issuing any publicity connected with the seminar, on a website or in print.

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