

Guidelines for Proposals for Research Groups and Conferences – the Israel Institute for Advanced Studies

The application procedure for research group and conference proposals has changed. All proposals for research groups and conferences will now be done online, through the website of the Israel Institute for Advanced Studies.

Stage one:

Anyone interested in submitting a proposal for a research group or conference is requested to fill in a form on the IAS website at the following address: http://www.as.huji.ac.il/request_form

In the proposal you must include the title of the proposal, the period of time when you wish to be in residence at the Institute, a current email address, a telephone number, your name (as the organizer of a research group or conference) and the names of additional organizers. After submitting the initial application online you will receive confirmation that your application was received and is under review.

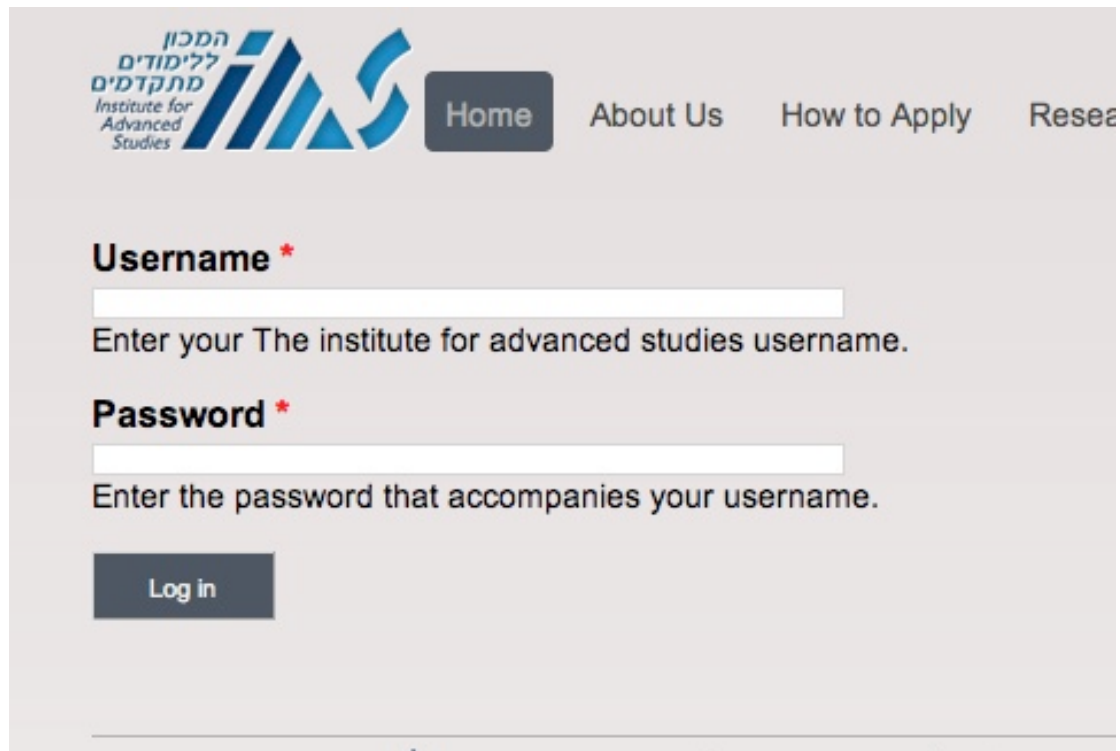
The IAS staff will issue a user name and password to the organizers, which will be sent by email approximately two working days after the online submission of the initial application.

Stage two:

Please enter our website at the following address:

<http://www.as.huji.ac.il/user/login>

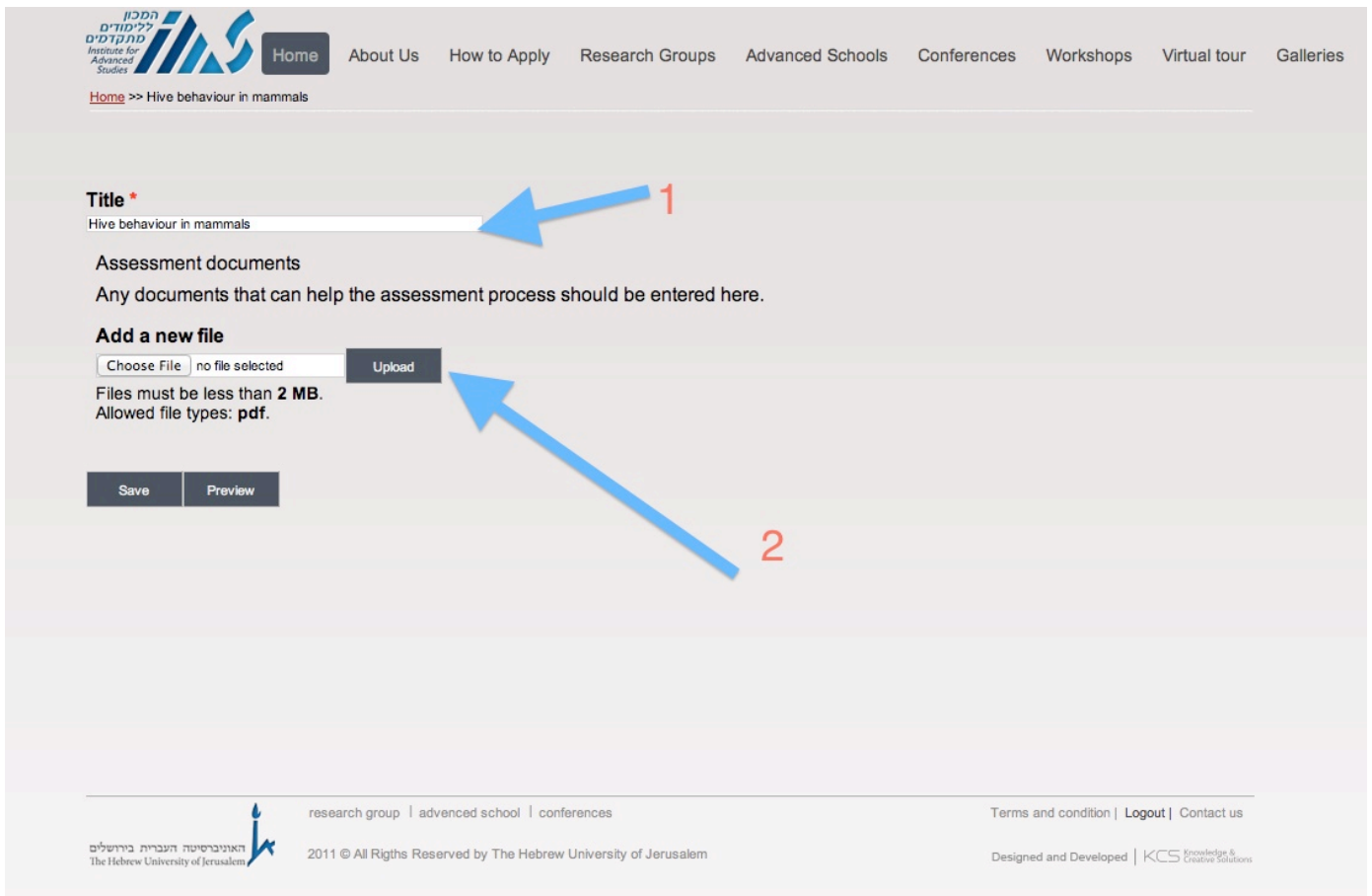
You will then see the following screen, where you must enter your username and password.



The screenshot shows the login page for the Institute for Advanced Studies. At the top left is the logo with the text "המכון ללימודים מתקדמים" and "Institute for Advanced Studies". To the right of the logo are navigation buttons: "Home", "About Us", "How to Apply", and "Research". Below the navigation is a login form with two input fields. The first field is labeled "Username*" and has the instruction "Enter your The institute for advanced studies username." below it. The second field is labeled "Password*" and has the instruction "Enter the password that accompanies your username." below it. At the bottom of the form is a "Log in" button.

Stage three:

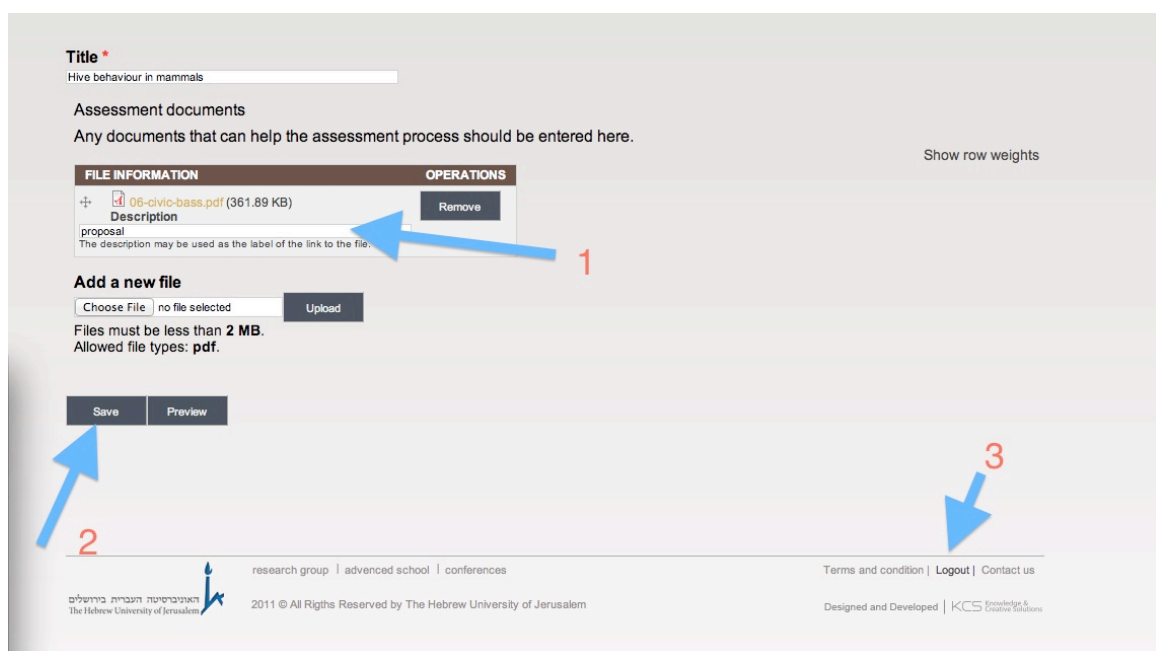
You will then be transferred to a page where you will submit all the necessary materials and documents relevant to the proposal.



The title of the proposed research group or conference (#1 in the illustration)

Stage four:

To submit a file you must use the link title "Choose File" and then press the link that says "Upload" (#2 in the illustration)



A page will then open where you will be asked to describe the type of document you have uploaded. For example; a description of the proposal, the CV (s) of participating fellows (for research group proposals) and speakers (for conferences), lists of publications, etc.

You may remove files and reload them again.

There is no limit as to the number of files that you may upload, however they must all be uploaded only in a PDF format. The page will be available to you until the following date: December 15th

When you have completed submitting the files, please press SAVE (#2 in the illustration), and then logout (#3 in the illustration). After you have logged out, you may repeat the process starting with stage two.

For additional information and assistance, as well as reporting on any difficulties with the program, please contact the IAS staff (should have a name/phone number here)

We look forward to hearing from you,

The staff of the Israel Institute for Advanced Studies.