



United States – Israel  
**Binational Science Foundation**

# Instructions and Related BSF Regulations for Online Submission of NSF - BSF Applications

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## Collaborative Research

Collaborative research is a fundamental requirement for the BSF and is viewed by the Foundation as active collaboration between Israeli and American scientists. A joint research program must be presented in the form of a single, coordinated application, in which the roles and tasks of the respective partners are clearly defined. Each application should have at least two principal investigators (but not more than six), one from an Israeli institution and one from a U.S. institution.

Collaboration should involve joint planning of research and evaluation of results, and may take the form of:

- Joint research activities where interdependent projects of a single program are conducted in different laboratories and may involve shared funding or different sources of funding.
- Provision of research facilities, materials, equipment and/or services to collaborating scientists.
- Exchange of personnel.

**Although not mandatory, the BSF expects that if the research leads to publications, they will be authored jointly by the Israeli and U.S. PIs, expressing the collaborative nature of the work.**

**The BSF also expects that the PIs from both countries will be involved in preparing the application, particularly the research plan. When it is apparent that this was not the case, it is considered to indicate a lack of collaboration and it hinders the chances of the application to be funded.**

**Prior collaboration between the PIs is not a prerequisite, and the establishment of new research teams is welcomed by the BSF.**

## Eligibility

1. For the BSF submission: Israeli principal investigators must have obtained a PhD, MD or an equivalent degree, and must be **faculty members or the equivalent** of the submitting institutions. Graduate students or postgraduate fellows are **not** eligible to submit applications.
2. Scientists who wish to apply for grants must submit their applications through a legal entity. The BSF accepts research applications from **non-profit** organizations only, including institutions of higher learning, government research institutions and hospitals. Although applications cannot be submitted by **for-profit** or industrial organizations, one of the principal investigators may be affiliated with such an organization. However, the research performed by the investigator affiliated with a for-profit organization will not be funded by the BSF, unless specified differently.
3. In keeping with an amendment, signed on 28 October 2020, to the original agreement between the U.S. and Israeli governments, the Foundation sponsors US-Israel collaborative research with participation of all Israeli academic institutions, including research carried out in geographic areas that came under the administration of the Government of Israel after June 5, 1967.
4. It is noted here that the BSF does not invite applications involving, directly or indirectly, the Arab-Israeli conflict. Any application that is related to any aspect of the Arab-Israeli conflict should be discussed with the BSF staff before submission. The Foundation reserves the right to reject such applications, if in its sole discretion, it deems these not consistent with its mission.
5. The following additional rules apply to this program:
  - **A U.S. scientist submitting an application with an Israeli colleague to the NSF is only subject to the NSF eligibility rules.**
  - **Each Israeli scientist is now permitted to submit up to two NSF-BSF applications each academic year (1 Oct – 30 Sept.).**

- An Israeli with an active BSF research grant is allowed to submit an application to any of the NSF-BSF programs.
- An Israeli with an active NSF-BSF grant is allowed to submit one more NSF-BSF application. **In any case, at any given time an Israeli scientist can only be involved in two proposals/grants simultaneously.**
- It is allowed to submit both to an NSF-BSF program and the regular BSF program, including similar applications. In the event that grants are awarded in both programs, both will be funded, unless the research applications are mostly similar, or significantly overlap, in which case only the NSF-BSF program will be funded by the BSF.
- In case of similar NSF-BSF and regular BSF applications, in which the NSF evaluation of the NSF-BSF application was not completed by the time the regular BSF awards are made, the BSF will defer its decision regarding a possible grant to this application, until the NSF-BSF awards are announced.

## Selection Process

1. Proposals will be evaluated by the relevant NSF program, using their criteria and adhering to a Lead Agency Model that underpins several other Israeli binational and multinational research collaborations. BSF watches over compliance by Israeli applicants, but does not evaluate the scientific merit of the applications.
2. NSF uses a conventional peer review system with ad-hoc (external) reviews for full proposals and subsequent evaluation by expert panels. However, unlike the practice in Israel, panel members serve in an advisory capacity, and final decisions lie with the program officers and NSF management. These post-panel officials may introduce additional considerations such as whether the research topic already has support from the U.S. government, whether support from other NSF programs was sought, etc.
3. NSF program officers inform reviewers and panelists of the special nature of the NSF-BSF partnership and ensure that the Israeli applicant(s) are recognized as Co-PIs and are evaluated alongside their US counterparts. For more detail, please, we refer to the NSF Dear Colleague letter

that covers the NSF-BSF program in great detail  
(<https://www.nsf.gov/pubs/2020/nsf20094/nsf20094.jsp>).

4. If the collaborative research proposal is recommended for an award, then, pending formal approval, the Israeli applicant(s) will receive a grant from the BSF, while the U.S. applicant(s) will receive a grant from the NSF.
5. Israeli researchers may take part in the NSF evaluation process as panel members and/or external reviewers.

## Submission Dates and Hardcopies

### **Submission Dates**

Each program has a different submission date. Please check the Call for Proposals, or the BSF website for the deadlines. In general, the deadline for submission to the BSF of an NSF-BSF application, is about one week after the NSF deadline.

### **Submission of Hardcopies**

No hardcopies are needed.

## Submission Process of the Full Application

**The submission forms of this NSF-BSF application are the same as for the regular BSF research grants program. However, a number of sections in this universal submission process, and their corresponding forms, are not relevant in the NSF-BSF submission. Therefore, you must carefully read this file, which describes the submission of an NSF-BSF application to the BSF, using the universal BSF submission forms.**

**Applications should be written in English.**

**Applications not meeting BSF guidelines will not be accepted.**

In order to submit an application, all the investigators must be registered in the BSF system. (See section *5. Registration and Update of Personal Information* in the [User Manual](#))

Only the Israeli investigators need to open an application. They will be referred to as the **Initiators**. The initiator has to upload all relevant information regarding his U.S. collaborator. He/She also has certain privileges over the other investigators during the submission process, although all investigators are considered by the BSF to be Principal Investigators (PIs).

Information supplied in BSF applications comes from two main sources: (1) Information that the investigator enters on the BSF website forms and (2) documents that exist on his computer and are uploaded through the website in their original format (allowed formats are: DOC, PDF or JPEG).

**Each application requires the following information to be entered through the website:**

- Cover page
- Collaborating investigators
- Abstract
- PDF of the NSF submission
- A short description of the project in lay terms (for PR purposes)
- Work schedule
- Budget details of the Israeli investigator
- Signatures and approvals

[Cover Page](#)

Information that needs to be entered in the online form for the cover page:

- The NSF proposal number
- Full titles

- Area of Research - Applicants should indicate the most relevant area of research from the list given in the forms.
- Keywords - Applicants are requested to list keywords that best describe the proposed research.
- Number of years of the proposed project. This number should be similar to that in the proposal submitted to the NSF.

Please note that the NSF-BSF application **cannot** be defined as startup\ continuation \ resubmission of a previous submission. Even if the application is in-fact a resubmission of a previous application, the NSF treats it as a completely new application, and therefore you cannot submit it to the BSF as “resubmission”.

### Collaborating Investigators

The Israeli PI should be the one who opens the application.

The U.S. PI should be added as a PI '**Not requesting funds**'.

### Files to be uploaded per application

#### **Abstract**

Please upload the project summary file that was uploaded to the NSF system. However, please also include the word '**Abstract**' at the top, and add the **full title of the proposed application**, the BSF and NSF application numbers (supplied by the BSF and NSF systems), and the names and affiliations of the principal investigators.



## Research Plan

### Upload the PDF of the NSF submission as your “Research Plan”

The U.S. PI receives a PDF file from the submission system of the NSF, which includes all of the submission information. The Israeli PI will need to receive this document from the U.S. partner, and upload it to the BSF system as their Research File. **This file should contain the NSF Proposal Number (at the upper right corner).** See the example below.

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION					
PROGRAM ANNOUNCEMENT/SOLICITATION NO. (CLOSING DATE if not in required to a program announcement/solicitation enter NSF 11-1)				FOR NSF USE ONLY	
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.)				NSF PROPOSAL NUMBER	
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNSN# (Data Universal Numbering System)	FILE LOCATION
EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)		SHOW PREVIOUS AWARD NO. IF THIS IS <input type="checkbox"/> A RENEWAL <input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL		IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, LIST ACRONYM(S)	
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE		ADDRESS OF AWARDER (PRINT) (CITY, STATE, INCLUDING 9 DIGIT ZIP CODE)			
AWARDEE ORGANIZATION CODE (IF KNOWN)					
NAME OF PRIMARY PLACE OF PERFORM		ADDRESS OF PRIMARY PLACE OF PERFORM, INCLUDING 9 DIGIT ZIP CODE			
IS AWARDEE ORGANIZATION (Check All That Apply) (See GPO 8.C For Definitions)		<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> FOR-PROFIT ORGANIZATION		<input type="checkbox"/> MINORITY BUSINESS <input type="checkbox"/> WOMAN-OWNED BUSINESS	
TITLE OF PROPOSED PROJECT		<input checked="" type="checkbox"/> IF THIS IS A PRELIMINARY PROPOSAL THEN CHECK HERE			
REQUESTED AMOUNT \$	PROPOSED DURATION (1-18 MONTHS) 0 months	REQUESTED STARTING DATE	SHOW RELATED PRELIMINARY PROPOSAL NO. IF APPLICABLE		
CHECK APPROPRIATE BOXES IF THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW					
<input type="checkbox"/> BEGINNING INVESTIGATOR (GPO 1.G.2)		<input type="checkbox"/> HUMAN SUBJECTS (GPO 8.D.7) Human Subjects Assurance Number _____ Exemption Subsection _____ of PB App. Date _____			
<input type="checkbox"/> DISCLOSURE OF LOBBYING ACTIVITIES (GPO 8.C.1.a)		<input checked="" type="checkbox"/> INTERNATIONAL COOPERATIVE ACTIVITIES: COUNTRY/COUNTRIES INVOLVED (GPO 8.C.2)			
<input type="checkbox"/> PROPRIETARY & PRIVILEGED INFORMATION (GPO 1.D. 8.C.1.d)					
<input type="checkbox"/> HISTORIC PLACES (GPO 8.C.2)					
<input type="checkbox"/> EAGER (GPO 8.D.2) <input type="checkbox"/> RAPID (GPO 8.D.1)					
<input type="checkbox"/> VERTEBRATE ANIMALS (GPO 8.D.8) (ACUC App. Date _____)		<input type="checkbox"/> HIGH RESOLUTION GRAPHICS/OTHER GRAPHICS WHERE EXACT COLOR REPRESENTATION IS REQUIRED FOR PROPER INTERPRETATION (GPO 1.G.1) PhD Animal Welfare Assurance Number _____			

## References

Not required. (It is already part of the NSF file)

## Progress Report

Not Required.

### **Resubmission Letter**

Not Required.

### **Broader Impact Statement**

Not Required.

### **Letter from Consultant**

Not Required.

### **A Short Abstract in Lay Terms**

Please upload a short abstract with the name of the project in lay terms, the names and affiliations of the PIs, and a short description of the project, also in lay terms. Be sure to include the reasoning behind the proposed research, its significance and its impact, if successful, on humanity, the environment or on the scientific field. **This abstract must be written in a way that non-scientists will understand the main facts.**

This abstract will be used by the BSF only if a grant is awarded. It will be uploaded to our website and may be used for other public relations purposes.

### **Publication in Press**

Not Required.

## **Miscellaneous**

Not Required.

## **Additional Letters**

Not Required.

## Work Schedule

The investigators should list on the provided form the project's main research activities and show, where possible, the estimated schedule for conducting each activity. Any explanatory notes should be given in the space below the table. If the research does not lend itself to such scheduling, a narrative description should be provided on the bottom half of the page.

While the application should be carefully prepared in accordance with the investigators' detailed plans, the BSF realizes that the plans may require modification during the course of the research.

## Information Needed for Each Investigator

### **Curriculum Vitae**

Not Required.

### **Investigator's Publications**

Not Required.

## **Collaboration Letters**

Not Required.

## **List of Joint Publications from a Previous BSF Grant**

Not Required.

## Budget Details (Required only for the Israeli PI)

The size of the grant to the Israeli is expected to be larger than traditional BSF grants, possibly up to \$95,000/year for experimental studies and \$75,000/year for theoretical and computer-based studies. These sums are subject to the availability of funds. If more than a single Israeli group is involved in the research, the budget may be increased by up to 50%.

Payments to the Israeli PI will be made in NIS (the budget is capped at 330,000/year for experimental studies and 270,000/year for theoretical and computer-based studies), but in the application the budget should be presented in U.S. currency, using cost estimates prevailing at the time of preparation. The BSF only supports research conducted in adequately equipped laboratories. The BSF will not fund infrastructure or purchasing of standard equipment.

***The total allowable budget for the Israeli PI in the NSF-BSF programs is \$95,000/year for experimental program and \$75,000/year for theoretical or computer-based program (including 15% overhead), over the period of the grant. Grant period for the Israeli will follow that requested by the U.S. partner.***

BSF support may cover the following expenses:

**Salaries:**

The BSF may audit payments made to individuals working in the framework of the grant. Accordingly, the applicants should consult their institutions and, if necessary, the institutions should have such employees sign a salary disclosure.

**Principal Investigators:**

Principal investigators **are not** entitled to receive any part of their salary or supplement to their salary from the BSF. **This rule applies also to Research Associates who draw their salaries from external sources.**

**Other Scientists:**

No scientist on the full-time paid staff of the grantee institution may receive any salary, or supplement to salary, from a BSF grant. In the case of a scientist employed part-time by the institution, a salary may be paid commensurate with the time to be devoted to the project, provided that such salary, together with the institution's salary, does not exceed 100%.

Consultants are not allowed to receive part of their salary from the grant if they are permanent employees of a research institution.

The names of senior scientists for whom salary is requested should be given, and their proposed role and proportion of time to be spent on the project should be indicated.

**Auxiliary Personnel:**

The salaries of technicians may be paid in proportion to the time devoted to the project. Their proposed roles in the project should be outlined and names given when known. For technicians who are full-time permanent employees, grantee institutions may charge the grant for time spent on the project, up to 50% of the technician's salary.

### **Permanent Equipment:**

Applications to the NSF-BSF program may include requests to purchase permanent equipment that is critical to the success of the proposed project. The maximum contribution by BSF to this type of equipment is set at **120,000 NIS** and it is understood that equipment is purchased during the early phases of the study. The term “permanent equipment” implies equipment that is dedicated to the objectives of the proposed study and not non-general purpose or non-purely instructional equipment. Equipment purchased with BSF funds belongs to the BSF and should be marked accordingly. Upon termination of a project for which equipment is purchased, the BSF will typically release ownership of the equipment to the institution where the research was conducted.

The BSF may participate in the purchase of equipment that receives support from the grantee institution, or from other funding sources. In these cases, please provide documentation in support of your specific request.

### **Supplies:**

Requests for supplies should be stated in general terms with a listing of the estimated cost. Where substantial funds are requested, a more detailed breakdown is required.

**Industrial Subcontractors:** Industrial subcontractors who supply services for the research are allowed if the expense is part of the approved budget.

### **Travel Expenses Abroad:**

The BSF was established to enhance the collaboration in research between American and Israeli researchers. We believe that in order to advance the collaboration and to advance the joint research it is important for the scientists to meet in person. Therefore, the BSF will allocate money for travel of an investigator, or a member of the research team, to the other country; that is, travel funds will be provided to allow investigators to work together at one of their institutions. In order for the meeting to be supported by the BSF it must be substantial. Only meetings of at least two full days, not including

weekends and holidays, will be supported. **Meetings at conferences in Israel and the US (only) are now allowed as well.** In the NSF-BSF program, **the BSF grant may be used only by members of the Israeli research team, and it cannot be used to cover any of the travel expenses of the U.S. PI to Israel.** The application should indicate for whom a proposed trip is intended. BSF approves travel in economy class only, and will cover per diem expenses only for the days spent together at the approved locations. The BSF will not pay for travel to countries other than Israel and the U.S., unless they are required for the research and are stated in the research proposal and specifically approved by the BSF prior to travel. **BSF policy is that only cheapest economy tickets with fixed-date fares may be charged to the grant.**

Because the BSF encourages meetings of the PIs, money budgeted for travel is restricted to travel and cannot be used to cover other budget line items without prior approval of the BSF.

**Other Expenses:**

Page and color charges, up to \$5,000 per grant, will be allowed for **joint** publications of the applicants.

Miscellaneous expenses are considered by the BSF on a case-by-case basis.

**Overhead (OH):**

A total of 15% overhead on all budget items is allowed.

**Price Increases:**

Anticipated price increases should **not** be taken into consideration when preparing the budgets for subsequent years. This applies to all items, including salaries. The BSF will calculate increases according to its own scales when preparing second- and third- year budgets, taking into consideration the availability of BSF funds.

### **Budget Justification:**

Investigators are requested to justify in detail all major items (including travel) for which funding is requested.

### **List of Potential Reviewers**

Not Required.

### **A Check List for Final Submission**

Not Required.

### [Approval of the Application \(required only for the Israeli PI\)](#)

Submission is considered completed only after all Principal Investigators as well as the Research Authority of the initiating investigator have approved the application online. **Please note that the Initiator is the last one to approve among the PIs.** All approvals of Israeli (only) Research Authorities of investigators **who request financial** support need to be submitted as well, before the end of the submission process. The Initiator's Research Authority administrator must approve the application online, and is the last one to do so. This last approval will mark the submission of the application.

### **Investigators**

- Only the Israeli scientists need to enter the BSF system with **their email and password** and approve the application (See "The Main Menu of the Application"). Investigators may approve the application only after all their details have been entered. The U.S. scientist doesn't need to



approve the application. If there are other Israeli scientists, they need to enter and approve the application online.

- The initiating investigator (who is the first to open the online application) can approve the application only after all other investigators have approved it and after all sections are filled in. The initiator can make changes to all sections in the application anytime, as long he/she did not yet approve it, even if all other investigators have already approved.
- After the initiating investigator approves the application, it is automatically sent for approval to all research authorities whose investigators requested financial support other than for travel. Once this is done, the system will not allow any changes to the application.
- If needed, the initiator's research authority can re-open the application, so that the initiator will be able to make changes. This is done by removing the initiator's approval. When ready, the application must be approved again by the initiator before continuing.

### **Research Authority**

- The Research **Authority** is the **official body** responsible for handling the institution's research projects (i.e. Research & Sponsored Programs, Research & Development). The Research **Administrator** is the **individual** within that office/department who will personally oversee your research grant.
- **The Initiator's Research Administrator must approve the application online.**  
This online approval option is available only if the research administrator is registered and was selected as the research administrator of the investigator in the BSF system and has an active User ID and Password. (See sections [2. Approval of the Application](#) and [5.4. Research authority and research administrator](#) in the [User Manual](#)).
- If there is another Israeli PI on this application besides the initiator, his/her authority approval is needed.
- The Research administrator can approve the application online (after logging into the system) by pressing the "Approve" button on the relevant Form (see [Manual for Authority Administrators](#)).

The online approval can be done only after the application has been approved **by all Israeli applicants** (first, by the other Investigator(s) and finally by the Initiator). The application can be approved by the Research Authority Administrators any time before the deadline

Please note that the application can be "unlocked" for revisions by the Initiator's research Administrator, as long as it has not been finally approved online.

**The application is considered as being submitted after it has been approved online by the institution of the initiating investigator, but if any other authority approvals are missing, they will still need to be submitted to the BSF office.**