



United States – Israel  
**Binational Science Foundation**

## User Manual for Online Submission

This manual refers to full submission for all programs.  
Reed the regulation to see the relevant sections for your program

Please note: Masculine pronouns are used throughout this manual, but everything applies to both male and female applicants.

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# Table of Contents

1. Procedure for Submitting Applications .....	4
2. Approval of the Application .....	5
2.1. Investigators .....	5
2.2. Research Authority .....	5
3. General System Information .....	7
3.1. Navigation .....	7
3.2. Help Button .....	7
3.3. Details Button .....	7
3.4. Messages .....	7
3.5. Save Button .....	7
3.6. Uploading Files .....	7
3.7. Add/Remove/Edit an Item in a List .....	8
3.8. 'Show' button and 'Show in current window' link:.....	8
4. Check if Registered in the BSF System .....	10
4.1. Retrieving password.....	10
5. Registration and Update of Personal Information .....	11
5.1. Change Password .....	11
5.2. Personal Data .....	12
5.3. Address and institution .....	13
5.4. Research authority and research administrator .....	13
5.5. Missing institutional and authority information .....	15
6. Log-in to the system – Start submission of an application .....	16
6.1. The Initiator .....	16
7. Application Main Menu .....	18
7.1. Status of application.....	19
7.2. Approving the application.....	20
8. Application Cover Page .....	22
9. Adding Investigators to the Application .....	24
9.1. How to locate the investigator .....	24
9.2. How to Add the investigator .....	25
10. Uploading Files per Application .....	27
10.3. Full proposals.....	27
10.4. Pre-proposals and special programs.....	29
11. Investigators Data .....	31
11.1. CV .....	32
11.2. Publications from previous grants .....	32
11.3. Uploading files per investigators .....	34
11.4. Eligibility for the Bergmann award .....	34
12. Budget Request .....	35
12.1. Overview .....	35
12.2. Change if an investigator requests budget .....	35

12.3. Budget for startup applications .....	36
12.4. Detailed Budget .....	37
13. Suggested Reviewers .....	39
14. Upload Authority Approvals (if required by the BSF) .....	41
15. Creating the full application file (PDF) .....	42
16. Checking and Printing the Application.....	43
16.1. Upload checklist.....	43
16.2. Printing the application .....	43
17. Login after Approval.....	45
Appendix 1: How to disable the Pop-up blocker: .....	46
Internet Explorer (IE):.....	46
In Mozilla FireFox (PC): .....	46
In Mozilla FireFox (MAC): .....	47
Appendix 2: Cover page in special programs .....	49
Workshop.....	49
Pre-Proposal for the Transformative Science Program .....	49

## ***1. Procedure for Submitting Applications***

**\*\* Before starting the online submission process, be sure to read the Instructions and Regulations document that is relevant for the specific program to which you are applying!**

1. Check if all investigators are registered in the BSF system by clicking the “Check if registered and retrieve password” link on the left side of the screen.
  - a. If you are registered, click “Get password” to receive your UserID and Password by email.
  - b. Anyone not registered is required to register (See [Registration and Update of Personal Information](#))
2. Login to the BSF system with your UserID and Password.
3. Updating of personal information is required before you can begin working on your application.
4. All investigators should read the full regulations.
5. The initiator of the application should open a new application form online. This is done once and only by the initiator! (The ‘initiator’ is the investigator who first opens the application online)
6. The initiator should fill in all details on the cover page.
7. All co-investigators need to be added to the application by the initiator. In order for someone to be added, he must be registered in the BSF system. At this point, the initiator will need to answer whether or not each investigator is requesting funds. **If there is more than one investigator from the same institution, only one should be listed as requesting funds.** (For details be sure to read the budget section of the Regulations)
8. Once an investigator has been added to the application, he can log on to the system with his UserID and password and work simultaneously with all co-investigators.
9. The following information must be given in order to complete the application:
  - a. Upload files for the application – be sure to read the regulations.
  - b. Work Plan & Time Schedule: This information should be typed into the form on the screen.
  - c. CV’s of investigators: Information should be typed into the form on the screen.
  - d. Budget information.
  - e. Names of possible reviewers for your application (required). It is also possible to give names of people you would like us to avoid using as reviewers for the application.
10. It is possible to upload an approval page for your research authority (unless you are the initiator of the application). Read more in [“Approval of the Application”](#)
11. Create a PDF file of the application. If changes are made in the application after the PDF is created, a new PDF will need to be created in order for the changes to take effect.
12. When finished, the application should be approved by the investigators and research authorities of those investigators requesting financial support other than travel money (see [“Approval of the Application”](#)).
13. The application should be printed and delivered to the BSF office.

## ***2. Approval of the Application***

### **2.1. Investigators**

1. Each investigator should enter the BSF system with his UserID and password and approve the application by pressing the “Approve” button on the application form. (See “[The Main Menu of the Application](#)”) Investigators may approve the application only after all their details have been entered.
2. The initiating investigator (who first opens the application online) 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 as long he did not yet approve, even if all other investigators have already approved.
3. After the initiating investigator approves the application, it is automatically sent for approval to all research authorities whose PI’s requested financial support other than for travel. Once this is done, no changes can be made in the application.
4. If need be, the initiator’s 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.

### **2.2. 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 Authority Administrator must approve the application online. Please make sure that he is registered in the BSF system as your Research Authority Administrator and has an active User ID and password.** If not, please fill in the required information on the appropriate Form and follow up with the BSF office. (For detailed instructions see '[Registration and Update of Personal Information](#)'). Online approval can be done (after logging on to the system) by pressing the "Approve" button on the relevant form. Online approval is possible only when the application is completed and approved by all the investigators (including the Initiator). The application can be approved by the Research Authority Administrator anytime before the deadline. The submission is considered to be complete as soon as it has been approved by the initiating authority.

Research Authority Administrators of other investigators requesting financial support may approve the application in one of two ways:

1. If an authority and administrator are listed for an investigator (see [Registration and Update of Personal Information](#)) he can log on to the website and approve the application online after all investigators have approved the application. This must be done before the deadline.
2. If there is no research authority listed for an investigator, or if the investigator or administrator prefer not to approve online, it is possible to upload a scanned hardcopy of an appropriate document, which could be either the "Requested

budget form" (available from the system) or an official letter (in free text) from the institution. Each document must include all necessary information such as full name, contact details (phone & email) and signature of the authorizing official. The approved "Requested Budget Form" must be stamped by the institution. In free-text approval, the budget request must be specified (as well as the applicant's name, application number and title) and the letter should be **printed out on the institution's letterhead**. Both documents should be scanned and uploaded to the system **anytime during the submission process** (before the application is complete). If the hardcopy has a watermark or an embossed seal that will not be visible when scanned, please upload the scanned file **and** send the original by regular mail to the BSF office.

**All research authorities must approve/upload approval before the deadline.**

### 3. General System Information

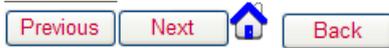
The website will work properly on Internet Explorer 5.0 or higher and on Mozilla Firefox.

#### 3.1. Navigation

Do not use the navigation buttons of your browser:

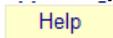


In order to navigate in the application sections please use the 'Previous', 'Next' and 'Back' buttons at the bottom of each page:



#### 3.2. Help Button

On each form there is a 'Help' button which will open the manual at the section related to the current page:

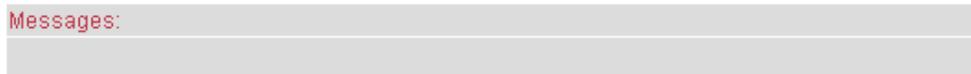


#### 3.3. Details Button

If the  appears on a form, clicking it will open a window with information from the instructions and regulations relevant to the current page

#### 3.4. Messages

On all forms there is an area for messages at the top of the page. This area is used to show information about actions and errors that may appear during the use of the form.



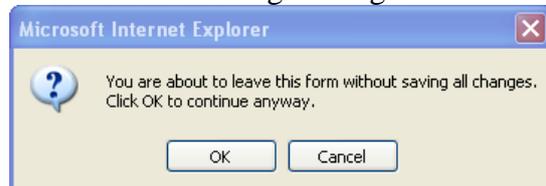
#### 3.5. Save Button

Some of the forms contain 'Save' buttons. Next to the button there is a checkbox to indicate whether or not the information on the form was changed:



If the checkbox is marked it means that the 'Save' button needs to be clicked.

If you try to navigate away from a page without clicking the 'Save' button, you will receive the following message:



If you click OK the changes will not be saved. If you click Cancel, you will stay on the same page and will have to click the 'Save' button to save the information.

#### 3.6. Uploading Files



During the submission process there are a few sections where you will need to upload a file. In these sections you have the buttons shown above.

Once you have uploaded a file to the BSF system it can be viewed, replaced or deleted. The system accepts Word (doc), PDF (Acrobat) and JPG formats. The size of each file should not exceed 3MB.

1. Click the 'Browse' button to navigate and choose the file from your computer.
2. Click the 'Upload' button to upload the file to the system. If a file has already been uploaded, the new file will replace the previous one.
3. Click the 'View' button to view the file that is currently stored in the system.
4. Click the 'Delete' button to remove the file from the system.

When the checkbox is marked it means the file was uploaded.

Repeat this process for each file to be uploaded.

### **3.7. Add/Remove/Edit an Item in a List**

History of employment - start with present position (up to 10 items)  
The Add to list button is only enabled after all the data is entered.

From	To	Institution	Area of research	Title	
Choose	Choose				Add to list
From	To	Institution	Area Of Research	Title	
2006	9999	ff	fff	fff	Edit Delete
2005	9999	BSF	khjd	hjh	Edit Delete

In some sections information needs to be typed (CV, Budget, Time Schedule, etc). In those areas there are some text fields that should be filled in.

**The 'Add to List' button will be enabled only when you have entered correct data in all fields.**

If there is a problem with the information, a message will appear above in the gray row:

History of employment - start with present position (up to 10 items)  
The from year cannot be later than the to year.

From	To	Institution	
1989	1958		
From	To	Institution	Area
1967	1968	University of Groningen, Physics Dept.	Soli

After clicking the 'Add to List' button, the information will appear in the table below the 'add' section.

After a record is added it can be deleted, but in some sections (which are obligatory) the last entry cannot be deleted.

After clicking the 'Edit' button, the row will be switched to edit mode:

From	To	Institution	Area Of Research	Title	
2006	9999 (Present)	University	Biology	Post-doc	Save Cancel Delete
2003	2006	University	Physics	Research associate	Edit Delete

After making changes, click the 'Save' button. To remove changes, click the 'Cancel' button.

The length of the fields is limited. You will find the limitations of each section in this manual.

### **3.8. 'Show' button and 'Show in current window' link:**

Show  
Show in current window

In some sections there is an option to view some information without leaving the current page. This can be done by clicking the 'Show' button. This action will open a

small browser window, but this will be prevented if you have a pop-up blocker installed on your computer. In this case you will receive the following message:



You can allow the BSF site ([see Appendix 1](#)) or, if you are not sure how to do this, click the 'Show in current window' link. The information will then appear in the same window rather than in a new one.

## 4. Check if Registered in the BSF System

If you forgot your password or want to check if you are registered, click the **Forgot Password?** or **Check If Registered** links on the BSF Home Page:



User Name:   
Password:   
 Remember me next time.  
  
[Register](#)  
[Forgot Password?](#)  
[Check If Registered](#)

Another option is the ‘**Check if registered and retrieve password**’ link on the left side of the Registration and Update page. This will take you to the following screen:



**Check Your Registration and Get Your Password**

This page enables you to check whether or not you are registered on the BSF system.

Please enter your last name, or at least the first characters, and then click the Search button:

If you are not registered click the Register button to become a BSF registered user.

If you are registered with a valid email address, click the Get Password button and an e-mail message with UserID and password will be sent to you. If you are listed more than once, please notify us by an e-mail.

If you are registered but the email listed is incorrect or blank, click the Send Mail button and send us an email message with your full name, new and old institution, old email and the current email.

Last Name	First Name	Organization	City	Country	Email	Send Password	Email Change Request
Rozencwajg	Orli	The Hebrew University	Jerusalem	Israel	orl@bsf.org.il	<input type="button" value="Get Password"/>	<input type="button" value="Send Mail"/>

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This screen enables you to verify whether or not you are registered in the BSF system. Enter your last name and then click the ‘Search’ button.

### 4.1. Retrieving password

If you are registered with a valid email address, use this information to retrieve your password by clicking the ‘Get Password’ button.

If you are registered but the email listed is incorrect or blank, click the ‘Send Mail’ button and send us an email message with your **full name, new and old affiliation, old email and the current email**. All this information is necessary for us to find the correct record in our system.

If you are not listed, click the ‘Register’ button to register yourself in the BSF system.

## 5. Registration and Update of Personal Information

Clicking the 'Registration (New/Update)' link on the left side of the online system will take you to the following form:

The screenshot shows the 'Registration and Update of Personal Data' form. The form is titled 'Registration and Update of Personal Data' and is divided into several sections. Section 1, 'Personal Information', has 'Edit' and 'New' buttons. Section 2, 'Password', has a 'Check' button. Section 3, 'Change Password', has two input fields (lines 4 and 5) and a 'Change' button (line 6). Section 7, 'Feedback Messages', has a text area. The form is part of a larger page with a navigation menu on the left and contact information at the bottom.

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Email: bsf@bsf.org.il

If you are logged in, you will be able to click the 'Edit' button and update your personal information. If you are an Initiator, you will be able to update your collaborators' data as well.

Clicking the 'New' button will enable you to create a new user in our system. In this case, if you are logged in, you will be logged out from your current information.

Clicking on the 'Check' button enables you to check if you are registered and if so, retrieve your password.

In the '[Adding Investigators to the Application](#)' section, there are buttons that will redirect you to this form.

### **5.1. Change Password**

If a person is logged in with his UserID, it is possible to change the password by entering the new password in lines 4 and 5. The password must be 8 characters exactly.

After clicking the 'Change' button on line 6, the new password will be activated. Please note the message on line 7.

## 5.2. Personal Data

This Form is used to register a new user and to update an existing one. Note that items in red are mandatory.

The screenshot shows the 'Personal Information' registration form for the United States-Israel Binational Science Foundation (BSF). The form is divided into three main sections: 1. Personal Data (UserID:), 2. Address - and institution, and 3. Research Authority & Administrator. A sidebar on the left contains navigation links such as Home, Login User, Download Forms and Guidelines, Check if Registered and Renew Password Registration (New/Update), Research Areas, Contact Us, F.A.Q., and Logout. The form includes various input fields for personal details, contact information, and institutional affiliation. Mandatory fields are highlighted in red. At the bottom, there are buttons for 'Save', 'Missing information', and 'Login', along with contact information for the BSF.

**Personal Information**

Help

Create a new user

**1. Personal Data (UserID: )**

Password Will be provided by the system

Title

First Name

Last Name

Initial

Phone

Mobile Phone

Fax

Email

Expertise, Keywords

Home Page

Gender  Male  Female

For screening potential Prof. Bergman Awards:

Year Born

Year of Ph.D.

**2. Address - and institution**

Select Country  Israel  USA

Select City

Select Institution

If the institution cannot be found, search by institution name in free text. This will provide the city and the name as appears in the system (you cannot choose from the list)

Institution Name (any part)

Country

City

State

Institution

Department

Address (do not include city and country)

Zip

POB

**3. Research Authority & Administrator**

**(The BSF is set as default - information needed if requesting funding)**

Select Authority

Select Administrator

Research Authority:

Research administrator:

Title, First Name, Last Name, Initial

Department

Phone

Fax

Email

Address

Zip code

POB

Save the updated information. **Must be clicked before starting filling an application.**

Send missing information about an institution or administrator to the BSF

Login with the edited userID

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Tel: 972-2-5828239, Fax: 972-2-5828306  
Email: bcf@bsf.org.il

When a new user is created, his name will appear at the top. If you are logged in, your personal information will appear automatically.

**Each investigator must update personal information before he can start working on an application (the first time the investigator logs into the application, he is asked to update the information.)**

The initiator of an application can edit the information of all other investigators in the application. It is possible to choose one of the investigators at the top of the form:

As the initiator of the application you can change the personal information of all the collaborators  
Select the investigator:

Dr. Tum Tim  Request funding

Ms. Orli Rosenzweig

### 5.3. Address and institution

First choose the country.

Next choose the city.

Then select your institution.

Enter your department and mailing address.

If you are unable to find your institution, try to locate it using any part of the institution name:

If the institution cannot be found, search by institution name in free text. This will provide the city and the name as appears in the system (you cannot choose from the list). 

Institution Name (any part)

Medical Research Fund - Sheba , Tel Hashomer , , Israel (BSF code: **SHEB**)  
The Hebrew University , Jerusalem , , Israel (BSF code: **HUOJ**)

When you start typing the institution name, a list of all the institutions with a name that begins with the same stem will appear. Then you will be able to check whether your institution is registered in our system under a different name, or to see in which city it appears.

If you find the institution you are looking for, select it from the list.

If the city or institution is not found in our system, choose the option 'My institution is not in the list' (which is the second row). It is mandatory to send us all the information about your institution (see "[Missing institutional and authority information](#)").



### 5.4. Research authority and research administrator

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 information about the administrator is needed only if the investigator requests funding other than for travel, in which case the approval of the administrator will be required.

Choose your Research Authority and Research Administrator from the lists. Once you enter your institution, the research authority and research administrator information will automatically appear, if it already exists in our system. If this

information is correct for you, leave it as is. If it is incorrect, please select the correct authority and administrator from the list.

If the research authority or administrator does not exist in the BSF system, choose the second option - 'My administrator is not in the list'. In this case the BSF default administrator will be chosen.

If the investigator requests funding, the application must be approved by his research administrator. The missing information can be sent to the BSF (see "[Missing institutional and authority information](#)").

Another option is to leave the BSF as the default administrator and to upload a scanned approval as part of the submission (see section '[Upload Authority Approvals](#)').

When all of the information has been completed, click "Save".

## 5.5. Missing institutional and authority information

Clicking the 'Missing Information' button on the [registration form](#) will open the following screen:

The screenshot shows the 'Update Request' form for the United States - Israel Binational Science Foundation. The form is divided into several sections:

- Select the institution:** Includes dropdown menus for Country (Israel, USA), City, Institution, Authority, and Administrator.
- Update institution details:** A table with columns for 'Current Information' and 'New Information'. Fields include Country, City, State, Institution Name, Institution website, Research authority, Degree, Address, Zip, and BSF code.
- Update Research Administrator Details:** A table with columns for 'Current Information (if available)' and 'New Information'. Fields include Title, Gender, First Name, Last Name, Initial, Department, Phone, Fax, Email, Address, POB, and Zip.
- Remarks and additional requests:** A large text area for providing additional information.

At the bottom, there are 'Send' and 'Close' buttons. The 'Send' button has a tooltip: 'Send The information This BSF office will handle this request and reply to you by mail.' The footer contains contact information for the BSF office in Jerusalem, Israel.

Information about the Authority and Administrator is needed for the budget approval. Investigators (other than the initiator) may submit their administrator's approval by sending a scanned file, along with the administrator's contact information.

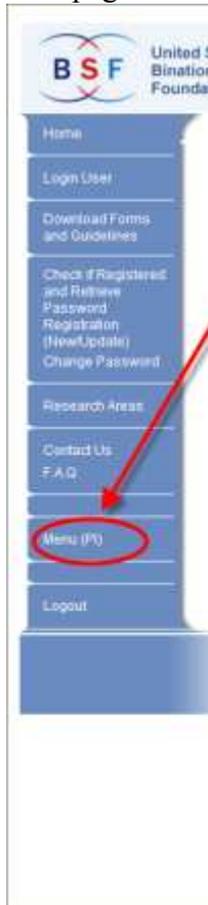
Updating of the administrator's information in the BSF system may take a few days. Therefore, **this information should be sent to us at the early stage of the submission process, as during the last week it is going to be very busy.** If it is close to the deadline, it is best to upload the authority approval as a scanned file. For more information, click [here](#).

## 6. Log-in to the system – Start submission of an application

When logging in to the system, if there is no open application or if there is more than one open application you will see the Main Menu for PIs.



This page can be reached at any time by pressing the “Menu (PI)” link on the left side:



To open or edit an existing application:

### 6.1. The Initiator

The person who opens the application is referred to as the “Initiator.” An investigator who is not the initiator and who has not yet been attached to an application **should wait until he has been added to the application** by the initiator before logging in.

When the initiator logs into the system for the first time, he will arrive at the following page:

Click the 'Select Program' button.

**United States - Israel Binational Science Foundation**

**Main Menu**

Welcome Tim Tum (UserID: TimTum0091240)

You can return to this menu from any form by clicking the **Menu (PI)** on the left side

**Open New Application:**

Open/Edit a new application in one of the existing BSF Programs

**Previous Submissions:**

View all of your BSF applications (read results and reviews of current year application as well as of previous applications)

**View Grant History and Submit Reports:**

Submit reports for an active grant

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On this form you can see all the programs that are available at the BSF and the submission dates of each. It is possible to download the regulations, and by pressing the “Open” button for the first time, you will start working on a new proposal. If you already have an open application you will be able to continue working on it.

**United States - Israel Binational Science Foundation**

**Open or Edit an Application**

Logged in as Tim Tum (UserID: TimTum0091240)

**Select The Program**

Program	Date Submission Opens	PI Deadline	Proposal No.	Open/Edit Proposal	Regulation
BSF-NSF in Biology (ICOB)		05-Dec-2012			
BSF-NSF in Chemistry (ICC)		18-Oct-2012			
Regular Start-up	01-Sep-2012	13-Nov-2012			
Transformative	01-Aug-2012	06-Sep-2012			
Workshop	06-Aug-2012	06-Sep-2012			
Pre-proposal BSF-NSF in Chemistry	01-Jul-2012	02-Aug-2012		<input type="button" value="Open"/>	
Pre-proposal BSF-NSF in Biology	01-Aug-2012	06-Sep-2012			
Pre-proposal Transformative		02-Apr-2012			

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The first time an investigator arrives at this page, he will be asked to update his personal information and confirm that he has read the regulations.



The initiator must agree that he is the one opening the application. If for some reason, a co-investigator has opened an application by mistake, please contact the BSF office.

The following page gives some of the regulations for submitting applications to the BSF. Investigators are required to read the full version of the ['Regulations'](#)

## ***7. Application Main Menu***

This menu differs among the specific programs. Not all programs require all sections.

This is the main menu of the application. The form has two purposes:

1. To enable investigators to navigate between the different sections of the application and see the status of the submission.
2. To enable investigators to approve the application.

To access the Menu from any other screen, please click .

**Application Main Menu**

Welcome [User] (User ID: [ID])

You can return to this menu from each section by clicking on the bottom of each page. Approving and submitting the application is done at the end of this form.

[Help](#)

**Application Number:** 2012590

Application Sections and their Status (✓ = Completed, ✗ = Not completed, ● = Not Mandatory)

- 1 ✓ Application Cover Page [Open](#)
- 2 ✗ Collaborating Investigators [Open](#)
- 3 Application Documents to Upload [Open](#)
  - 3.a ✗ Abstract
  - 3.b ✗ Research Plan
  - 3.c ✗ Description in Lay Terms
- 4 Investigator's Data (needed for each investigator) [Open](#)
  - 4.a ✓ Curriculum Vitae (education and employment history)
  - 4.b ✗ Publications
  - 4.c ✗ Cooperation Letters
  - 4.d ● Joint Publications (required for past BSF grant recipients only)
- 5 ✗ Budget Request [Open](#)
- 6 ✗ Suggested Reviewers [Open](#)
- 7 ● Upload of Research Authority Approval [Open](#)
- 8 ✗ Create the Full Application File (PDF) [Open](#)
- 9 ✗ Check and Print Application [Open](#)
- 10 View the Progress of the Application [Open](#)

**Approval and Submission** [Help](#)

The final application cannot yet be submitted by the initiator because the following information has not yet been completed: investigators, abstract, research plan, Description in lay terms, publications, cooperation letter, budget, suggested reviewers, full application file was not created (PDF), submission checklist.

1 Collaborating Investigators status and approval

2012590

Investigator	Ready for Approval	Investigator Approved	Date Approved	Requested Funding	Authority approval	Authority Administrator (BSF code)
Dr. [Name]	No (missing sections: publications, cooperation letter)	No - Being the initiator you need to press the submit button after the application is complete and all other investigators have approved it.		Yes	No	

2 Initiator approval - submit the application

I have checked the PDF of my application, that was created by the system, and confirm that it is complete.

I have read the instructions regarding the submission of hard copies of my application.

I know that the application is submitted only after my research authority approval.

[Submit](#)

Internet BSF code: [Code]

United States - Israel Binational Science Foundation  
 3 Herta and Paul Amirson Building, 77 Massachusetts Avenue, Cambridge, MA 02139, USA  
 Tel: 617-495-2222, Fax: 617-495-2222  
 Email: bsf@bsf.org

## 7.1. Status of application

This form contains a list of the sections that must be completed before approving and submitting the application.

Each section is marked with the following symbols:

(Key: ✓ - Completed, ✗ - Not completed, ● - Not required )

The symbols mentioned above correspond only to the investigator who is currently logged in.

There are some sections that are not required for everyone:

- A resubmission letter is only required if the application is a resubmission of a previous application that was not granted.
- A joint publications list from previous BSF grants is needed only if the investigator had a previous BSF grant which resulted in joint publications with his collaborator from the other country. For more details about this issue see the [Curriculum Vitae](#) section.

**\*Important notice:** Any change in the application will remove the 'Completed' checkmark of the PDF file, which means you will have to create the PDF file again in order for the changes to take effect.

## **7.2. Approving the application**

In the approval section of this page a list of all investigators is found. This list includes all the sections that are missing for each investigator, and that will need to be completed before he can approve the application. In addition, the name and email of the administrator who will receive a notification regarding approval when needed is shown.

### **7.2.1 Non-Initiators' approval**

**Approval and Submission** 

The application cannot be submitted.  
Missing application sections: application cover, research plan, references, time schedule, full application file was not created (PDF)

1 Collaborating Investigators status and approval

Investigator	Ready for Approval	Investigator Approved	Date Approved	Requested Founding	Authority approval	Authority Administrator (bsf code)
Dr. ... (Initiator)	No (missing sections: publications, cooperation letter, education history, employment history)	No		Yes	No	...
Ms. ...	Yes	No	<input type="button" value="Approve"/>	Yes	No	...

If I am requesting funding, I know that my research authority needs to approve the proposal before the deadline 

When all sections are successfully completed, the investigator is asked to approve the application using the 'Approve' button located next to his name in the list. The 'Approve' button is enabled only when it is ready for approval.

## 7.2.2 Initiator's approval and submission

Approval and Submission Help

The application is ready for submission.

1 Collaborating investigators status and approval

Investigator	Ready for Approval	Investigator Approved	Date Approved	Requested Funding	Authority approval	Authority Administrator (BSF code)
(Initiator)	Yes	No - As the initiator you need to press the submit button after the application is finished and all other investigators approve		Yes	No	
	Yes	Yes 21-2009-10		Yes	Yes	

If I am requesting funding, I know that my research authority needs to approve the proposal before the deadline.

2 Initiator approval - submit the application

I have checked the PDF of my proposal, as created by the system, and confirm that it is complete

I have read the instructions regarding the submission of hard copies of my proposal.

I know that the proposal is submitted only after my research authority approves it

If you are the initiating investigator, click the '**Submit**' button below the list in order to approve.

Please be sure to check the PDF file carefully before submitting the application, as once the initiator approves, no changes can be made.

**\*\*The initiating investigator must be the last investigator to approve the application; therefore the 'Submit' button will be enabled only after all other investigators have approved and all sections are filled in.**

Clicking the 'Submit' button **notifies the administrators that they have to approve the application. It is the investigators' responsibility** to be sure the authority approves the application by the deadline. For more details about the order of approvals see "[Approval of the Application.](#)"

**Please note that if changes are needed, the application can be "unlocked" by the initiator's Research Authority Administrator as long as it has not yet been approved by the initiating Authority. Otherwise, a special request from the initiating Authority should be made to the BSF office.**

## 8. Application Cover Page

This form can only be changed by the initiator of the application.

Please note that in some Programs the cover page may look different. If you need more information, see [appendix 2](#) to view the differences between the programs and follow the instructions on the screen.

The screenshot shows the 'Proposal Cover Page' form for the United States-Israel Binational Science Foundation. The user is logged in as 'Nahkador Jozef' (UserID: MsJoz0051407). The form displays a 'Proposal Number - 2008003'. It contains several sections for data entry:

- Short title:** A text input field limited to 100 characters.
- Full title:** A text input field limited to 200 characters.
- Keywords:** A text input field for a few keywords describing the research proposal, limited to 200 characters.
- Is this a startup application?:** Radio buttons for 'No' and 'Yes'. A note states: 'A startup is for two years only and cannot be a continuing proposal.'
- Is this a resubmission of a previous proposal or a continuation of a current grant?:** Radio buttons for 'No', 'Yes - this is a resubmission', and 'Yes - this is a continuing proposal (not available for startup)'. A 'Show my history' button is present.
- Duration of the research proposal:** Radio buttons for '2 years', '3 years', and '4 years'.
- Desired start date if granted:** A dropdown menu showing 'September 2009'.
- Major area of research (input program group 2):** A list of radio buttons for various scientific fields: Physics (BSF code: 040000), Chemistry (060000), Mathematical sciences (050000), Atmospheric & earth sciences (070000), Oceanography & limnology (080000), Materials research (090000), Environmental research (air, water, soil) (100000), Energy research (110000), Earthspace (130000), and Sociology (140000).
- Sub area of research:** A dropdown menu with the instruction 'Select the major area of research'.

At the bottom, there are 'Save' and 'Help' buttons, and a 'Previous' button. A footer contains contact information for the BSF in Jerusalem, Israel.

This form is the cover page of the application. If you are the initiator, the first time you begin the application process, you will receive a blank form enabling you to submit a new application request.

The form may contain the following information:

- The title of the application is required: A short title limited to 100 characters and a full title limited to 200 characters.
- Enter keywords to describe the subject of your research project. Try to be informative and as specific as possible.
- In the Regular Grants program, mark whether or not this is a Start-up project (more details about this program are available on the website <http://www.bsf.org.il> under the Start-up program section).
- Mark if the current application is a resubmission of a previously submitted (but not awarded) application or a continuation application of an active grant, and specify the BSF number of the previous application, using the 'Show my history' button. If your previous application number does not appear, please contact the BSF and we will provide it to you.

- Give the number of years requested for this project (2-4). If this is a Start-up program, it is limited to two years.
- Enter the date you expect your grant to begin. Usually in the regular program, the grant begins on October 1<sup>st</sup>, but if for some reason (e.g. you have a previous grant that will not be finished before then, you will not be back from a sabbatical, etc.) you wish to start the grant at a later date (no later than January), you may change the dates. In the other programs it depends on the date that the results are expected.
- Choose the area of research to best describe the application: First you need to select the major area of research. After that, a list of sub-areas will appear. At this stage, **please select the classification sub-area which best describes your research subject.** Try to be as specific as possible. If your subject covers several areas of research, please choose the most comprehensive option or the one that corresponds to the main aspect of your interdisciplinary topic. If none of the suggested sub-areas corresponds to your research, please choose from the list the same major area option chosen at the previous stage. This will stand for the "general" area of your research.

In addition to sub-area definition, it is also essential, whichever classification you select, to describe your research subject by giving a set of keywords in the above-mentioned section.

Click the 'Save' button to save all the information.

If successful, a message will be displayed in the **Message** area at the top of the form. If any information is missing, the lacking details will be indicated in the message.

## 9. Adding Investigators to the Application

This form can only be used by the initiator of the application.

**Collaborating Investigators**

Logged in as Tim-Turn (UserID: TimTurn0091240)  
Application No. 2008001 - Test

This form can only be changed by the initiator. It is possible to add or remove an investigator, or change his/her position. The initiator cannot be removed or his/her position changed.

**Locate and add an investigator**

Type in the last name or at least the first few characters of the last name.

Click the button and select the person from the list that opens.

Click the button if the person does not exist and register a new user to the system.

**List of the collaborating investigators**

Position	Change Position	Last Name	First Name	Organization	Department	E-mail	Request Funding?	% Time Devoted to Project	
1 (Initiator)		Tim	Turn	BSF-Binational Science Foundation	Test Release	system@bsf.org.il	Yes	50 %	
2	<input type="button" value="Down"/>	Aa	Aa	The Hebrew University	dd	aa	Yes	20 %	<input type="button" value="Delete"/>
3	<input type="button" value="Up"/> <input type="button" value="Down"/>	Test	Test	BSF-Binational Science Foundation	Grants Applications	q	No	10 %	<input type="button" value="Delete"/>

**Update Personal Information**  
(The initiator can update the personal information of all the collaborators)

United States- Israel Binational Science Foundation  
8 Hamarpeh St, P.O.Box 45086, Har Hotzvim, Jerusalem 91450, Israel  
Tel: 972-3-5828239, Fax: 972-3-5828305  
Email: bsf@bsf.org.il

All collaborating investigators have to be added to the application by the initiator before they can begin working on the application.

### 9.1. How to locate the investigator

Enter the last name (or at least the first 2 letters of the last name) of your collaborator and click the 'Search' button. This will show a list of persons registered in the BSF system, with the same name or one that begins with the same letters you entered:

**Locate and add an investigator**

Type in the last name or at least the first few characters of the last name.

Click the button and select the person from the list that will open up.

	Last Name	First Name	Organization	Department	City	State	Country	BSF Code
<input type="button" value="Select"/>	Test	Admin	BSF-Binational Science Foundation	Department	Jerusalem		Israel	BSFJ
<input type="button" value="Select"/>	Test	Test	BSF-Binational Science Foundation	Grants Applications	Haifa		Israel	BSFJ
<input type="button" value="Select"/>	Testa	Joseph	Fox Chase Cancer Center	Human Genetics Program	Philadelphia	PA	USA	FCCC
<input type="button" value="Select"/>	Testardi	Louis	(INACTIVE) AS OF 18/2/01		Tallahassee	FL	USA	NONE

If you are unable to find your collaborator, he is probably not registered as an investigator and will need to be registered in the system before being added to the application. Click the 'Register' button. This will open a new window, and you will need to create a new user.

## 9.2. How to Add the investigator

If you find your collaborator in the list, click the 'Select' button which appears at the beginning of the line. All personal details will then appear on the screen:

Check if all the information is correct:

- If the email is incorrect please update it before the investigator is added.
- If other details of the investigator are incorrect, add the investigator and then click the 'Update' button.

Next, (in full proposals only) answer whether or not this investigator requests financial support **other than travel expenses**. The 'Add' button can then be clicked. This answer can be changed in the Budget section.

Only one investigator from each institution should be marked as requesting funds.

If an investigator requests financial support, please read the "[Approving the Application](#)" section).

In some programs, and in pre-proposals, the budget is not fully added, and the institutional approval of the co-PI is not needed. In those cases, the option of the requested budget does not exist, and there will be a note stating that the co-PI is not requesting funds. In pre-proposals where the other PI will later need to add a budget, it will be able to be done in the full submission.

Note: In the following cases the investigator cannot be added:

- If the investigator has an active grant and is not expected to finish within the coming year.
- If the investigator is already attached to a different application.

After the investigator is added to the application, he will receive a notifying email. After this is done, an investigator will be able to view all the application data after logging in with his personal UserId and password.

At the bottom of the page you can see all the investigators who were attached to the application in the order that they were added, and this will be the same order they will appear in the application.

**List of the collaborating investigators**

Position	Change Position	Is Initiator?	Last Name	First Name	Organization	Department	Request Funding?	% Time Devoted to Project	
1		Yes	Tim	Tim	BSF-Binational Science Foundation	Test Referee	Yes	Add in budget section	
2	<input type="button" value="Down"/>	No	Test	Test	BSF-Binational Science Foundation	Grants Applications	No	10 %	<input type="button" value="Delete"/>

If you wish to change the order, you may change the position in the list by clicking the 'Up' or 'Down' buttons. The initiator will always remain at the top of the list.

It is also possible to remove a PI by clicking the 'Delete' button. In this case, if any budget records were entered into the system, they will be removed automatically.

## 10. Uploading Files per Application

### 10.3. Full proposals

The screenshot shows the 'Upload Application Files' page on the BSF website. The page is titled 'Upload Application Files' and is for user 'TimTam' (UserID: [redacted]) on application '20'. A message box contains instructions: 'Click here to read the requirements and contents of the files' (with an information icon), and a note that file size should be less than 3MB, font size 12, and line spacing 1.5 or 2. Below this is the 'Application Files (a part of the final application)' section, which includes fields for Abstract, Research Plan, References, Impact Statement, Progress Report, and Resubmission Letter. Each field has a 'Browse' button, an 'Upload' button, and a 'View' button. The 'Resubmission Letter' field also has a 'Delete' button. Below this is the 'Additional Files and Information' section, which includes fields for 'A Short Abstract in Lay Terms (Mandatory)', 'Publications (in press) only?', and 'Miscellaneous'. Each field also has 'Browse', 'Upload', and 'View' buttons. At the bottom, there is a 'Help' button and 'Previous' and 'Next' navigation buttons. The footer contains contact information for the United States-Israel Binational Science Foundation.

This form enables you to [upload](#) the files required for your application.

Read the relevant section in the instructions by clicking  at the top of the form.

The files requested are: an abstract, a research plan, a references list, an impact statement and a short abstract in lay terms.

A resubmission letter is needed only if this application is a resubmission from a previous competition.

It is also possible to add a letter from a consultant and a 'publications in press' file, which **will be sent to reviewers only upon their request**.

It is possible to add any other documents you wish to be attached to your application, but for which there is no specific place to upload them. In such a case, please make **one file** from all of the documents and upload it using the 'Miscellaneous' option.

If a letter from a consultant is added, you will be requested to add the details of that person, and his name will appear in the list of referees to avoid. You will receive this message:



And the following will be opened:



Letter from Consultant (if any and on institutional letterhead and signed) :       The file was

Please add the details of the consultant(s) (will appear in the list of reviewers to avoid).

To add a consultant to the list click .

Title	<input type="text" value="Mr."/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
E-mail	<input type="text"/>
Phone	<input type="text"/>
Institution *	<input type="text"/>
Department	<input type="text"/>
City *	<input type="text"/>
State	<input type="text"/> Two letters only
Country *	<input type="text"/>
Explanation	Consultant
<input type="button" value="Add to list"/>	* = Mandatory Item <input type="button" value="To"/>

To edit (or delete) the details of the consultant click

## 10.4. Pre-proposals and special programs



The screenshot shows the website of the United States - Israel Binational Science Foundation (BSF). The header includes the BSF logo and the text "United States - Israel Binational Science Foundation". A navigation menu on the left contains links for Home, Log Out, Download Forms and Subsites, Check if you have a new account, Password Registration, Check System, Change Password, Research Area, Contact Us, and Home (P). The main content area displays a message: "Logged in person: 201308 - Not Specified". Below this, a "Messages" section states: "The research plan file for this application was uploaded to our system on:". A "NOTE" follows, detailing submission requirements: "NOTE (from the regulations): The size of each file should be less than 2MB, and should use font size 12 and line spacing 1.5 or 2. (Single line spacing is not permitted). The size of the paper should be A4 and the size of each margin should be no less than 2 centimeters. Applications not meeting these specifications will not be accepted." Below the note, there is a section for "Template for research file" with a "Download" button and a "Please open one of the attached files to see a template of how you should prepare your research file" instruction. A "Research plan file" section shows a file upload area with "Browse", "Upload", "View", and "Delete" buttons, and a note that the file was uploaded on 08/02/2013 by User ID: TBJTUMGE1228. At the bottom, there is a "Help" button and "Previous" and "Next" navigation buttons. The footer contains contact information for the BSF, including the address: 3 Mivnezer St, P.O. Box 4530, Mt. Herzl, Jerusalem 91450, Israel, and phone/fax numbers: Tel: 972-2-6028218, Fax: 972-2-6028336, with the email: bsf@bsf.org.il.

In those submissions in which only one file needs to be uploaded the template can be downloaded from this page.

## Work Plan and Schedule

Home

Login User:

Download Forms and Guidelines

Check if Registered and Retrieve Password Registration (New/Update) Change Password

Research Areas

Contact Us F.A.Q.

Menu (0)

Logout

### Work Plan and Schedule

Logged in person: Tim Tur (UserID: TimTur0091240)  
Application: 2328801 - Tim

This page enables you to enter the work plan and time schedule.  
Click here to read the requirements for this page i

**Message**

The Add to list button is only enabled after all the data is entered.

Schedule	Location of Research Program	Proposed Dates		
		Start (Month/Year)	End (Month/Year)	
Research Activity	Institution	- / Choose	- / Choose	Add to list

Research Activity	Institution	Date Start	Date End
<input type="checkbox"/>			

Explanatory Notes:

Information was changed

United States-Israel Binational Science Foundation  
8 Hamaqeh St., P.O. Box 45388, Har Hotsam, Jerusalem 91450, Israel  
Tel: 972-2-5828230 Fax: 972-2-5828309  
Email: bsf@bsf.org.il

Read the relevant section in the instructions by clicking i at the top of the form.

### To make a work plan and time schedule:

The information should be entered and edited as explained in '[Add/Remove/Edit an Item in a List](#)'.

The Time Schedule records will appear in the same order as they have been entered into the system. If you wish to change the order, you can press the 'Move Up' and 'Move Down' buttons.

### The length of each field is limited, as follows:

Research activity      80 characters  
Institution              100 characters

If you wish to be more detailed, please add the information in the explanatory notes.

# 11. Investigators Data

The CV must be submitted on this form only; there is no option to upload a pre-prepared file to the system.

On this form you can check the details of all investigators, and fill in all information.

**BSF** United States - Israel Binational Science Foundation

Curriculum Vitae

Logged in person: Tim Tum (UserID: TimTum@12388)  
2012/12 - Not Specified

Investigator	Education	Employment	Publications	Grants and Contracts	Cooperation Letter	Latest publication of previous BSF grants	Latest publication was uploaded by
Dr. Tim Tum	Completed	Completed	Not Completed	Not Completed	Not Completed	Completed	Tim
Dr. Zvi Aron-Zis-Lavi	Completed	Completed	Not Completed	Not Completed	Not Completed	Not Completed	

**Message:**  
The year (year) publication of previous grants file for this investigator was uploaded to our system on:

**Selected investigator - Tim Tum**

This page is divided into several separate sections A-F. Please be sure to complete all sections if needed in education, employment and current grants sections. Click "Add to list" to save the information. Click here to read the instructions for this section.

**A - Educational Background**  
List the educational background (up to 10 items)  
The Add to list button is only enabled after all the data is entered

From	To	Institution	Area of specialization	Degree
2012	2008	MIT	PhD	PhD

Major Experiences: 04224324

**B - History of Employment**  
History of employment - Start with present position (up to 10 items)  
The Add to list button is only enabled after all the data is entered

From	To	Institution	Area of research	Title
2008	2006	MIT	PhD	PhD
2006	2005	MIT	PhD	PhD

**C - Current Grants And Contracts**  
List grants and contracts currently available to the selected investigator from BSF and other sources  
The Add to list button is only enabled after all the data is entered

From	To	Title of Project	Source	%Time/project	Total grant (\$US)	Remarks
------	----	------------------	--------	---------------	--------------------	---------

**D - Previous BSF Grants**  
Did the selected investigator have a previous BSF grant that is currently active or that has expired in the last five years?  
If yes:  Yes  No  
If yes: did publications in peer reviewed journals originate from the grant which are jointly authored with the collaborator from the other country (U.S. and Israel only)?  
If yes:  Yes  No  
If no:  Yes  No

**E - Files to Upload For Each PI**  
Publications List (limited to 5 pages)  
Cooperation Letter (an institutional letterhead and signed by investigator)

**F - Bergmann Award (not mandatory)**  
Is the selected investigator eligible for the Bergmann Award? (Recipients of newly awarded BSF grants who earned their doctoral degrees within the past five years and who are not more than 35 years old on the date of submission are eligible candidates.)  
 Yes  No  
Please enter year of PhD:   
Please enter year of PI:

The form is divided into several sections: CV (education, employment and other grants and contracts), previous BSF grants, files to be uploaded for each PI.

At the top of the form: For each investigator in the application you can see whether the information was updated in the system. If you wish to change or view one of these categories, click the 'select' button and the PI's information will appear.

2012012 - Not Specified

Investigator	Education	Employment	Publications	Grants and Contracts	Cooperation letter	Joint publication of previous BSF grants	Joint publication was uploaded by
<input type="button" value="Select"/> Dr. Tam Tam	Completed	Completed	Not Completed	Not Completed	Not Completed	Completed	Tim
<input type="button" value="Select"/> Dr. Zz -first Zz-Last	Completed	Completed	Not Completed	Not Completed	Not Completed	Not Completed	

## 11.1. CV

Information needed in this section includes education, employment and other grants and contracts. This information is entered as explained in '[Add/Remove/Edit an Item in a List](#)'.

If an investigator submitted a BSF grant in a previous competition, his education and employment list is saved in the system and is added to this application automatically.

### **The length of each field is limited as follows:**

#### Educational background & History of employment:

Institution	100 characters
Specialization or Area of Research	60 characters
Degree	50 characters
Title	70 characters

#### Grants & Contracts:

Title of Grant	250 characters
Grant Source	200 characters
Total Grant (US\$)	30 characters
Remarks	250 characters

## 11.2. Publications from previous grants

You need to answer the following questions regarding previous BSF grants:

### **D - Previous BSF Grants**

Did the selected investigator have a previous BSF grant that is currently active or that has ended in the last five years?

yes  no

If yes, did publications in peer reviewed journals emanate from the grant, which are jointly authored with the collaborator from the other country (U.S. and Israel only)?

yes  no

Information was changed

If you want to upload a 'list of joint publication' from a previous BSF grant, change your answer regarding BSF previous BSF grants

Note that if the answer to the second question is 'yes', a joint publication file should be uploaded for this investigator. If the same publications are relevant for more than

one investigator, the question must be answered for all investigators before the file can be uploaded and attached to all PIs.

In order to save the answers, click the '[Save](#)' button below the relevant question and the 'upload' option will be enabled.

If two or more investigators in the current application had a previous BSF grant **together**, a list of any joint publications emanating from that grant needs to be uploaded **only once**. Be sure that all investigators involved in the publications answered positively to the question regarding previous BSF grants and publications. Only then will you be able to add investigators to the joint publications file uploaded by you. To add the co-authors sharing the same list, mark the checkbox near the investigator's name and click the 'Save' button.

It is preferable for joint files to be uploaded by the investigator who is listed first among the co-authors in the investigators list.

#### D - Previous BSF Grants

Did the selected investigator have a previous BSF grant that is currently active or that has ended in the last five years?

yes  no

If yes, did publications in peer reviewed journals emanate from the grant, which are jointly authored with the collaborator from the other country (U.S. and Israel only)?

yes  no

Information was changed

You need to upload a file as 'Joint publications from previous Grants':

List of joint publications from previous BSF Grants:

(DO NOT upload full text of articles)

File was uploaded on: by UserID: TIMTUR0012268

You can select which PIs share the same file

To change the investigators who share this list select/unselect in the following list and click 'Save':

(The PI can be selected only if they answered 'yes' for joint publication from previous BSF grant, and if their name is listed below the current selected investigator):

Dr. Tim Turm

Dr. Zz-Last Zz-first



### **11.3. Uploading files per investigators**

#### **E - Files to Upload For Each PI**

Publication List (limited to 5 pages):	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> File was not uploaded
Cooperation Letter (on institutional letterhead and signed by investigator):	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> File was not uploaded

This section enables you to [upload](#) the files required for individual investigators.

Read the relevant section in the instructions by clicking  at the top of the form.

### **11.4. Eligibility for the Bergmann award**

#### **F - Bergmann Award (not mandatory)**

Is the selected investigator eligible for the Bergmann award? (Recipients of newly awarded BSF grants who earned their doctoral degrees within the past five years and who are not more than 35 years old on the date of submission are eligible candidates.)

yes  no

Please enter year of birth:

Please enter year of PhD:

Information was changed

Eligible candidates for the Bergmann award are recipients of newly awarded BSF grants who earned their doctoral degrees within the past ten years and who are not more than 35 years old on the date of submission. If you are eligible, you need to enter the years as requested.

## 12. Budget Request

### 12.1. Overview

**Budget Overview**

Logged in as Tam Tam (User ID: TEST, 1000000)

**Budget per Investigator**

Investigator	% Time Devoted	Institution	Request Budget	Show Budget	Administrator
Dr. Tam Tam (Initiator)	50 %	BSF-Binational Science Foundation	Yes	Show	BSF Administrator (BSF code: BSF.J)
Dr. Aa Aa	31 %	The Hebrew University	Yes	Show	BSF code: HUGO
Dr. Test Test	10 %	BSF-Binational Science Foundation	No	Show	None None (BSF code: BSF.J)

% Time devoted has changed

**Total Budget**

	1st year	2nd year	3rd year	4th year	Total
Salaries	11,000	11,000	11,000	11,000	44,000
Equipment	10,000	5,000	5,000	5,000	25,000
Supplies	1,000	1,000	1,000	1,000	4,000
Travel	8,000	8,000	8,000	8,000	32,000
Other	500	500	500	500	2,000
<b>Total Direct Expenses</b>	<b>30,500</b>	<b>29,500</b>	<b>29,500</b>	<b>29,500</b>	<b>119,000</b>
15% Overhead	4,575	4,425	4,425	4,425	17,850
<b>Total Grant US\$</b>	<b>35,075</b>	<b>33,925</b>	<b>33,925</b>	<b>33,925</b>	<b>136,850</b>

**Budget Justification:** Please give in detail all major items, including travel in a free text. If zero % is entered for the line checked to the project add an explanation here.

Budget Justification:

Information was changed

United States - Israel Binational Science Foundation  
 8 Hingham St., P. O. Box 45080, Har Hovim, Jerusalem 91455, Israel  
 Tel: 972-2-6424298, Fax: 972-2-5626208  
 Email: bsf@bsf.org

This form gives an overview of all financial support requested. For each investigator it shows whether or not he applied for funds, and it is possible to view the budget requested. This is the location to change the answer to whether or not he is requesting funds.

Click the 'Edit' button in order to make changes in the budget request.

### Budget Justification

Please provide details in the textbox for all major items that are listed in the budget section, including travel. When you finish, press the 'Save' button.

### 12.2. Change if an investigator requests budget

Clicking the 'Change' button will open the following section:

Investigator	Initiator	% Time Devoted	Institution	Request Budget	Requested Budget	Administrator	Research Authority (Internal usage)
Dr. Tam Tam	<input checked="" type="checkbox"/>	50 %	BSF-Binational Science Foundation	Yes	Show	BSF Administrator	BSF.J
Dr. Test Test	<input type="checkbox"/>	10 %	BSF-Binational Science Foundation	No	Show	None None	BSF.J

% Time devoted was changed

**Only one investigator from each organization should be marked as requesting funds**

Investigator	Dr. Test Test Test040002
Institution	BSF-Binational Science Foundation
Request Budget (Other than travel expenses)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Research Authority Administrator	The administrator as listed in the BSF is None None (BSF.J)

Information was changed

Save Close Without Saving

If an investigator has added budget records, and wishes to change his answer from 'requesting funds' to 'not requesting funds', all budget records for that individual will be removed automatically.

Note that if an investigator requests funds, the application must be approved by his research authority (view the '[Approval of Application](#)' section).

**If there is more than one investigator from the same institution, mark only one as requesting funds. The authority will have the entire budget summarized under one person, and only one authority approval will be needed.**

**If an investigator requests money only for travel to the other country, there will be no contract with his research authority, and the answer about funding should be 'No'. In this case, travel expenses of this investigator should be added to the budget of the Initiator.**

### **12.3. Budget for startup applications**

The budget for each Startup PI must be exactly \$75,000.

The overhead is calculated only on the \$60,000 that is paid by the BSF. On the \$15,000 given by the institution, the BSF does not calculate any overhead.

For a detailed breakdown on how these figures are calculated, see appendix III in the [Instructions](#).

## 12.4. Detailed Budget

The following form is used to enter **ALL** budget requests. This includes salaries (the salary of each research assistant must be entered separately), equipment, travel, supplies and anything else that is a valid research expense.

Read the relevant section in the instructions by clicking  at the top of the form.



**Budget**

Logged in person: Tim Tuck UserID: Tuck@BSF010000  
Application: 2008017\_Tuck

Click this button to read the instructions regarding this section 

**Salary Request**

All the fields should be filled in (all numbers should appear without commas or decimal points)  
This field is disabled until all the data is entered

Select the related investigator: C10000 Only investigators who are requesting budget will appear

Country (fill automatically)	Name of salary recipient	Role in Project	% Time	Amount requested	1st year	2nd year	3rd year	4th year	Total
					\$	\$	\$	\$	\$

Requested by: userID Country Name Role in Project % Time 1st year 2nd year 3rd year 4th year Total

	1st year	2nd year	3rd year	4th year	Total
Direct Salaries Expenses	0	0	0	0	0
10% Overhead	0	0	0	0	0
Total Salaries Expenses US\$	0	0	0	0	0

**Equipment**

All numbers should appear without commas or decimal points  
This field is disabled until all the data is entered

Select the related investigator: C10000 Only investigators who are requesting budget will appear

Country (fill automatically)	Description	Cost (fill automatically)	Amount Requested	1st year	2nd year	3rd year	4th year	Total
				\$	\$	\$	\$	\$

Requested by: userID Country Description Cost 1st year 2nd year 3rd year 4th year Total

	1st year	2nd year	3rd year	4th year	Total
Direct Equipment Expenses	0	0	0	0	0
10% Overhead	0	0	0	0	0
Total Equipment Expenses US\$	0	0	0	0	0

**Supplies**

All numbers should appear without commas or decimal points  
This field is disabled until all the data is entered

Select the related investigator: C10000 Only investigators who are requesting budget will appear

Country (fill automatically)	Description	Cost (fill automatically)	Amount Requested	1st year	2nd year	3rd year	4th year	Total
				\$	\$	\$	\$	\$

Requested by: userID Country Description 1st year 2nd year 3rd year 4th year Total

	1st year	2nd year	3rd year	4th year	Total
Direct Supplies Expenses	0	0	0	0	0
10% Overhead	0	0	0	0	0
Total Supplies Expenses US\$	0	0	0	0	0

**Travel**

All numbers should appear without commas or decimal points  
If an investigator requests money only to travel to his other country, he/she will not appear in the list. In this case choose the Institute investigator and under Description explain to whom the travel funds are requested.  
This field is disabled until all the data is entered

Select the related investigator: C10000 Only investigators who are requesting budget will appear

Country (fill automatically)	Description	Cost (fill automatically)	Amount Requested	1st year	2nd year	3rd year	4th year	Total
				\$	\$	\$	\$	\$

Requested by: userID Country Description 1st year 2nd year 3rd year 4th year Total

	1st year	2nd year	3rd year	4th year	Total
Direct Travel Expenses	0	0	0	0	0
10% Overhead	0	0	0	0	0
Total Travel Expenses US\$	0	0	0	0	0

**Other Expenses**

All numbers should appear without commas or decimal points  
This field is disabled until all the data is entered

Select the related investigator: C10000 Only investigators who are requesting budget will appear

Country (fill automatically)	Description	Cost (fill automatically)	Amount Requested	1st year	2nd year	3rd year	4th year	Total
				\$	\$	\$	\$	\$

Requested by: userID Country Description 1st year 2nd year 3rd year 4th year Total

	1st year	2nd year	3rd year	4th year	Total
Direct Other Expenses	0	0	0	0	0
10% Overhead	0	0	0	0	0
Total Other Expenses US\$	0	0	0	0	0

Print

Home

Source: 2004-10-01 10:00:00 AM  
© 2004-10-01 10:00:00 AM  
Tel: 972-9222333 Fax: 972-9222333  
Email: info@bsf.org

### Allocating the Budget:

The budget is allocated to an organization, **not** to an individual investigator, but in the application form, selection is made through the investigator. In each budget section the related investigator needs to be selected. Only investigators who are requesting funds appear in this list. (**Please make sure again that only one investigator from each institution is listed.**) To add or remove an investigator, see the previous section.

Select the related investigator:*	Choose	Only investigators who requests bu
	Choose Israeli (Israel) Smith (USA)	

The information is entered and edited as explained in '[Add/Remove/Edit an Item in a List](#)'. Please note that the “Add to list” button will be enabled only after **all** details have been completed.

### Salary Request

All the fields should be filled in (all numbers should appear without commas or decimal points)  
The Add to list button will be enabled after all the data is entered

Select the related investigator: Choose Only investigators who are requesting budget will appear

Country <small>(filled automatically)</small>	Name of salary recipient	Role in Project	% Time	Amount requested				Add to list
				1st year	2nd year	3rd year	4th year	
				\$	\$	\$	\$	

Requested by	userID	Country	Name	Role in Project	% Time	1st year	2nd year	3rd year	4th year	Total
Tim	TimTum0091240	Israel	Timmy	Leader	50	10,000	10,000	10,000	10,000	40000

	1st year	2nd year	3rd year	4th year	Total
Direct Salaries Expenses	10,000	10,000	10,000	10,000	40,000
15% Overhead	1,500	1,500	1,500	1,500	6,000
<b>Total Salaries Expenses US\$</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>46,000</b>

**In the salary section-** please note that although PI's are **not** eligible to receive salary, you still need to select the PI and fill in the data concerning the person working under his supervision.

**In the travel section** – If an investigator requests only travel expenses, he will not appear in the Investigators list. In this case add the travel funds to the initiator – and in the description explain for whom this expense is intended.

### The length of each field is limited as follows:

#### In the Salary section:

Name 100 characters

Role in Project 50 characters

#### In all other sections:

Descriptions: 100 characters

### 13. Suggested Reviewers

United States - Israel  
Binational Science Foundation

Home  
Login User...  
Download Forms and Guidelines  
Check if Registered and Retiree  
Password Registration (New/Update)  
Research Areas  
Contact Us  
FAQ  
Logout

### Suggested Reviewers

Logged in as Tim Tam (UserID: TimTam0991240)  
Application: 2009001-Test

Click here to read the instructions regarding this section   
A list of six potential reviewers is required. More are welcome, and may help to effectively process your application. Please note the constraints in the regulations. If these are not followed, the list will be discarded.

Messages

Title  

Last Name \*

First Name \*

E-mail \*

Phone

Fax

Institution \*

Department \*

City \*

State  Two letters only

Country \*

Expertise \*

\* = Mandatory Item

Potential Reviewers

Last Name	First Name	E-mail	Phone/Fax	Institution	Department	City	State	Country	Expertise
-----------	------------	--------	-----------	-------------	------------	------	-------	---------	-----------

To add a list of reviewers you wish to avoid click this button:



United States- Israel Binational Science Foundation  
3 Harnageh St, P.O. Box 45300, Har Hetsim, Jerusalem 91495, Israel  
Tel: 972-3-5438239, Fax: 972-3-5626309  
Email: bsf@bsf.org.il

The BSF requires a list of **at least six** suggested referees as a part of the application.

Read the relevant section in the instructions by clicking  at the top of the form.

The fields marked with an asterisk (\*) are mandatory, and the 'Add to list' button will be enabled only after the required information is entered. This works the same as explained in '[Add/Remove/Edit an Item in a List](#)'.

In order to add a list of reviewers you wish to avoid, click the 'Add' button at the bottom of the page.

If there was a pre-proposal in which the list of potential referees was also requested, the list is automatically copied to the full proposal, and it can be updated here.

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Home  
 Login/Logout  
 Download Forms and Guidelines  
 Check if Registered and Retrieve Password  
 Registration (New/Update)  
 Change Password  
 Research Areas  
 Contact Us  
 F.A.Q.  
 Menu (P)  
 Logout

**Reviewers to Avoid**

REGULAR  
 Logged in as Aaaa Aaaa (UserID: AaaAaa0035766)  
 Application: 2010010- Not Specified

You can add reviewers you wish to avoid (limited to 3).  
 Message:  
 The name was saved. To add another name repeat the operation.

Title: Mr. [v]  
 Last Name \*  
 First Name \*  
 E-mail  
 Phone  
 Institution \*  
 Department  
 City \*  
 State: [ ] Two letters only  
 Country \*  
 Explanation \* Explain the reason you wish to avoid the reviewer.

[Add to list] \* = Mandatory Item

Last Name	First Name	E-mail	Phone	Institution	Department	City	State	Country	Explanation		
000	000	000@000.com	12345678	gfdgdf dfg d	fdgdf eggs gdg	Hafa		Israel	dsfdsfd ds sd ds sdfsd	[Edit]	[Delete]

Help  
 [Previous] [Next] [Home]

United States- Israel Binational Science Foundation  
 9 Hamarpeh St., P.O. Box 45086, Har Hotzvim, Jerusalem 91450, Israel  
 Tel: 972-2-5828239, Fax: 972-2-5828308  
 Email: bsf@bsf.org.il

Fill in the names and affiliations of referees you wish to avoid (up to 3). The fields marked with an asterisk (\*) are mandatory.

The 'Add to list' button will be enabled only after the required information is entered. This works the same as explained in the '[Add/Remove/Edit an Item in a List](#)' section.

If there was a pre-proposal in which the list of referees you wish to avoid was also requested, the list is automatically copied to the full proposal, and it can be updated here.

If a letter from a consultant was added, and the details were entered, the name of the consultant will appear here, and can be edited. The consultants are not included in the count of the 3 that can be added.

## 14. Upload Authority Approvals (if required by the BSF)

The form shown above can be used to upload a scanned approval.

The authority approval must be submitted for each investigator who requests funding. The approval can be given in two ways (for more details see “[Application Approval](#)”):

1. Upload a scanned approval with a signature through this form.
2. The authority administrator can login to the system and approve the application online.

**Important notice: The initiator's authority must approve the application online since this approval automatically submits the application to the BSF. Therefore, the ‘Upload’ button will not appear in the initiator’s column.**

To upload a scanned approval:

- Click the ‘View’ button (or the ‘Show in current window’ link if you have a pop-up blocker installed) and print the budget page.
- **Have the authority sign and stamp the page and fill in all information** regarding the administrator.
- Scan the file.
- Click the ‘Upload/View’ button in the column of the relevant investigator:

After [uploading](#) a file, clicking the ‘Close’ button will remove the panel and update the table.

When the scanned document is successfully uploaded, the application will be marked as approved.

## 15. Creating the full application file (PDF)



The screenshot shows the 'Create Your PDF' page on the BSF website. The header includes the BSF logo and the text 'United States - Israel Binational Science Foundation'. A left sidebar contains navigation links: Home, Login User, Download Forms and Checkboxes, Check if Registered and Retrieve Password, Registration (New/Update), Change Password, Password Reset, Contact Us, F.A.Q., Menu (E), and Logout. The main content area has a red 'Create Your PDF' header. Below it, instructions state: 'Click Open PDF Results to open the existing report. Click Create PDF Results to generate an up to date report.' A 'Messages' box is empty. A note mentions: 'If you are using La Tex, you may experience some problems. If you do, please contact the BSF office and we will assist you.' A warning says: 'Please check the file generated carefully since this is the version that will be used for the review of your application.' An 'Application:' field contains '2000001'. There are two buttons: 'Create Full Application as PDF' and 'Open Application (PDF)'. A timestamp 'Created on: 27-Jul-2000' is visible. At the bottom, there are 'Help', 'Previous', 'Next', and a home icon. The footer contains contact information for the BSF: 'United States - Israel Binational Science Foundation, 8 Hanover St., P.O. Box 45086, Har Hotsvim, Jerusalem 91450, Israel, Tel: 972-2-5823229, Fax: 972-2-5823138, Email: bsf@bsf.org.il'.

This form is used to create the PDF file that will be the final version to submit to the BSF.

**This file will be sent to reviewers, so please make sure there are no mistakes, no missing pages, and that there are no errors in the text due to converting and merging the separate parts into one file.**

Clicking the 'Create Full Application as PDF' will begin the process of creating the PDF.

**The creation of a new file is needed after every change that is made in any part of the application, and can be done as many times as needed.**

If you are using La Tex, you may experience some errors in the merged file. In this case, contact the BSF for assistance.

**Please do not wait until the last day in order to create the PDF, as corrections may be required and during the last days the BSF system may be congested.**

Creating the PDF file may take a few minutes, and if the system is busy it could even take an hour or two.

After the file is created, you can view the final document by clicking the 'Open Application (PDF)' button.

## 16. Checking and Printing the Application

This form will be opened only if a checklist needs to be uploaded as a part of the submission.

The screenshot shows the BSF (United States - Israel Binational Science Foundation) application submission interface. The main heading is "Check and Print Application". The user is logged in as "UserID: [redacted]" and the application is "2012012-Not Specified BCL".

Instructions: "Hardcopies of each of the following items must be submitted to the BSF office no later than the time mentioned in the instructions. Click here to read the instructions regarding this section. Use this page to print all items (2 copies of full application, 1 copy of all other items). We recommend that you print the application using two-sided printing (both sides of the paper)."

**Application Checklist**  
Download this form, fill it in and save it to your computer. Then upload it to the system (mandatory).

Buttons: Browse, Upload, View, Delete. Status: File was not uploaded.

**Print Application**  
Full Application (PDF File Generated By The System) [Download]  
Suggested / Unwanted Referees [Open] [Show in current window] [One Copy From Each Section]  
Authority Approvals [Approval Was Uploaded As A File]

Investigator: [redacted]  
Dr. [redacted] / [redacted]

Buttons: Help, Previous, Next, Home.

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9 Hamaqon St., P.O. Box 45060, Hat Haholim, Jerusalem 91402, Israel  
Tel: 972-2-5828238, Fax: 972-2-5828304  
Email: bsf@inst.org.il

### 16.1. Upload checklist

Before you finish the approval process you must fill in and upload the checklist that can be downloaded from this form. This list is used in order to make sure that all the sections are filled in correctly and according to the regulations.

Make a checkmark in each relevant section and when finished, upload the file showing that you checked the final version of the PDF and all other files that are needed.

If no checklist is needed (depending on the program), on the main menu you will have a button which will allow printing the full proposal and the list of potential referees.

Please go over the submission and make sure that everything was done correctly. Please note that this is only a summary; you should carefully follow the full regulations.

### 16.2. Printing the application

This form includes all the files of which you are required to deliver hardcopies to the BSF office. Please read the regulations about the number of copies that are needed.

- The PDF file
- All other files that are not a part of the PDF file, such as:
  - Suggested and rejected referees
  - Publications 'in press'

- Authority approvals (if a scanned file was uploaded)

Check the final PDF and other files and follow the instructions.

## ***17. Login after Approval***

After approving the application the investigators can login to the system, but no changes are allowed. It is only possible to:

- Print and [upload the authority approvals](#);
- Check whether the initiator's authority approved the application online, and whether the application is final and has been submitted to the BSF;
- [Print the application](#) and all the appendices for submission

## Appendix 1: How to disable the Pop-up blocker:

If you have a Google toolbar (or any other toolbar on your browser) find the button that counts the blocked sites, and click on it.



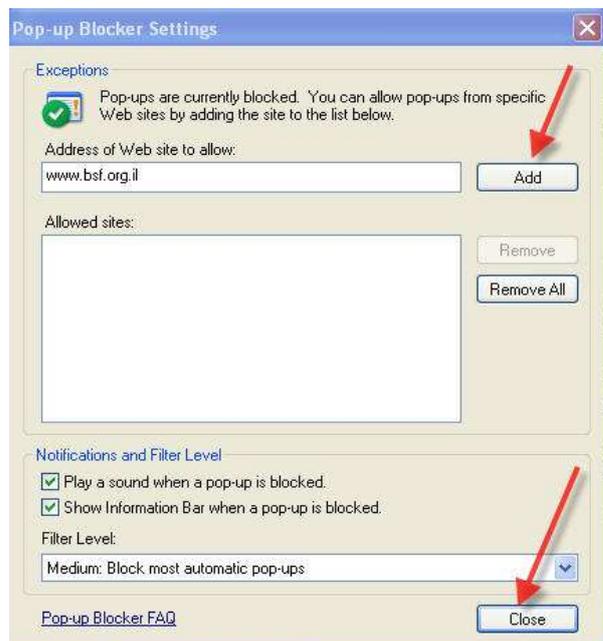
If this is not the case or if it does not help, try the following:

### ***Internet Explorer (IE):***

1. Click on tools -> Pop-up Blocker->Pop-up Blocker Settings:



2. Add the BSF site (www.bsf.org.il) and click the 'Add' button.
3. The address will then appear in the allowed sites.
4. Click the 'Close' button.

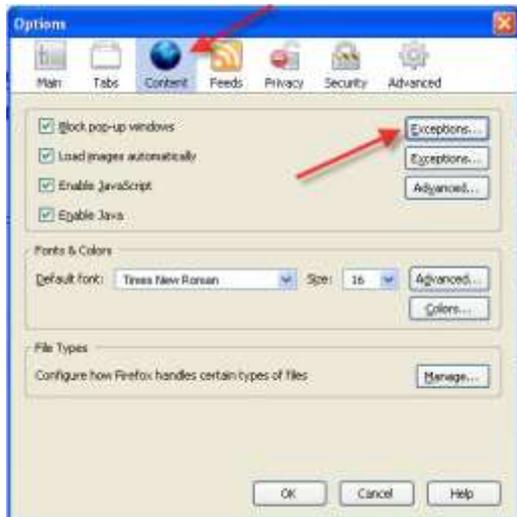


### ***In Mozilla FireFox (PC):***

1. Click on tools-> Options:



2. Choose the 'Content' option.
3. Click the 'Exceptions' button next to the Block pop-up windows checkmark.



4. Add the BSF site (www.bsf.org.il) and click the 'Add' button.
5. The address will then appear in the allowed sites.
6. Click the 'Close' button.



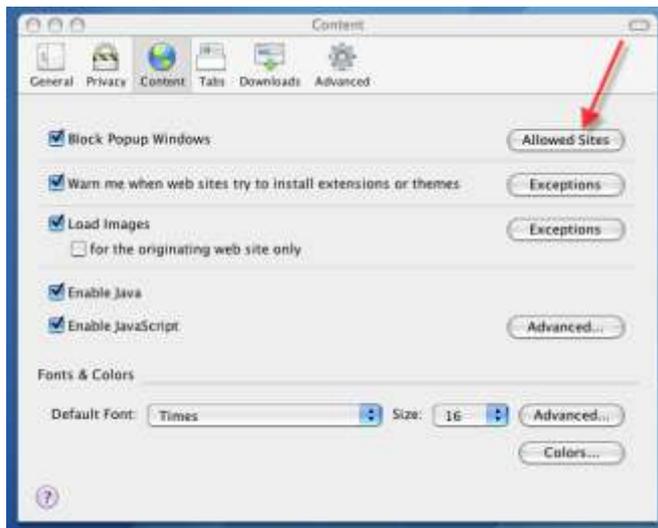
### ***In Mozilla FireFox (MAC):***

1. Click on Firefox-> Preferences...:



2. Choose the 'Content' option.

3. Click the 'Allowed sites' button next to the Block pop-up windows checkmark.



4. Add the BSF site (www.bsf.org.il) and click the 'Allow' button.



## Appendix 2: Cover page in special programs

### Workshop

**BSF** United States - Israel Binational Science Foundation

Home  
Login User  
Download Forms and Guidelines  
Check if Registered and Retrieve Password Registration (New/Update) Change Password  
Research Areas  
Contact Us F.A.Q.  
Menu (PI)  
Logout

**Cover Page**

Logged in as Tim. Tur (UserID: ...)

Missing information: Workshop topic

**Workshop Number -** ...

Fill in the following information. All sections are mandatory.

Workshop topic  
Limited to 100 characters

Workshop budget (\$)

Total amount requested from BSF (\$)

Proposed month of workshop

No. of days

Location (Country)

No. of participants:

Israel

U.S.A.

Other\*

\* For adding participants from other countries, previous BSF permission is required (except of palestinians)

Information was changed

[Click here for the application main menu](#)

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### Pre-Proposal for the Transformative Science Program

**BSF** United States - Israel Binational Science Foundation

Home SQL  
Login User  
Download Forms and Guidelines  
Check if Registered and Retrieve Password Registration (New/Update) Change Password  
Research Areas  
Contact Us F.A.Q.  
Menu (PI)  
Logout

**Cover Page**

Logged in as ... (UserID: ...)

**Pre-proposal for Transformative Science Program - 2011746**

Fill in the following information. All sections are mandatory.

Short title  
Limited to 100 characters

Full title  
Limited to 200 characters

Keywords  
A few keywords describing the research application.  
Limited to 200 characters. May be used to locate reviewers.

Duration of the research application  2 years  3 years

Desired start date if granted April 2013

Information was changed

[Click here for the application main menu](#)

United States - Israel Binational Science Foundation  
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Email: bsf@bsf.org.il