



German-Israeli Foundation for Scientific Research and Development  
הקרן הגרמנית ישראלית למחקר ופיתוח מדעיים  
Deutsch-Israelische Stiftung fuer Wissenschaftliche Forschung und Entwicklung

# GIF Submission Website

-

## Instructions

**How to Fill In your Online Application  
in the GIF Young Scientists' Program**

Dear GIF Applicants,

Thank you for considering applying to the GIF. In this document: "**How to Fill in GIF's Online Application**" you will find all necessary instructions to guide you step by step through the submission process on the GIF application website.

Before starting, please read carefully the following GIF regulations and administrative requirements. For your first login to the GIF submission system, you will be required to confirm that you have read and accept the terms and conditions set forth in the [GIF Guidelines for Applicants and Grantees](#).

Please read them carefully BEFORE starting.

Please be advised to read the instructions on each page before you start to fill it in. You will find it on the top of each webpage. The instructions will guide you in every step of the submission.



[Click here to open and close the instructions](#)

If you have questions, please do not hesitate to contact us to: [submission@gif.org.il](mailto:submission@gif.org.il) .

I wish you much success!

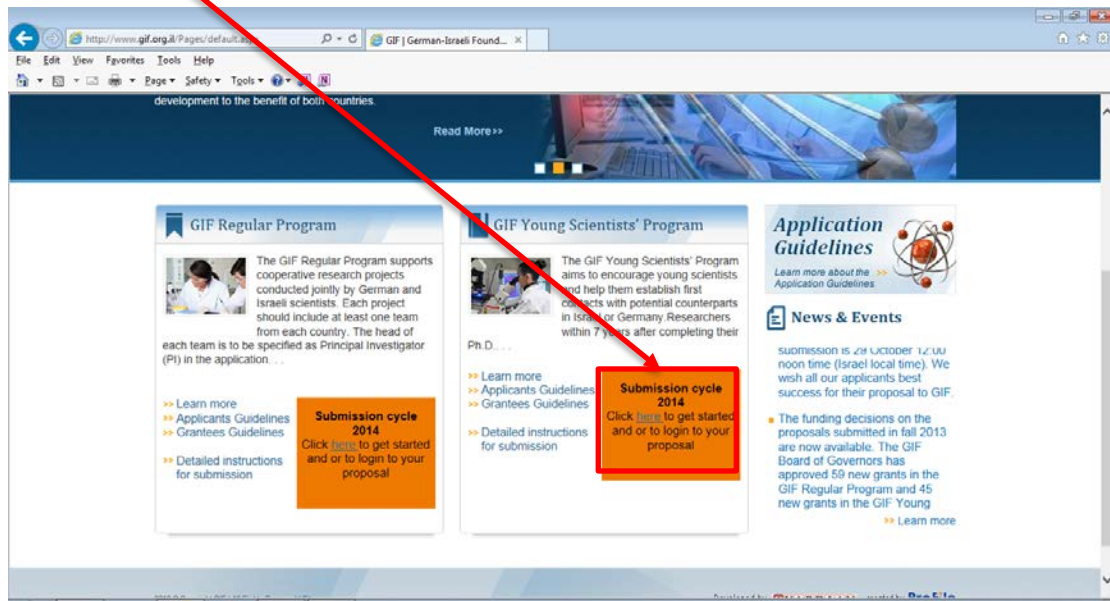
Tali Rosenbaum

GIF Director

## Chapter 1: Registration for the GIF Submission Website

### A. Registration for the GIF submission website

You find the link for registration on the GIF home page [www.gif.org.il](http://www.gif.org.il).



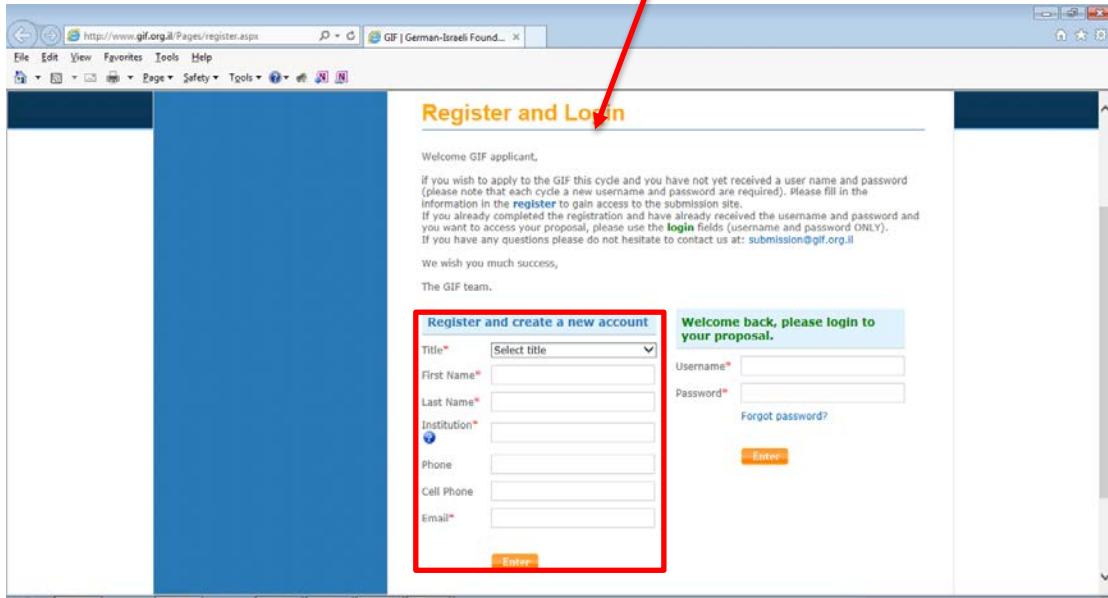
Clicking on this link will open a new window (see below).

On the registration page, the PI is requested to register under **"Register and create a new account"**.



Username and password from previous application cycles are no longer valid. A new registration is required for each cycle.

You are required to fill in all fields in "Register and create a new account". Please note that this account will serve you to this proposal only. Please double check the email address and make sure it is typed accurately.



The screenshot shows a web browser window with the URL <http://www.gif.org.il/Pages/register.aspx>. The page title is "Register and Login". The main content area contains a registration form with two sections: "Register and create a new account" (highlighted with a red box) and "Welcome back, please login to your proposal." The registration form includes fields for Title, First Name, Last Name, Institution, Phone, Cell Phone, and Email. The login form includes fields for Username and Password, and a "Forgot password?" link. A red arrow points from the text above to the Email field in the registration form.

**Please note:** When searching for an institution, please look for the name of the **overall academic institution** (university, Max Planck / Helmholtz / Fraunhofer Institute etc.), not for a certain institute / research center / school's name. These should be added under "department" when editing the PI's basic information (see chapter Edit Proposal).


**For example, if you are looking for :**

*Center for Molecular Medicine Cologne (CMMC)*  
which belongs to:  
*University of Cologne*

**Please look for:**

University of Cologne as institution

You will be directed to your Dashboard to create your proposal.



**You will receive username and password only after completing also the following steps of the registration process:**

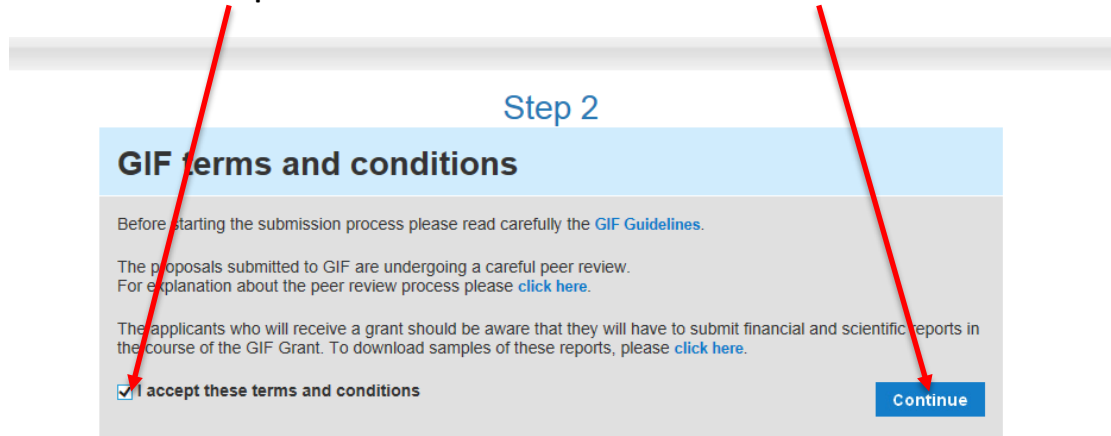
- B. Accepting GIF Terms and Conditions (see p. 5)
- C. Creating a GIF Proposal (see p. 6-7)

## B. Accepting GIF terms and conditions

After creating the submission account, you are requested to read and accept the following GIF terms and conditions:

- GIF Guidelines
- Peer review process
- GIF grant agreement (sample)

In order to complete your registration, please confirm reading these documents by marking the checkbox **"I accept these terms and conditions"** and click **"Continue"**.



Step 2

### GIF terms and conditions

Before starting the submission process please read carefully the [GIF Guidelines](#).

The proposals submitted to GIF are undergoing a careful peer review. For explanation about the peer review process please [click here](#).

The applicants who will receive a grant should be aware that they will have to submit financial and scientific reports in the course of the GIF Grant. To download samples of these reports, please [click here](#).

I accept these terms and conditions

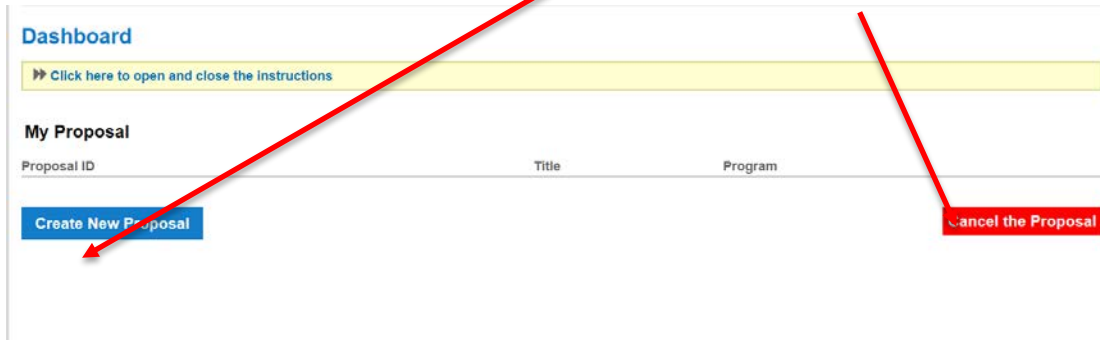
[Continue](#)

You will now be directed to your Dashboard to create your proposal.

**C. Creating a GIF Proposal**

D. In the Dashboard (main page) view please click "Create New Proposal".

E. If you do not wish to finalize this registration you can click "Cancel the Proposal".

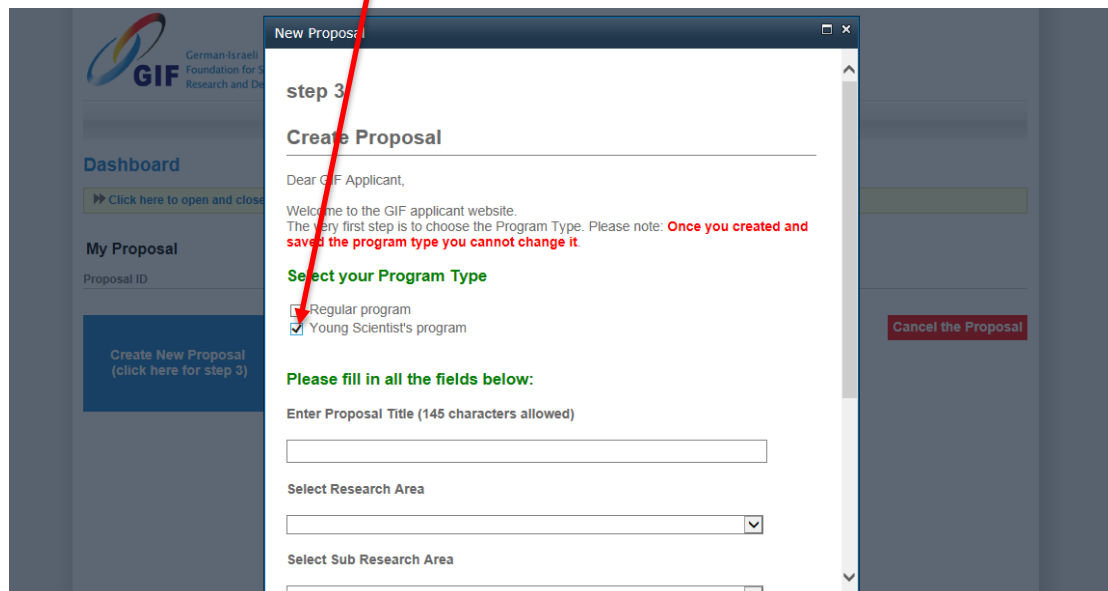


Please select the program type: "Young Scientists' Program" and then enter the following details to create your proposal:

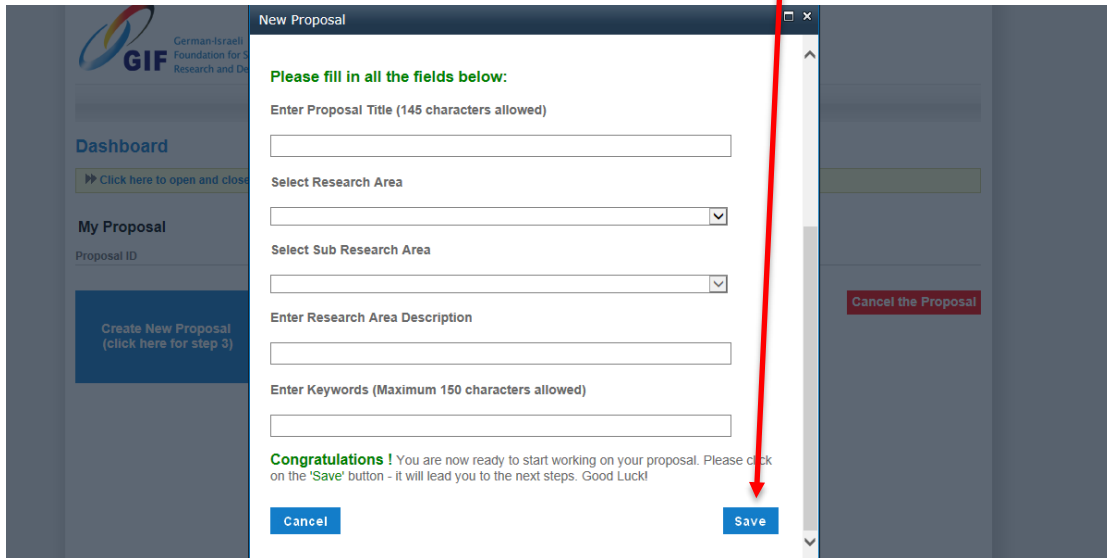
- Proposal Title
- Research Area
- Sub research Area
- Research Area Description
- Key Words

**Important**

For the free text fields (Proposal Title, Research Area Description, Keywords), please use Title Case. **This means only using capital letters at the start of the principal words.**



Complete the first step of creating your proposal by clicking "Save".



**New Proposal**

Please fill in all the fields below:

Enter Proposal Title (145 characters allowed)

Select Research Area

Select Sub Research Area

Enter Research Area Description

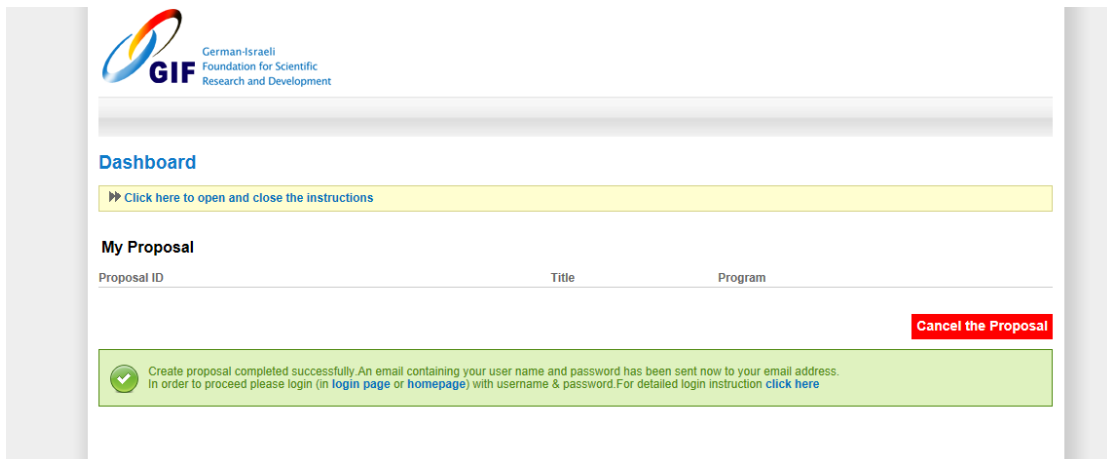
Enter Keywords (Maximum 150 characters allowed)

**Congratulations !** You are now ready to start working on your proposal. Please click on the 'Save' button - it will lead you to the next steps. Good Luck!

Cancel Save

Cancel the Proposal

At this stage, you will receive an email with your username and password for the GIF submission website.




German-Israeli Foundation for Scientific Research and Development

**Dashboard**

Click here to open and close the instructions

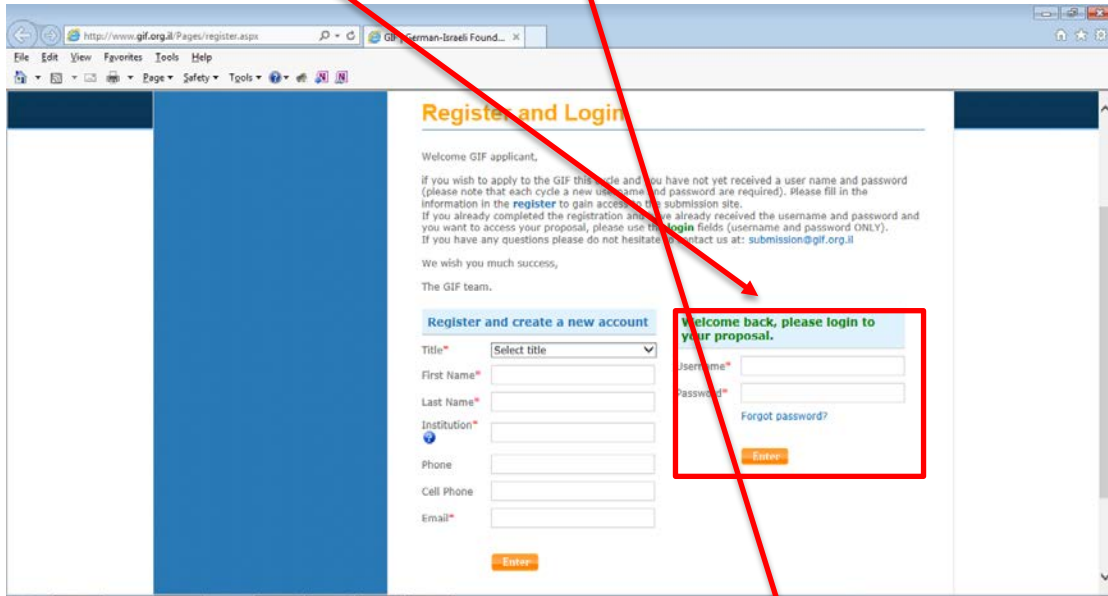

**My Proposal**

Proposal ID	Title	Program
<a href="#">Cancel the Proposal</a>		

 Create proposal completed successfully. An email containing your user name and password has been sent now to your email address. In order to proceed please login (in [login page](#) or [homepage](#)) with username & password. For detailed login instruction [click here](#)

## F. Get Started

In order to start working on your proposal, please login to the GIF submission website either through the **Register and login** page or the [GIF Home page](#).

<p><b>GIF Regular Program</b></p>  <p>The GIF Regular Program supports cooperative research projects conducted jointly by German and Israeli scientists. Each project should include at least one team</p>	<p><b>GIF Young Scientists' Program</b></p>  <p>The GIF Young Scientists' Program aims to encourage young scientists and help them establish first contacts with potential counterparts in Israel or Germany Researchers</p>	<p><b>Application Guidelines</b></p>  <p>Learn more about the Application Guidelines &gt;&gt;&gt;</p> <p><b>News &amp; Events</b></p>
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**Important Message** If you receive an error message when trying to log in to the GIF submission site, please try using Chrome browser as alternative, or deleting the browser cookies in Internet Explorer:

**Step 1:** Click Alt+ x to open a window of tool options.

**Step 2:** Choose and click Internet options. A new window will open, displaying the tab "General".

**Step 3:** In the second section, "Browsing History", choose Delete. A new window with the title "Delete Browsing History" will open.

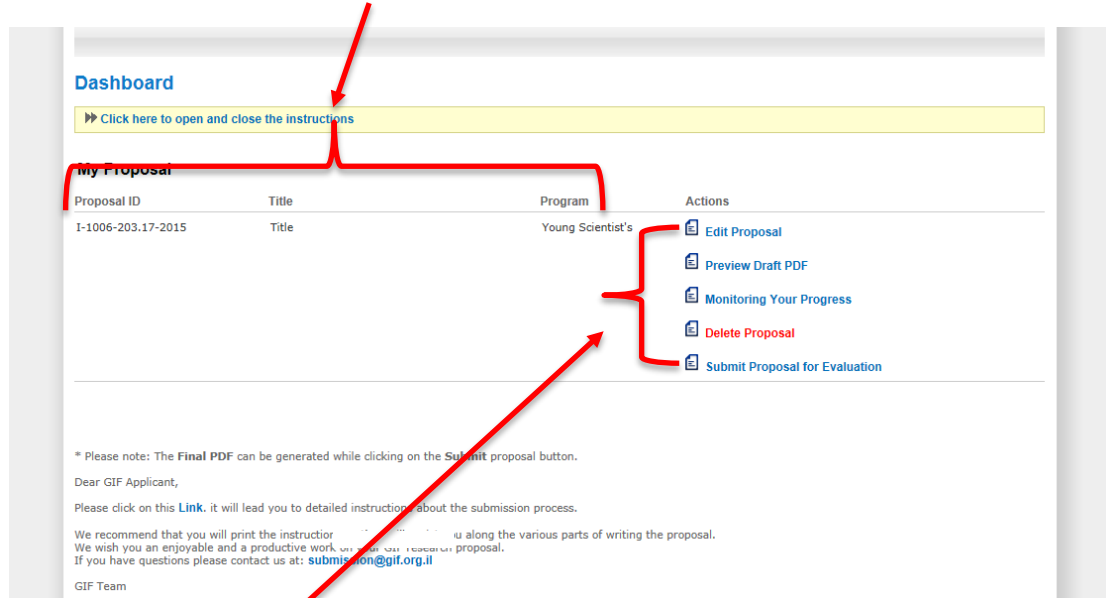
**Step 4:** Mark V on the second item - Temporary internet files – and on the third item - Cookies – and click Delete at the bottom of this window. The window will be closed.



Please pay attention that there is NO checkmark (V sign) at the first item, "Preserve Favorite website data".

**Step 5:** Click OK at the bottom of the Internet options window. The window will be closed.  
...and you are done. Try to access the GIF website again.

After login you will find the details of your proposal displayed on the Dashboard.



**Dashboard**

▶ Click here to open and close the instructions

**My Proposal**

Proposal ID	Title	Program	Actions
I-1006-203.17-2015	Title	Young Scientist's	<ul style="list-style-type: none"> <li>Edit Proposal</li> <li>Preview Draft PDF</li> <li>Monitoring Your Progress</li> <li>Delete Proposal</li> <li>Submit Proposal for Evaluation</li> </ul>

\* Please note: The Final PDF can be generated while clicking on the Submit proposal button.  
Dear GIF Applicant,  
Please click on this [Link](#). it will lead you to detailed instructions about the submission process.  
We recommend that you will print the instruction along the various parts of writing the proposal.  
We wish you an enjoyable and a productive work.  
If you have questions please contact us at: [submission@gif.org.il](mailto:submission@gif.org.il)  
GIF Team

On the right hand side of the Dashboard, you find the options:

**1. Edit Proposal**

Here you can edit all required sections of the proposal, including upload documents. For details on editing your proposal please see the chapter 2, "Editing your proposal" below.

**2. Preview Draft PDF**

Here you can view a DRAFT of your PDF file at any stage of your work before generating the final PDF. The PDF will include all information entered into the GIF submission system and all uploaded documents. Please note that the final PDF will be generated when you submit the proposal for evaluation. Then you will also be able to save a copy of the final PDF.

**3. Monitoring your Progress**

Here you can monitor your progress in filling in the required data. Any missing data will be indicated.

**4. Delete Proposal**

Here you can delete your current proposal and the data inserted in order to start over with a new registration. Keep in mind that all information deleted cannot be restored. Also, your current username and password will be deactivated.



**If you want to start a new proposal, you will need to start from the very beginning and register all over again.**

**5. Submit Proposal for Evaluation**

Here you start the final submission of your proposal to GIF after having completed all required details. For details on completing the submission of your proposal see chapter 3 **"Completing submission of your proposal to GIF"**. At this stage you will also be able to save a copy of the FINAL PDF.

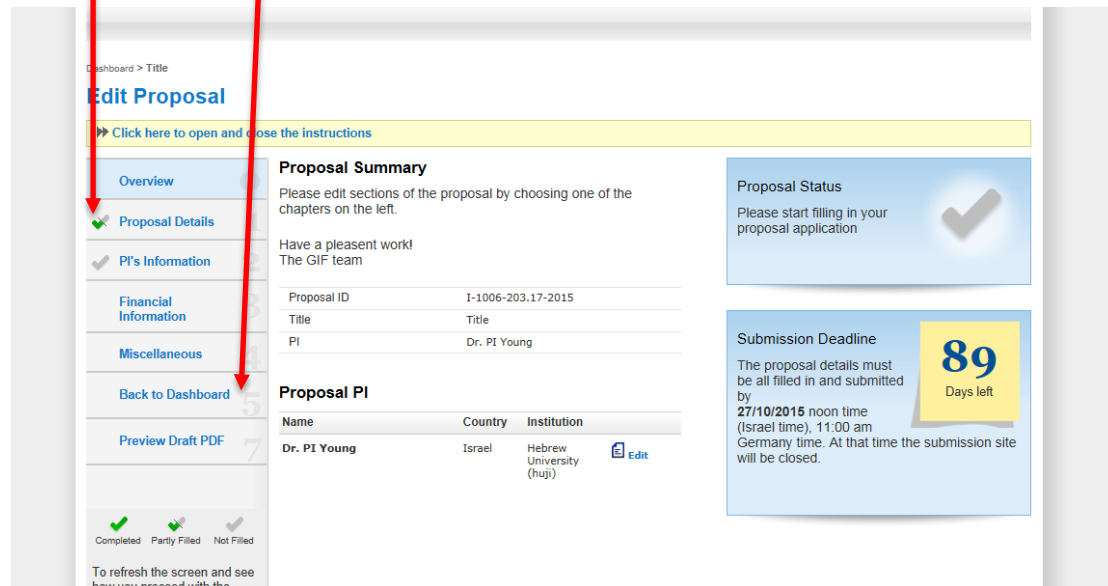
## Chapter 2: Editing your Proposal

Click **"Edit proposal"** on the dashboard.

⇒ To edit your proposal, please choose the section you wish to work on from the list on the left.

The checkmark for each section shows the status of completion. In order to refresh the completion status information, press F5. Please save your data before refreshing.

The button **"Back to Dashboard"** at the bottom of the list will allow you to return Dashboard at any time.



Dashboard > Title

### Edit Proposal

Click here to open and close the instructions

- Overview
- ✓ Proposal Details
- ✓ PI's Information
- Financial Information
- Miscellaneous
- Back to Dashboard
- Preview Draft PDF

Completed Partly Filled Not Filled

To refresh the screen and see how you proceed with the

#### Proposal Summary

Please edit sections of the proposal by choosing one of the chapters on the left.

Have a pleasant work!  
The GIF team

Proposal ID	I-1006-203.17-2015
Title	Title
PI	Dr. PI Young

#### Proposal PI

Name	Country	Institution
Dr. PI Young	Israel	Hebrew University (huj) <a href="#">Edit</a>


**Proposal Status**

Please start filling in your proposal application

**Submission Deadline**

The proposal details must be all filled in and submitted by **27/10/2015** noon time (Israel time), 11:00 am Germany time. At that time the submission site will be closed.

**89** Days left

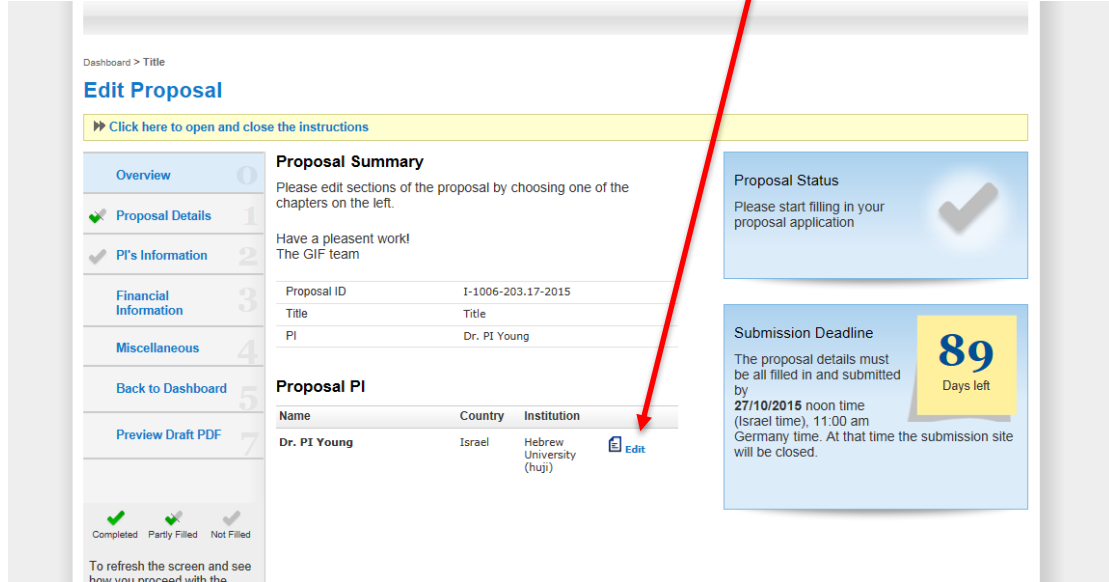


General instructions for the uploaded documents in all sections:

1. Please type the title in **14 pt. Calibri Bold**, and use **11 pt. Calibri font with 1.5 line spacing and regular font spacing in all parts of the forms.**
2. Please make sure to include and center the relevant title (e.g. **Abstract** or **Full Project Description** or **Bibliography** or **Publications [Name]** etc.)
3. Please do **NOT** number the pages.
4. Please use **regular page margins.**

## 0 – Overview

This page shows automatically the proposal ID number, proposal title, and your name and academic title. You may edit your personal information simply by clicking the “**Edit**” button.



Dashboard > Title

### Edit Proposal

▶ Click here to open and close the instructions

- Overview 0
- ✔ Proposal Details 1
- ✔ PI's Information 2
- Financial Information 3
- Miscellaneous 4
- Back to Dashboard 5
- Preview Draft PDF 7

Completed
  Partly Filled
  Not Filled

To refresh the screen and see how you proceed with the

#### Proposal Summary

Please edit sections of the proposal by choosing one of the chapters on the left.

Have a pleasant work!  
The GIF team


Proposal ID	I-1006-203.17-2015
Title	Title
PI	Dr. PI Young

#### Proposal PI

Name	Country	Institution	
Dr. PI Young	Israel	Hebrew University (huj)	<a href="#">Edit</a>

#### Proposal Status

Please start filling in your proposal application



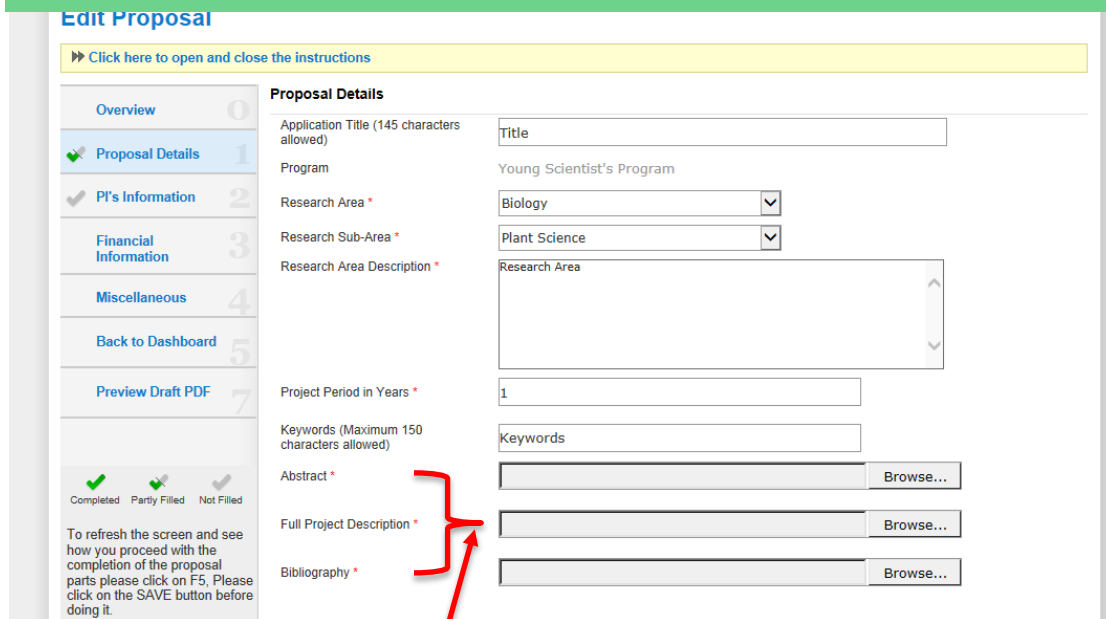
#### Submission Deadline

The proposal details must be all filled in and submitted by **27/10/2015** noon time (Israel time), 11:00 am Germany time. At that time the submission site will be closed.

**89**

Days left

## 1 – Proposal Details



**Edit Proposal**

▶▶ Click here to open and close the instructions

**Proposal Details**

Application Title (145 characters allowed)

Program

Research Area \*

Research Sub-Area \*

Research Area Description \*

Project Period in Years \*

Keywords (Maximum 150 characters allowed)

Abstract \*

Full Project Description \*

Bibliography \*

Completed Partly Filled Not Filled

To refresh the screen and see how you proceed with the completion of the proposal parts please click on F5, Please click on the SAVE button before doing it.

The following proposal details are displayed according to the information you entered while creating the proposal. However, you can still edit them:

- Application Title
- Program
- Research Area
- Research Sub-Area
- Research Area Description
- Key Words

The **project period of 1 year** for the GIF Young Scientists' Program is filled in automatically and **cannot be edited**.

**Please complete the section Proposal Details by uploading Abstract, Full Project Description, and Bibliography as PDF files:**

1. Click "**Browse**" to find the file you wish to upload from your computer and then click "**Save**"
2. To view a document which you have already uploaded and saved, click the "**View PDF**" next to it.
3. If you wish to replace a document you have uploaded, click "**Delete**" and upload a new one.

- **Abstract:**

Please summarize your planned research on no more than 1 page.

If a grant is awarded, the abstract might be sent to science information exchange centers and will be available to the public. The phrasing of the abstract should be informative to scientists in related fields. All abbreviations must be explained. Please include a description of the potential contribution of the project to the state-of-the-art in its field and (if relevant) to society as a whole.

- **Full Project Description** (points 1 - 6 (altogether): max. 5 pages, for point 7: max. 3 pages)

**Please make sure to include the following subtitles for all parts of the detailed project description.**

1. Background and preliminary results
2. Objectives
3. Work plan
4. Methods
5. Planned travel to the partner country
6. Expected outcome
7. Supplementary material – figures

- **Bibliography** relevant to the proposal



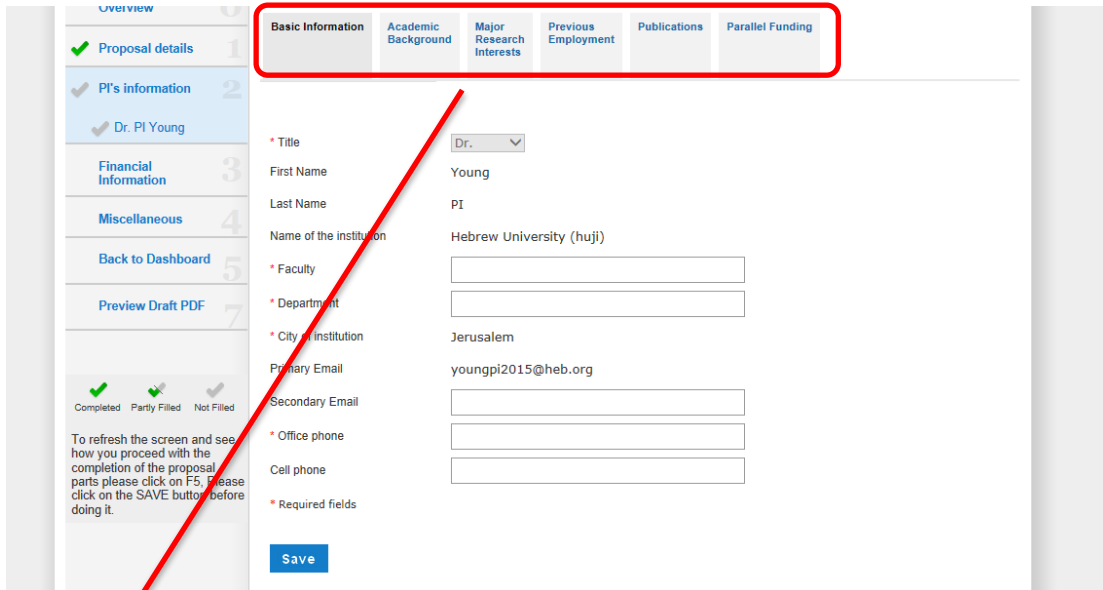
If your proposal is a resubmission of a previous GIF application, please emphasize in your project description the amendments and developments in comparison to your first submission. **You additionally have the option to point out the changes in "Additional Material" which can be uploaded in Section 4 "Miscellaneous".**



**For your convenience, we repeat the general instruction below:**

1. **Please type the title in 14 pt. Calibri Bold**, and use 11 pt. Calibri font with 1.5 line spacing in all parts of the forms.
2. Please make sure to include and center the relevant title (e.g. **Abstract** or **Full Project Description** or **Bibliography** or **Publications [Name]** etc.)
3. Please do not number the pages.

## 2 – PI's Information



Here you are requested to fill in the details for

- **Basic Information**
- **Academic Background**
- **Major Research Interest**
- **Previous Employment**
- **List of publications (upload in PDF format)**

Please list the publications of the past 5 years only and the ones which are best related to this proposal. Please sort according to publication type. Within the publication type sections, please sort chronologically.

- **Parallel Funding (online form)**

Important  
Message


Use of special characters when filling in the form may cause failure in saving. Please use regular keyboard signs ONLY.

Important  
Message

Kindly **observe the instructions** given in the windows for editing the details.

### 3 – Financial Information

On the Financial Information main page, you will find the summary of the total proposal budget calculated from the details you have inserted for each budget item.



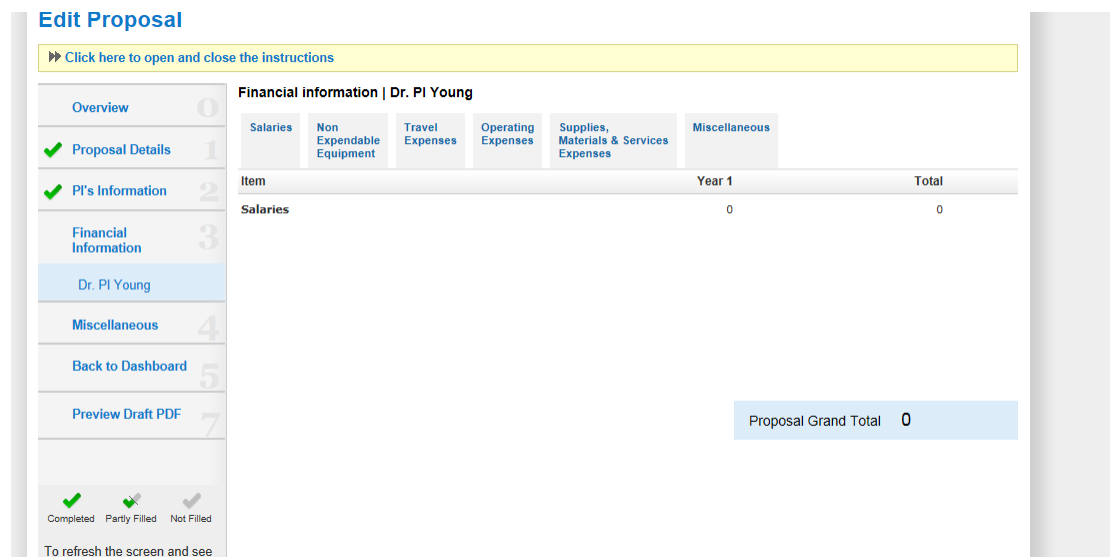
**Please note that editing the budget items can be done only by clicking your name in the Financial Information section, not from the Financial Information main page.**

**The budget should be presented in EURO.**

**There is no maximum amount for requested budget.**

Please note, however, the **average total budget of EUR 20,000** as a guideline when planning your budget.

**Kindly note that GIF does not cover administrative overhead.**



**Edit Proposal**

Click here to open and close the instructions

Overview 0

Proposal Details 1

PI's Information 2

Financial Information 3

Dr. PI Young

Miscellaneous 4

Back to Dashboard 5

Preview Draft PDF 7

Completed Partly Filled Not Filled

To refresh the screen and see

**Financial information | Dr. PI Young**

Item	Salaries	Non Expendable Equipment	Travel Expenses	Operating Expenses	Supplies, Materials & Services Expenses	Miscellaneous	Year 1	Total
Salaries							0	0
							<b>Proposal Grand Total</b>	<b>0</b>

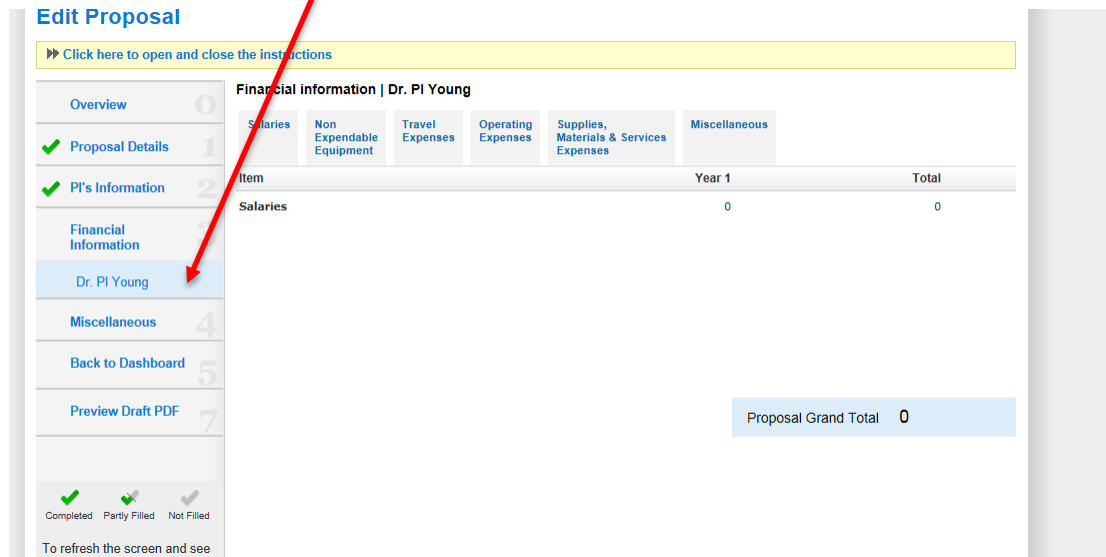


### Editing your budget details



For a list of budget items which can be charged to a GIF grant, please see the information available in the Guidelines for GIF grantees in the [GIF Young Scientists' Program](#) on the GIF website.

In order to insert your requested budget items, please click your name under “3 – Financial Information” on the left hand side.



**Edit Proposal**

Click here to open and close the instructions

Financial Information | Dr. PI Young

Item	Salaries	Non Expendable Equipment	Travel Expenses	Operating Expenses	Supplies, Materials & Services Expenses	Miscellaneous	Year 1	Total
Salaries							0	0

Proposal Grand Total 0

Completed Partly Filled Not Filled

To refresh the screen and see

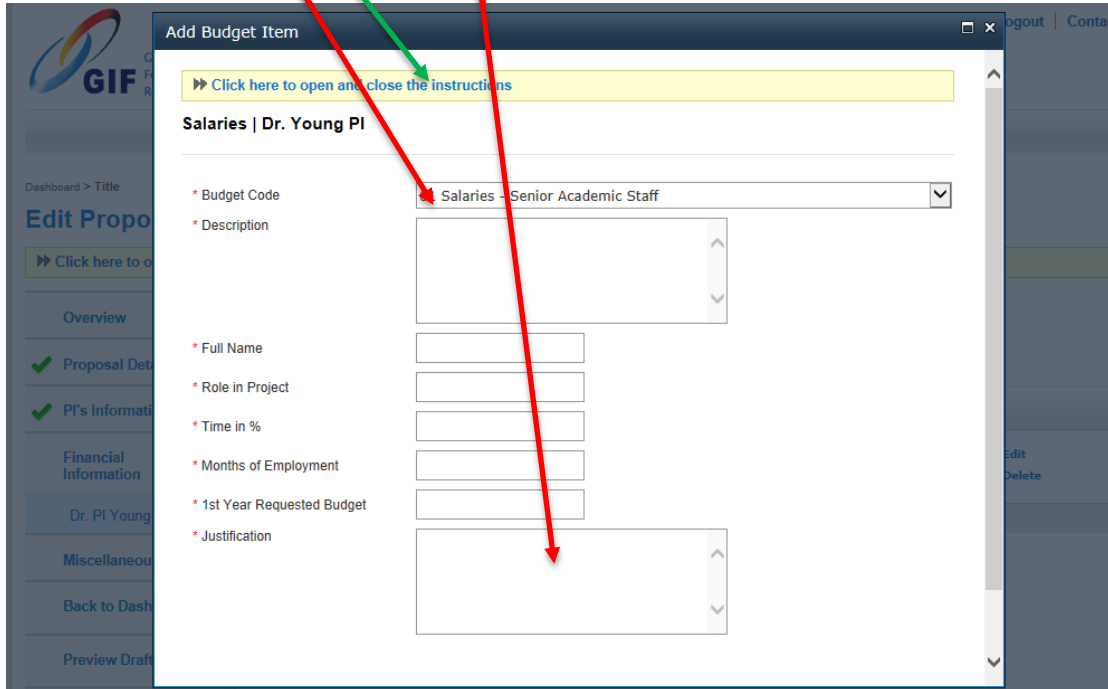


Each of the budget codes in each budget item can be used **ONLY ONCE**. Please note the exception for the “**Salaries**” category: the PI can use the budget codes as many times as needed.

We **strongly** recommend that you will carefully read the instructions in the submission site regarding the different budget codes.

When filling in the details of your requested budget items, please make sure to include the relevant **budget code** and a **justification** for each requested item.

Please note **the instructions** given in the windows for editing the details of each budget item (sample screenshot: Salaries below).



The screenshot shows a web application window titled "Add Budget Item". At the top, there is a yellow banner with the text "Click here to open and close the instructions". Below this, the form is titled "Salaries | Dr. Young PI". The form contains several fields, each with an asterisk indicating it is required:

- \* Budget Code: A dropdown menu currently showing "Salaries - Senior Academic Staff".
- \* Description: A large text area.
- \* Full Name: A text input field.
- \* Role in Project: A text input field.
- \* Time in %: A text input field.
- \* Months of Employment: A text input field.
- \* 1st Year Requested Budget: A text input field.
- \* Justification: A large text area.

Red arrows from the text above point to the "Budget Code" dropdown and the "Justification" text area. A green arrow points to the yellow instructions banner.

## 4 – Miscellaneous

**Edit Proposal**

▶ Click here to open and close the instructions

Overview	0
✓ Proposal Details	1
✓ PI's Information	2
Financial Information	3
<b>Miscellaneous</b>	<b>4</b>
Back to Dashboard	5
Preview Draft PDF	7

Completed  Partly Filled  Not Filled


To refresh the screen and see how you proceed with the completion of the proposal parts please click on F5, Please click on the SAVE button before doing it.

**Miscellaneous**

Suggested Reviewers	Reviewers NOT TO Be Sent to	Bioethical Certificates of Approval	Photocopy Of The Ph.D. Diploma	Potential Collaborators	Additional Material
Name	Country	Institution	WebSite	Primary Email	
<b>Add</b>					

- **Suggested Reviewers**

You can list up to 5 potential reviewers.




The recommended referees list **should not contain** people with a possible conflict of interest (affiliated to the applicants' institutions, close professional associates, co-authors of publications etc.).

The list should be submitted in English with **full details** (title and full name, institution, website, and email address).

- **Reviewers not to be sent to**

You can list up to 5 reviewers GIF should not to approach.

The list should be submitted in English with full details (title and full name, institution, telephone no., website and email address).



Applicants' requests NOT to approach certain reviewers are always honored.

■ **Bioethical Certificates of Approval (if required)**

In this section, you ONLY have to mark the box(es) which are relevant to your research:

- Helsinki Committee
- The Institutional Animal Care and Use Committee
- The Institutional Committee for Transgenic Plants



In case your application is approved, you will have to submit an up-to-date version of all relevant approvals BEFORE starting your project.

■ **Photocopy of the PhD diploma**

A copy (PDF format only) of your PhD diploma or equivalent is to be uploaded here. **Please make sure that you scan it and upload it in the right direction.** Do not use rotation to adjust the scanned document.

■ **Potential collaborators:**

In this section, please **name up to three researchers in the other country** whom you would be interested to visit within the duration of your GIF Young Scientists' project in order to present your research and discuss potential future research cooperation.

**Please provide the following details for each:**

- 1) Full name and title
- 2) Institution
- 3) Email address
- 4) Website**

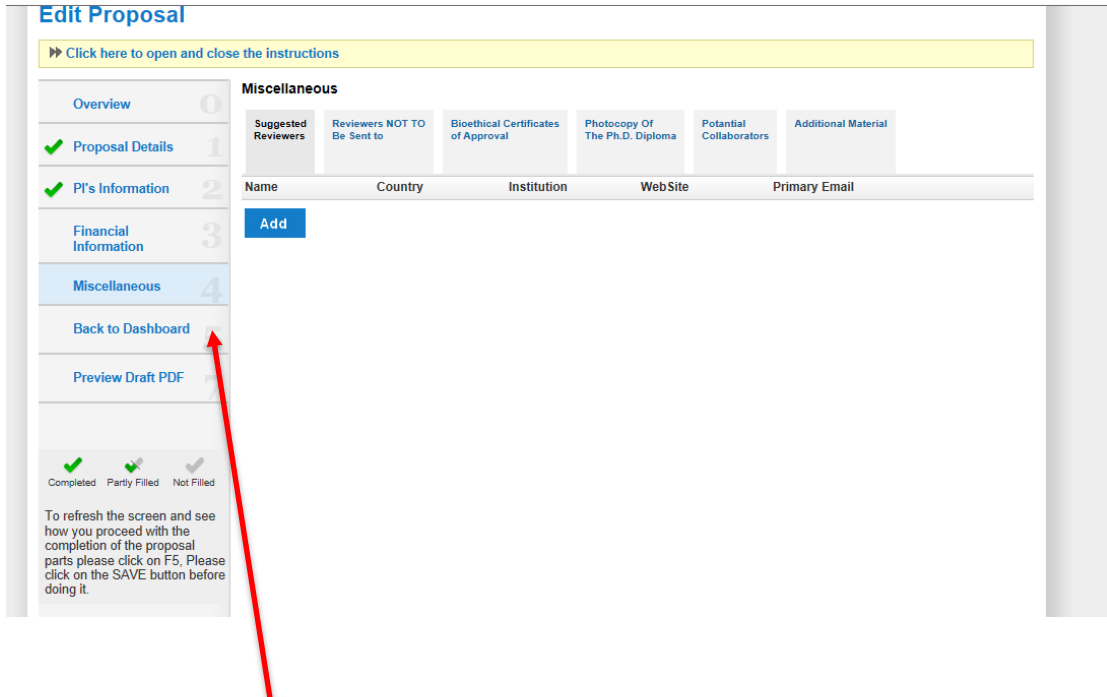
■ **Additional material (PDF files ONLY):**

In this section, you can upload all other material regarding your current application that you did not find a place for elsewhere.



If this is a resubmission, you may also include here the changes which you have made compared to your previous application (see also Chapter 1 "Proposal Details" – Project detailed description).

## 5 – Back to Dashboard



**Edit Proposal**

Click here to open and close the instructions

Overview 0

✓ Proposal Details 1

✓ PI's Information 2

Financial Information 3

Miscellaneous 4

Back to Dashboard

Preview Draft PDF

Completed Party Filled Not Filled

To refresh the screen and see how you proceed with the completion of the proposal parts please click on F5. Please click on the SAVE button before doing it.

**Miscellaneous**

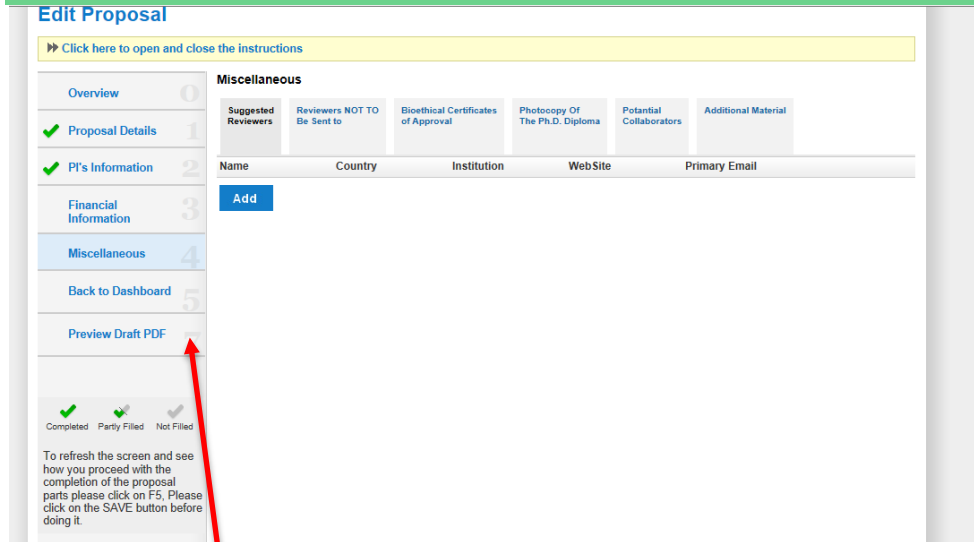
Suggested Reviewers Reviewers NOT TO Be Sent to Bioethical Certificates of Approval Photocopy Of The Ph.D. Diploma Potential Collaborators Additional Material

Name	Country	Institution	WebSite	Primary Email
<a href="#">Add</a>				

The button “Back to Dashboard” will return you to your GIF submission main page from where you can choose:

1. Edit proposal
2. Preview draft PDF
3. Monitor your progress
4. Delete Proposal
5. Submit proposal for evaluation.

## 6 – Preview Draft PDF



**Edit Proposal**

▶ Click here to open and close the instructions

**Overview** 0

✓ **Proposal Details** 1

✓ **PI's Information** 2

**Financial Information** 3

**Miscellaneous** 4

**Back to Dashboard** 5

**Preview Draft PDF**

Completed Party Filled Not Filled

To refresh the screen and see how you proceed with the completion of the proposal parts please click on F5, Please click on the SAVE button before doing it.

**Miscellaneous**

Suggested Reviewers	Reviewers NOT TO Be Sent to	Bioethical Certificates of Approval	Photocopy Of The Ph.D. Diploma	Potential Collaborators	Additional Material
Name	Country	Institution	WebSite	Primary Email	

**Add**

The button “**Preview Draft PDF**” offers you a shortcut to the draft PDF of your proposal without returning to the Dashboard first.

The draft PDF will include all information entered into the GIF submission system and all uploaded documents. Please note that the final PDF will be generated when you submit the proposal for evaluation. Then you will also be able to save a copy of the final PDF.



### What can I do if I get an error message when generating the PDF?


In some cases a PDF cannot be generated. The most common cause for this is a corrupted PDF document/s that was uploaded to the submission site, or that the name you gave the uploaded file it is not in accordance with the standard regulations of the PDF converters' version the GIF uses. In such cases we strongly suggest, in order to detect the corrupted document to follow this protocol:

- 1) Delete **all** uploaded PDF from the proposal, rename each document as requested: i.e.: Abstract, Bibliography etc.
- 2) Start uploading the documents: upload one PDF document and generate immediate after “Draft PDF”. Then do the same to the second PDF document. Continue doing so with all the PDF documents.
- 3) When the system cannot generate the “Draft PDF”, this is the indication that the last uploaded PDF file is corrupted.
- 4) Kindly re-make the document and upload it again. It should work now.
- 5) In case you are still encountering difficulties, please do not hesitate to contact us at: [submission@gif.org.il](mailto:submission@gif.org.il)

## Chapter 3: Completing Submission of your Proposal to GIF

After completing all proposal sections, return to your Dashboard to complete submission of your proposal to GIF.

Before commencing final submission of your proposal, please pay attention to the following:



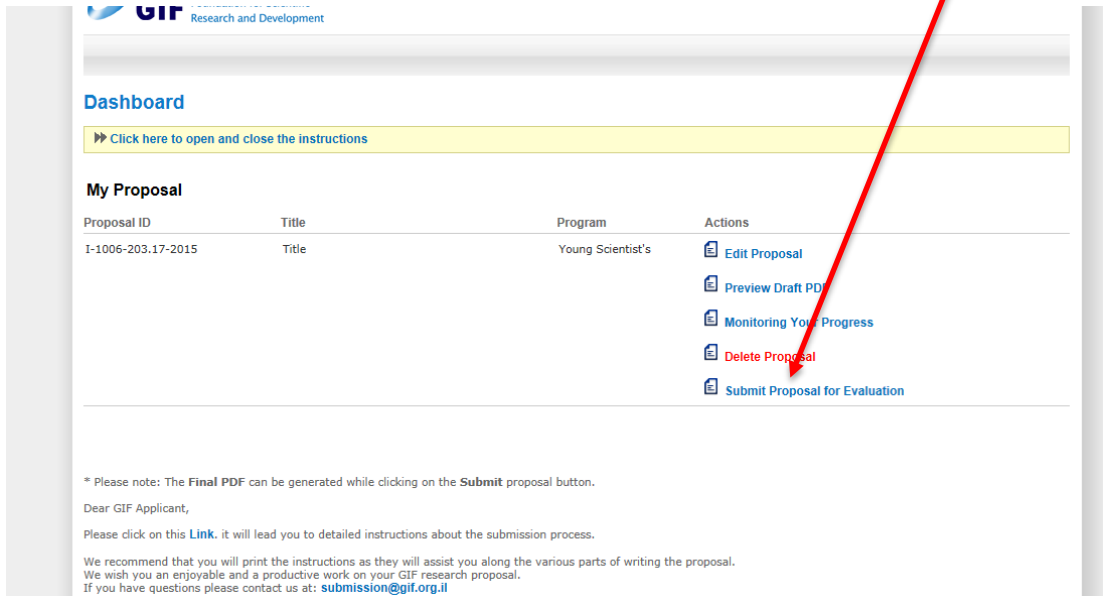
**All applicants need to obtain an approval from their research authority before submitting the proposal to the GIF.**

**For Israeli PIs:** please contact the Research Authority of your institution.

**For German PIs:** please contact the GIF Liaison Office.

The electronic submission system is designed to send an automatic request to the relevant research authority for each applicant). If you are not approved by your research authority within a reasonable time (you can check this under "monitoring your progress"), we advise you to contact your research authority directly. The approval can be obtained at any time after opening the application. You can fill in the proposal while approval by the research authority is pending; however, as it is a mandatory request, you will not be able to submit the proposal to the GIF without research authority approval.

To start the final submission of your proposal, click "**Submit Proposal for Evaluation**".



**Dashboard**

Click here to open and close the instructions

Proposal ID	Title	Program	Actions
I-1006-203.17-2015	Title	Young Scientist's	<a href="#">Edit Proposal</a> <a href="#">Preview Draft PDF</a> <a href="#">Monitoring Your Progress</a> <a href="#">Delete Proposal</a> <a href="#">Submit Proposal for Evaluation</a>

\* Please note: The Final PDF can be generated while clicking on the Submit proposal button.

Dear GIF Applicant,

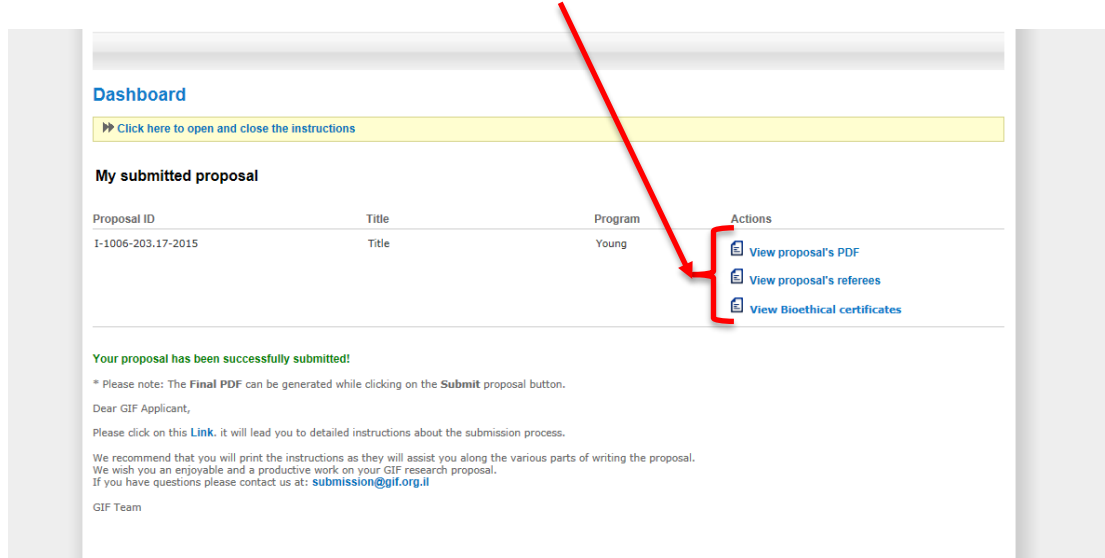
Please click on this [Link](#). it will lead you to detailed instructions about the submission process.

We recommend that you will print the instructions as they will assist you along the various parts of writing the proposal.  
We wish you an enjoyable and a productive work on your GIF research proposal.  
If you have questions please contact us at: [submission@gif.org.il](mailto:submission@gif.org.il)

The GIF submission wizard will guide you through the final submission. If all required sections are completed, it will also generate a final PDF file of your proposal for you to check. After you confirm the final PDF (we recommend that you also save it to your computer), the submission of your proposal to GIF is completed.

## Chapter 4: After Submitting the Proposal

The proposal will now appear under “**Submitted Proposal**” on your dashboard. You can view the PDF, the list of referees and the bioethical certificates required.



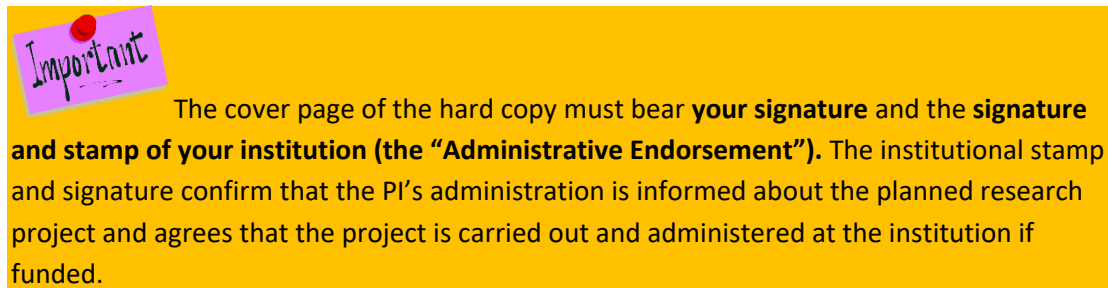
The screenshot shows a dashboard with a section titled "My submitted proposal". It contains a table with the following data:

Proposal ID	Title	Program	Actions
I-1006-203.17-2015	Title	Young	<ul style="list-style-type: none"> <li>View proposal's PDF</li> <li>View proposal's referees</li> <li>View Bioethical certificates</li> </ul>

Below the table, there is a green message: "Your proposal has been successfully submitted!". It includes a note about the Final PDF, a greeting to the applicant, a link to detailed instructions, and contact information for the GIF Team.

### Proposal Hard Copy

Please remember that GIF also requires one signed hard copy of your proposal.



**Important**

The cover page of the hard copy must bear **your signature** and the **signature and stamp of your institution (the “Administrative Endorsement”)**. The institutional stamp and signature confirm that the PI's administration is informed about the planned research project and agrees that the project is carried out and administered at the institution if funded.

The signed proposal must be received at the GIF offices by November 20th (year of submission); otherwise, the proposal may not be evaluated and be delayed to the next relevant submission cycle.





We do understand that sometimes due to external reasons the signed proposal does not reach our offices on time and there are some delays. In order to ensure including your proposal in the evaluation process we suggest that a **scan of the proposal cover page only with all signatures will be sent by mail to [submission@gif.org.il](mailto:submission@gif.org.il) within the due date [i.e. no later than November 20th (year of submission)]** before sending the full proposal by regular mail via AIRMAIL. GIF will confirm receipt of the scanned cover page by email - please remember to check your inbox to make sure that you have received this confirmation.

Please send the hardcopy of the full proposal with all original signatures and institution stamps via AIRMAIL to:

GIF Main Office

P.O. Box 7008

Jerusalem 91070

ISRAEL

Proposals for which the documents arrive after the above-mentioned dates might not be evaluated and be delayed to the next relevant submission cycle.



**Please remember to send hard copy with signatures / stamps.**