

Azrieli Faculty Fellowships 2020–2021

Instructions for Online Submission of Applications

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The Application Process


1. The Application Form is online and may be accessed at <https://azrieli.smapply.io/> or via our website at <https://azrielifoundation.org/fellows/facultyfellowship/>. Detailed **user instructions** are available below and online.
2. The application process begins when the applicant fills out the form by completing a set of tasks. This can be done in stages; a draft of the form will be saved automatically. The applicant may grant access to one or more university representatives, such as a Faculty Dean or a Research Authority official, to enable them to review the form and give comments or assistance, before submission.
3. Once the applicant submits the form, it is automatically sent to the authorized institutional office (hereafter: Rector's office). The Rector's office will be asked to review and authorize the application, fill in several details, upload reference letters, upload the applicant's formal Letter of Appointment for a tenure-track position (or provide one by May 1, 2020), and confirm the university's final approval of the application. The application will then be sent to the Azrieli Foundation.

Components of the Application Form

1. Personal Information
2. Academic Credentials
3. List of Publications, including Impact Factor or Ranking Quartile information
4. Conferences
5. Personal Essay (750 words)
6. Research Grant Proposal (10 pages): Instructions are provided on the online form.
7. Research Grant Budget Proposal: A template is provided for downloading from the system. It is advisable to consult with the Research Authority of your university when preparing this budget.
8. For applications in fields of Humanities, Education, and Social Sciences (H.E.S.S.): A digital (PDF) copy of the candidate's PhD dissertation, including abstract, should be provided.
9. A list of at least four referees and their contact details including the PhD supervisor, postdoc supervisor, and a referee from outside of Israeli academia.
 - Referees are approached by the Rector or Dean of Faculty, and not by the candidate.
 - Reference letters must be addressed to the Azrieli Foundation. If otherwise addressed, they will not be accepted.

Using the Online Form: Instructions for Applicants


1. How to Register:

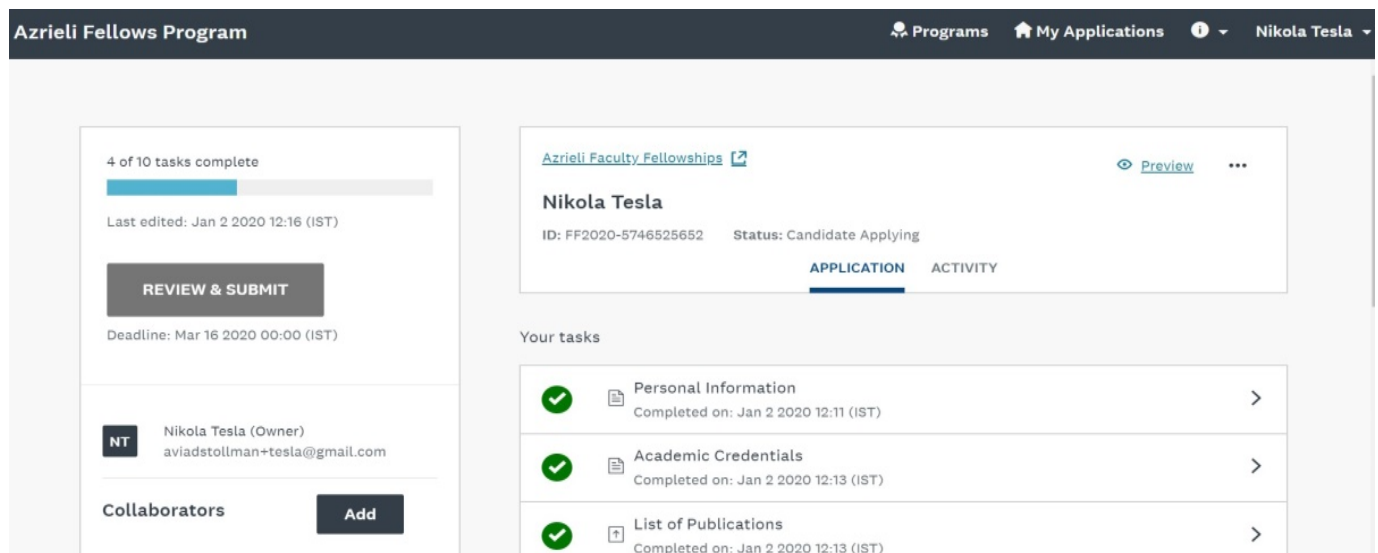
Visit <https://azrieli.smapply.io/> to access the online application form. Register by clicking on the registration button  and follow the instructions. An email will be sent to you with instructions for completing the registration process. Please note: If you do not receive this email immediately, check your Spam folder or Junk Mail **and add the sender to your "Safe Sender List."**

2. Completing "Your Tasks":

Complete "Your Tasks" by entering your Personal Information, Academic Credentials, List of Publications, etc.

IMPORTANT:

- ➔ The form can be completed in stages. A draft of your work will be automatically saved.
- ➔ To review and edit each section before submission, click the  button, located in the upper right-hand part of the task page.



The screenshot displays the Azrieli Fellows Program application interface. At the top, a dark header bar contains the program name and navigation links: "Programs", "My Applications", and a user profile for "Nikola Tesla".

The main content area is divided into two columns. The left column shows a progress bar indicating "4 of 10 tasks complete". Below the bar, it states "Last edited: Jan 2 2020 12:16 (IST)" and features a prominent "REVIEW & SUBMIT" button. A deadline notice reads "Deadline: Mar 16 2020 00:00 (IST)". At the bottom of this column, the user's name "Nikola Tesla (Owner)" and email "aviadstollman+tesla@gmail.com" are listed, along with a "Collaborators" section and an "Add" button.

The right column displays the user's profile "Nikola Tesla" with ID "FF2020-5746525652" and status "Candidate Applying". It includes tabs for "APPLICATION" and "ACTIVITY". Below this, a section titled "Your tasks" lists three completed tasks, each with a green checkmark and a right-pointing arrow:

- Personal Information**: Completed on: Jan 2 2020 12:11 (IST)
- Academic Credentials**: Completed on: Jan 2 2020 12:13 (IST)
- List of Publications**: Completed on: Jan 2 2020 12:13 (IST)

3. Sharing your application with university representatives for review or assistance:

By granting access to your application form to one or more university representatives, such as a Faculty Dean or a Research Authority Official, they will be able to review, and assist you, prior to your final submission. Please note: the system is not set for collaborators to edit your application only to view.

To share your form with a university representative, click the **Add collaborator** button on the left-hand side of the main application page, and follow the instructions. The collaborators (Faculty/Department/Research Authority representatives) will receive an email with instructions on how to view the form.

4. Submitting your application:

Once you have completed all of “Your Tasks,” click the Review & Submit button. **REVIEW & SUBMIT**
Your complete application form will appear on the screen for your final review. Once you have reviewed your application form, complete the submission by clicking, “Submit Your Application.”

SUBMIT YOUR APPLICATION

5. What happens next?

The form is submitted to the Rector’s office for review and for uploading of reference letters. If any revisions are needed, you will be notified via email message. After the revisions are completed, you will need to re-submit the application for final approval by the Rector.


The application will then be sent to the Azrieli Foundation for further review.

Using the Online Form: Instructions for the Rector's Office


1. Reviewing and approving the applications:

When an applicant has submitted his or her application form, an email will be sent to the Rector's office informing about the new application. The online system will allow the Rector to review the application, upload reference letters and a letter of appointment, approve the application and submit it to the Azrieli Foundation.

2. Registering in the system:

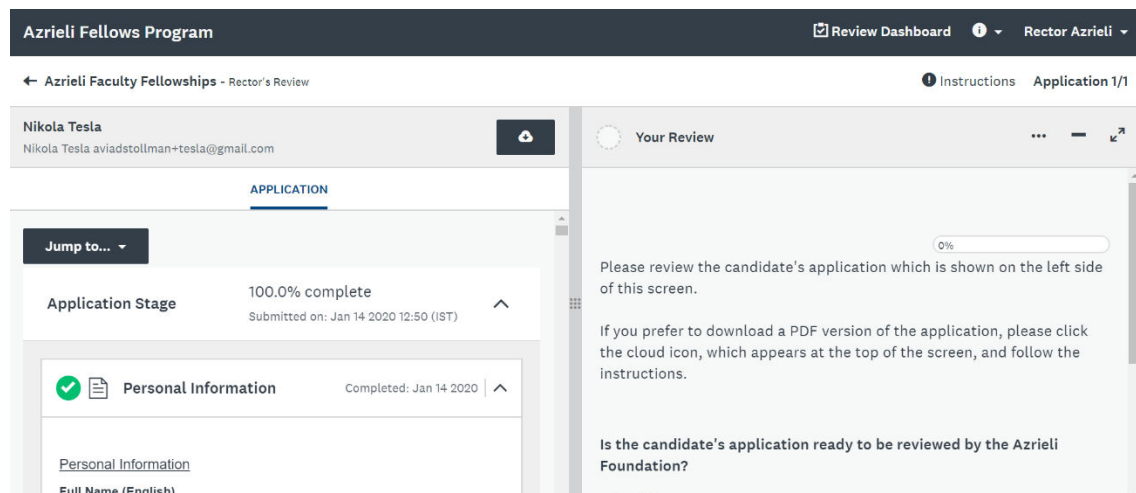
If this is your first time using the system, please register. Enter the system by clicking the link <https://azrieli.smapply.io/>. Press the Register button  and follow the instructions. An automatic email will be sent to you with instructions for completing the registration process. Please note: If you do not see this email in your Inbox, check your Spam folder or Junk Mail.


3. To view all applications:

Only after completing your registration, will you have full access to view all applications that have been submitted within your academic institution. To review, comment, and upload reference letters and a letter of appointment, press the Start button  which appears next to the applicant's name.


4. To view an application:

The Rector's Review screen is divided into two parts – see image below. On the left: the application form ("Application"); on the right: the form to be filled out by the Rector's Office ("Your Review").



Please note: you can enlarge the form by adjusting the separation line in the middle of the form by clicking the  button.

5. To download a PDF copy of an application:

To download the application form and its attachments, click the  button at the top of the form and follow the instructions.

6. Your Review (on the right-hand side of the screen):

Please read the instructions on the right-hand side of the screen to complete your review. At first, you will be asked whether the application is ready to be submitted to the Azrieli Foundation. If you click “Yes”, you will be able to move forward with the approval process: You will be prompted to upload reference letters, a letter of appointment and approve the application for submission to the Azrieli Foundation.

If you click “No”, a message box will open where you may provide an explanation and ask the applicant to amend the application. The review process will then be halted, and your message will be emailed to the applicant directly. The applicant will be required to follow your instructions and re-submit the application.

7. To complete the approval process:

When the form is complete, click the  button.

8. Deadline for Submission:

The deadline for submitting applications to the Azrieli Foundation is **March 16, 2020**.

If you have not uploaded the Letter of Appointment during the initial review phase, you will be prompted by the system to upload the letter by May 1, 2020.