



Regulations - NIAS Selection Procedure

NIAS Individual Fellowships

Article 1 General

- 1 NIAS opens the Call for NIAS Individual Fellowship applications once a year for scholars affiliated with a university or research institute abroad or in the Netherlands, or registered for tax purposes as a self-employed, independent researcher (in Dutch -ZZP).
- 2 A NIAS Individual Fellowship consists of:
 - a. One or two semesters to work on a project proposal of their own choice that fits within the scope of humanities and/or social sciences;
 - b. A stipend or a replacement subsidy, commuting travel expenses for daily commute or subsidized accommodation in Amsterdam, depending on personal circumstances;
 - c. Office with Internet and ICT support;
 - d. Communal lunches (work days);
 - e. Technical and practical support;
 - f. Library service;
 - g. Participation in the weekly seminar;
 - h. Facilities to organise a workshop;
 - i. Facilities to organise public events.
- 3 Each academic year there are in total two-hundred fellowship months available for allocation to NIAS Individual Fellowship applicants. The exact number of fellowship months granted to a successful applicant is a decision made by the NIAS Directorate in line with *Article 7* in these *Regulations*.

Article 2 Formal requirements for an NIAS Individual Fellowship application

- 1 The formal requirements for a NIAS Individual Fellowship application are:
 - a. On the date that the Call closes, the applicant must have at least three years research

- experience since the date they were awarded a PhD;
- b. The project proposal must fit within the scope of humanities and/or social sciences;
 - c. The project proposal should be no more than a maximum of fifteen hundred words including footnotes, excluding bibliography and abstract;
 - d. The project proposal should contain at least a clear description of the project that will be conducted during a stay at NIAS, a research question, as well as the methodological and theoretical contribution the project aims at.
 - e. On the date the application is submitted, the applicant must have a valid employment contract (permanent, temporary or zero-hours contract) with a university or research institute, or must be registered for tax purposes as a self-employed, independent researcher (in Dutch *ZZP*). The same requirement holds for the duration of the planned fellowship period. Applicants with a zero-hours contract are not eligible for a stipend or teaching replacement;
 - f. The applicant may not resubmit a project proposal that was previously rejected by NIAS;
 - g. Applicants can only apply for one type of fellowship per academic year (i.e. either a NIAS Individual Fellowship, a co-sponsored individual fellowship, a NIAS theme-group fellowship, or a co-sponsored theme-group fellowship);
 - h. An applicant who previously held a NIAS fellowship may only apply for a NIAS Individual Fellowship if there are at least 10 years between the application date of the previous fellowship and the current application deadline date;
 - i. Applicants should provide the names of four international experts in their field who would be suitable to approach as referees (co-authors or scholars who are actively involved in the currently proposed research project are not permitted);
 - j. The application must be completed correctly and contain all the requested information and required documentation.

Article 3 Application procedure

- 1 The annual Call for Applications for NIAS Individual Fellowships is open from the 15th of January to the 15th of March (or the next Monday, in case this date is a Saturday or Sunday).
- 2 Applications should be written in English and submitted via the application module on the NIAS website by 12 noon on the 15th of March and must comply with all the formal requirements stated above in *Article 2* of these *Regulations*.

- 3 An application can be considered submitted once an automatic confirmation of receipt has been received. Applications that are not submitted before the deadline of 12 noon on the 15th of March will not be taken into consideration.
- 4 NIAS and KNAW employees, members of the KNAW Board and members of the NIAS Academic Advisory Board (AAB) may not apply. External referees, as determined in *Article 4* of these regulations, may apply on condition that they do not act as referees in the selection procedure for that year.
- 5 The Officer Academic Affairs at NIAS checks whether the application complies with all the formal requirements as stated in *Article 2* of these *Regulations*. If the application meets all the formal requirements it is sent to external referees to evaluate scientific content. If the application does not meet the formal requirements the application will be rejected and the applicant will be informed by email by NIAS.

Article 4 Evaluation by external referees

- 1 Applications that meet all the formal requirements as stated in *Article 2* of these *Regulations* are sent to selected external referees taken either from the panel of referees compiled by NIAS for the selection procedure, and/or from the four referees put forward by applicant as described in *Article 2h*. The NIAS panel of referees is broad to ensure that a wide variety of expertises are represented. If the Director of NIAS considers that a specific type of expertise is missing, NIAS will approach and add new referees.
- 2 Applications, including the applicant's C.V. and publication list, are sent to, preferably, three referees from the panel of referees. The external referees evaluate the project proposal, with the applicant's C.V. or bibliography serving as background information. The referees evaluate the project description and give each proposal a score of A+, A, B, C or D, where D indicates 'very poor' and A+ indicates 'excellent'. The scores are based on review of the following criteria:
 - a. Scientific quality of the project proposal, scientific relevance and originality;
 - b. Theoretical approach;
 - c. Methodological approach;
 - d. Added value of carrying out the project in the Netherlands and specifically at NIAS;
 - e. Innovative character of the proposed project in the light of the applicant's previous work
 - f. Planning and feasibility of the project within the requested fellowship period.
- 3 The seventy-five applications with the highest scores from the referees' evaluations are presented to the NIAS Academic Advisory Board as described in *Article 5* of these

Regulations.

Article 5 Academic Advisory Board, responsibilities, composition and work procedures

- 1 The NIAS Directorate (consisting of the Director and the Head of Academic Affairs) installs an Academic Advisory Board (AAB) which has the task of advising the NIAS directorate on the selection procedure and rank applicants, thereby taking into account the internal balance of the proposed year group, in terms of discipline, gender, age and regional diversity. On the basis of the advice of the AAB the NIAS directorate makes decisions about the allocation of fellowships.
- 2 The Academic Advisory Board consists of a maximum of seven members including the chair. Members are appointed by the Director of NIAS for a term of four years which can be extended for one more term of four years.
- 3 The Academic Advisory Board consists of the chair of the NIAS Scholarly Committee, three current Scholarly Committee members plus three international members. In appointing the Academic Advisory Board members care is taken to maintain a balance with respect to discipline, gender, age and regional diversity.
- 4 All decisions made by the Academic Advisory Board are by majority vote.
- 5 The members of the Academic Advisory Board are bound by the “KNAW code of conduct for the boards, juries and committees that assess and decide on the conferral of awards, memberships and funding” ([Website KNAW](#)).
- 6 NIAS staff provide the necessary administrative and facilities support for the Academic Advisory Board.

Article 6 Evaluation by the Academic Advisory Board

- 1 The Academic Advisory Board evaluates the quality of the best seventy-five applications that received the highest scores from external referees with respect to the criteria stated in *Article 4, section 2* of these *Regulations*.
- 2 Subsequently, the Academic Advisory Board (AAB) ranks candidates and compiles a list of the best applications up to a total maximum of two-hundred fellowship months. The AAB then compiles a reserve list from the remaining applicants up to a total maximum of one-hundred fellowship months. The Academic Advisory Board present their findings and advise the Director by the 1st of December, of that same selection year, at the very latest.

Article 7 Final selection by the Director of NIAS

- 1 The Director of NIAS decides the final selection of candidates and the composition of the year group on the basis of the Academic Advisory Board's advice, with a focus on the following additional criteria:
 - a. Diversity of disciplines;
 - b. Balance of Dutch and International scholars;
 - c. Gender balance;
 - d. Balance between early, mid and late career scholars;
 - e. Available office space and, if eligible, accommodation.
- 2 The Director of NIAS also finalises the reserve list of candidates on the basis of the Academic Advisory Board's advice. This list will be used to augment the year group if candidates from the first list refuse (or are unable to accept the fellowship offer). Candidates on the reserve list are approached according to their ranking scores and the additional criteria stated in *Article 7, section 1*.
- 3 The Director of NIAS informs all candidates in writing of his decision no later than 15th of December in the year that the application was submitted i.e. candidates who have been selected, candidates who have not been selected and candidates who have been placed on the reserve list.
- 4 Once all selected candidates have been informed by the Director of his decision, NIAS will begin negotiations with the successful candidates about the terms of their Fellows Agreement. If the two parties have not come to mutual agreement by the 15th of April of the year following selection, the Director's decision (as stated in *Article 7, section 3*) expires. If that is the case, the Director of NIAS will select a suitable new candidate from the reserve list.

Article 8 Final Provisions

- 1 These *Regulations* were finalized by the Directorate of NIAS on 16th of December 2019 and are backdated to 15th of January 2019. The formal criteria as communicated to applicants in 2019 have not been changed.
- 2 In any situations not mentioned or covered by these *Regulations*, the Director of NIAS will make the final decision.

<Signature>

Jan Willem Duyvendak
Director of NIAS (final version 16 December 2019)