



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, research institute or organisation abroad or in the Netherlands, or self-employed, independent researcher (preferably registered for tax purposes at the Chamber of Commerce, in Dutch-ZZZP).
- 2 A NIAS fellowship does not constitute an employment relationship. During the fellowship, the fellow is and remains an employee of his or her own university or research institute. Subsequently, NIAS is not obligated to make social-insurance contributions or to contribute to a pension or unemployment insurance.
- 3 Taxation of stipends. The Government of the Netherlands has the authority to tax recipients of stipends awarded by NIAS-KNAW. This right is usually not exercised because of [tax treaties signed](#) between the Kingdom of the Netherlands and other countries in order to avoid double taxation.
- 4 A NIAS Individual Fellowship consists of:
 - a. 5 or 10 months 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 teaching replacement subsidy (only for fellows affiliated to a Dutch university or institute) of a maximum of € 3.800 per month, dependent on phase in career and personal circumstances;
 - c. Commuting travel expenses for daily commute or subsidized accommodation in Amsterdam, depending on personal circumstances;
 - d. Office with Internet and ICT support;
 - e. Communal lunches (work days);
 - f. Technical and practical support;
 - g. Library service;
 - h. Participation in the weekly seminar and peer groups;

- i. Facilities to organise a workshop;
 - j. Facilities for public outreach.
- 5 Attendance. The conditions of a NIAS fellowship require fellows to attend the institute at least four days per working week, including participation in the weekly seminars (see for exceptions on this rule *Article 8* of these *Regulations*).
- 6 Research Integrity. NIAS fellows are required to adhere to [Netherlands Code of Conduct for Research Integrity](#) and observe this code when carrying out their research at NIAS. The document speaks of five general principles: 1) Honesty, 2) Scrupulousness, 3) Transparency, 4) Independence and 5) Responsibility.
- 7 Each academic year between twenty and forty fellowships (in sum a maximum of two hundred fellow months) are granted to NIAS Individual Fellowship applicants. The exact number of fellowships granted is a decision made by the NIAS Directorate in line with *Article 7* in these *Regulations*, thereby taking into account the available office spaces, accommodation and resources.

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 references 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. Project descriptions that are not embedded in the existing literature and do not contain a short list of references are not eligible for selection;
 - f. The applicant should submit an updated C.V. including a list of core publications
 - g. The applicant may not resubmit a project proposal that was previously rejected by NIAS;
 - h. 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);

- i. 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 (see for exceptions on this rule *Article 8* of these *Regulations*);
- j. Applicants should provide the names of four international experts in their field who would be suitable to approach as referees. Experts should not have a conflict of interest by reviewing the proposal. Excluded experts are colleagues from the same department, co-authors, (former) supervisors and scholars involved in the current research project proposal;
- k. 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 Selection Officer 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 two external referees to evaluate the 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 two 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 and backgrounds 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. with publication list, are sent to at least two referees from the panel of referees. The external referees evaluate the project proposal, with the applicant's C.V. 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, academic and societal relevance, and originality of the research project;
 - b. Theoretical approach;
 - c. Methodological approach;
 - d. Added value of the interdisciplinary NIAS environment;
 - e. 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 (twenty to forty applicants). The AAB then compiles a reserve list up to a total maximum of one-hundred fellowship months (ten to twenty applicants). The remaining applicants will be rejected. 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. Regional diversity;
 - e. Balance between early, mid and late career scholars;
 - f. Available office space, accommodation and resources.
- 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 discuss with the successful candidates the details of their Fellows Agreement, based on their personal circumstances. 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 Events beyond the parties' control

- 1 In case of an event beyond the parties' control, such as the COVID-19 pandemic, that makes it (temporarily) impossible for NIAS and/or the successful candidates to comply with obligations set forth in their Fellowship Agreement, an additional agreement is signed by both parties;
- 2 Such events include (further) shutdown, work stoppage or work delay of a governmental entity, service provider or other business necessary for the performance of the terms of the Fellowship Agreement; (further) national or local government orders, including but not limited to (further) travel restrictions; the COVID-19 illness or required lockdown or quarantine of either NIAS-KNAW or the Fellow;
- 3 Successful candidates who hold a fellowship during such an event, are exempt from *Article 2, section 1i*;

Final Provisions

- 1 These *Regulations* were finalized by the Directorate of NIAS on 15th of January 2021.
- 2 In any situations not mentioned or covered by these *Regulations*, the Director of NIAS will make the final decision.

Regulations - NIAS Selection Procedure effective from January 2021

Jan Willem Duyvendak
Director of NIAS