



## 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. Eligible scholars can be with or without an affiliation to a university, research institute or organisation or work as self-employed, independent researchers.
- 2 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. Office with Internet and ICT support;
  - c. Communal lunches (work days);
  - d. Technical and practical support;
  - e. Library service;
  - f. Participation in the weekly seminar and other academic activities;
  - g. Facilities to organise a workshop;
  - h. Facilities for public outreach.
  - i. Possibility to apply for a stipend (for fellows from universities or institutes abroad or independent scholars)
  - j. A Dutch University Grant, given to the university of fellows affiliated to Dutch universities or institutes)
  - k. Possibility to apply for subsidized accommodation in Amsterdam or a compensation for daily commuting travel expenses
- 3 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, or remains a self-employed researcher. Subsequently, NIAS is not obligated to make social-insurance contributions or to contribute to a pension or unemployment insurance.
- 4 Stipends. Fellows who are in need of financial support, can apply for a stipend of 2.500 Euros a month (a maximum of 25.000 for a full year fellowship). This applies to fellows without

- (sufficient) income during their fellowship, who are 1) affiliated to a university or institute outside the Netherlands; or who are 2) (temporarily) not affiliated to a university or self-employed, either living in or outside of the Netherlands.
- 5 Extra funding. In case a fellow, who meets the requirements mentioned in Article 1, needs extra financial compensation or another type, it is possible to apply for extra funding. The NIAS director will make the decision, based on additional information on the fellow's personal circumstances, on whether this extra funding is granted.
  - 6 NIAS Dutch University Grant. Dutch universities or institutes receive a grant of 2.500 Euros per month for each fellow affiliated to their university or institute during the period of the fellowship. Grants will be paid on the basis of an invoice universities can send to NIAS.
  - 7 Taxation of stipends. Stipends awarded by NIAS to Dutch scholars, authors, journalists and artists are seen as '[Income from other work](#)' by the Government of the Netherlands, and should be filed as such for tax return by the recipients. Fellows who do not live in the Netherlands [will not be taxed for stipends](#) which, according to the bilateral tax treaty, have been assigned to their country of residence.
  - 8 Accommodation. Fellows from outside the Netherlands or living more than a 1,5-hours commute (single journey) from the NIAS premises, can apply for a NIAS studio in the Fellows House against a highly subsidized rate of 750 Euros per month. Fellows who come to Amsterdam with children can apply for a family apartment against the same subsidized rate.
  - 9 Travel costs. Fellows who travel from abroad to the Netherlands can reimburse a return ticket up to a maximum of 1.500 Euros. Fellows who travel back and forth from their home in the Netherlands to NIAS, can reimburse their travel costs up to a maximum of 250 Euros per month.
  - 10 Conditions. NIAS fellows are required to be physically present at NIAS at least four days per week, and be released from all teaching-, supervision-, and administrative obligations for the duration of the Fellowship Agreement. An exception is made for the supervision of Ph.D.-students. Subsequently, by signing the Fellowship Agreement, Fellows and Dutch universities are committed to meet these basic conditions of a NIAS Fellowship (see for exceptions on this rule *Article 8* of these *Regulations*).
  - 11 Research Integrity. NIAS fellows are required to adhere to the [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.
  - 12 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, friends, 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 15<sup>th</sup> of January to the 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 1<sup>st</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 09-12-2021.
- 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 2022

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