



## Regulations - NIAS Selection Procedure

### NIAS Safe haven Fellowships

#### *Article 1 General*

- 1 NIAS opens the Call for NIAS Safe haven Fellowship applications in January of each year. This fellowship is open for scholars, artists, writers and journalists who are not able to do their work in their current location because of the consequences of the war in Ukraine. The fellowship is aimed mainly towards people with the Ukrainian nationality, but is also open for people with the Russian or Belarusian nationality. NIAS does not accept applicants affiliated to a Russian or Belarusian university or research institute, or any other institution that is boycotted.
- 2 A total number of four fellowships is available.
- 3 A NIAS Safe haven Fellowship consists of:
  - a. 5 months to work on a project of their own choice;
  - 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;
  - j. Possibility to apply for subsidized accommodation in Amsterdam.
- 4 A NIAS fellowship does not constitute an employment relationship. Subsequently, NIAS is not obligated to make social-insurance contributions or to contribute to a pension or unemployment insurance.
- 5 The Safe haven Fellowship is a temporary fellowship that does not offer the possibility for

long-term residence at NIAS or in Amsterdam. Also NIAS cannot be held accountable for possible consequences of the stay at NIAS after the fellowship has ended.

- 6 Stipends. Fellows who are in need of financial support, can apply for a stipend of 2.500 Euros per month.
- 7 Accommodation. Fellows from outside the Netherlands can apply for a NIAS studio against a highly subsidized rate of 750 Euros per month. Fellows who come to Amsterdam with children can apply for a two bedroom family apartment against the same subsidized rate.
- 8 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.
- 9 Conditions. NIAS fellows are required to be physically present at NIAS at least four days per week. Subsequently, by signing the Fellowship Agreement, Fellows are committed to meet these basic conditions of a NIAS fellowship (see for exceptions on this rule *Article 7* of these *Regulations*).
- 10 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.

## *Article 2 Formal requirements for an NIAS Safe haven Fellowship application*

- 1 The formal requirements for a NIAS Safe haven 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, if they are submitting a scientific proposal;
  - b. The project proposal must fit within the scope of humanities and/or social sciences;
  - c. The proposal should be no more than 1000 words;
  - d. The proposal should contain a clear description of the project that will be conducted during a stay at NIAS and a short motivation stating the necessity of the stay at NIAS;
  - e. The applicant should submit an updated C.V. of no more than 2 A4;
  - f. The applicant may not resubmit a project proposal that was previously rejected by NIAS;
  - g. The application must be completed correctly and contain all the requested information

and required documentation.

### *Article 3 Application procedure*

- 1 The Call for Applications for NIAS Safe haven Fellowships is open from the 15<sup>th</sup> of January to the 15<sup>th</sup> of March. Should either of these dates fall in a weekend, the call opens or closes on the following Monday.
- 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.
- 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 the Advisory Committee. 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 Criteria*

- 1 The evaluation is based on review of the following criteria:
  - a) A clear (research) topic and (research) question
  - b) Relevance of the (research) project: academic, societal, cultural or artistic relevance
  - c) Identification of the problems involved and methodology
  - d) Feasibility of the time schedule
  - e) Intended (research) output
  - f) Added value / necessity of the NIAS environment for the fellow

### *Article 5 Advisory Committee*

- 1 The NIAS Directorate installs an Advisory Committee which has the task of advising the NIAS directorate on the selection procedure and rank applicants. On the basis of the advice

of the Advisory Committee the NIAS directorate makes decisions about the allocation of fellowships.

- 2 The Advisory Committee consists of a maximum of three members including the chair.
- 3 All decisions made by the Advisory Committee are by majority vote.
- 4 The members of the Advisory Committee 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](#)).
- 5 NIAS staff provide the necessary administrative and facilities support for the Advisory Committee.
- 6 The Advisory Committee will propose four candidates to the Director of NIAS, with a reserve list of four additional candidates.

#### *Article 6 Final selection by the Director of NIAS*

- 1 The Director of NIAS decides the final selection of candidates on the basis of the Advisory Committee’s advice.
- 2 The Director of NIAS also finalises the reserve list of candidates on the basis of the Advisory Committee’s advice. This list will be used to augment the 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.
- 3 The Director of NIAS informs all candidates in writing of his decision no later than the end of April, 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 last day of May, the Director’s decision (as stated in *Article 6, section 3*) expires. If that is the case, the Director of NIAS will select a suitable new candidate from the reserve list.

#### *Article 7 Events beyond the parties’ control*

- 1 In case of an event beyond the parties’ control, such as a further deteriorating situation in Ukraine or 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;

*Final Provisions*

- 1 These *Regulations* were finalized by the Directorate of NIAS on 16-01-2023.
- 2 In any situations not mentioned or covered by these *Regulations*, the Director of NIAS will make the final decision.

*Regulations - NIAS Selection Procedure Safe Haven fellowships effective from January 2023*

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Director of NIAS