

INTERNATIONAL TEAM PROPOSAL PREPARATION

ISSI-BJ-SPECIFIC GUIDELINES

1. Selection Criteria

The fundamental criteria for acceptance of International Team proposals are the *scientific relevance* of the research proposed, the *competence and ability* of the Team to bring it to a successful conclusion within the indicated time frame, and the rationale for carrying out their project at ISSI/ISSI-BJ (“*added value* provided by ISSI/ISSI-BJ”).

For the best grades, comprehensively address *all* of the following aspects:

Scientific relevance:

1. Scientific value in relation to the current status of the research field;
2. Is the outcome of the proposal likely to advance the field?
3. Suitability of data underpinning project, and level of access to this data;
4. Grasp of the scientific problem.

Quality of proposal and team:

5. Timeliness and feasibility;
6. Schedule and plan: is the plan for completion of the project credible?
7. Is the Team format relevant to achieving the stated objectives?
8. Does the Team membership cover the necessary expertise? Are there gaps in the Team’s composition?

Good use of ISSI-BJ and its resources:

9. Compatibility of the project with ISSI-BJ’s (and, for joint Teams, ISSI’s) remit, and relation of the research proposed to past and planned activities at *both* ISSI (Bern) and ISSI-BJ. ISSI-BJ-only Teams will still need to consider possible overlaps with activities at ISSI in Bern.
10. Is a compelling reason given for “Why ISSI/ISSI-BJ?”

International representation of scientists (min. 4 different countries, incl. representation from at least 1 ESA member state for joint ISSI/ISSI-BJ Teams) is fundamental, as is a balanced representation of the relevant community in terms of gender, minorities/underrepresented groups, career stage, etc.

Weaknesses that may lead to low grades include: a lack of focus of the scientific aims, vagueness or lack of realism in planning and schedule, an unbalanced team membership, lack of commitment by team members, excessive demands on support or an overstretched schedule.

2. Checklist for Proposal Preparation

Proposals should be prepared by taking into account the following criteria:

2.1. Scientific Excellence

- i *Scientific impact* – Is this an important question in the field? Will the outcome of the project address long-standing questions or influence the future direction of the field in a multi-disciplinary context? Will the project result in an incremental improvement to existing work, or could it lead to a step change in the relevant field?
- ii *Timeliness* – Is there a good reason for doing this work now? (e.g. new data coming from a space mission, new developments in a rapidly evolving field.)
- iii *Innovation* – Does the International Team address a novel topic or propose to synthesise existing knowledge in a new way, e.g. through multi-disciplinary expertise? Will it develop a new approach?
- iv *Feasibility* – Is a work plan included and can the tasks described in the work plan be completed in the time available?
- v *Scientific legacy* – Will the project develop and provide to the community, e.g., techniques, codes, and data sets with long-lasting impact? Is there an overlap with currently active teams? www.issibern.ch/program/teams.html, <http://www.issibj.ac.cn/program/it/>
- vi *Science related to space data* – Are Team activities aligned with the ISSI-BJ remit of supporting (a) research that directly uses space data, and/or (b) theory with direct application to data? Projects involving both ground- and space-based data are also eligible for support.

2.2. Team & ISSI/ISSI-BJ Resources

- i *Resources requested* – Are the demands on ISSI-BJ or ISSI/ISSI-BJ realistic and compatible with the guidelines in the proposal call?
- ii *Geographical diversity* – Do the International Team members come from a minimum of 4 different countries, and (for Teams proposing to also meet at ISSI) include Team members from at least one ESA member state?
- iii *Community representation* – Is Team membership balanced, or is it at least representative of the relevant community, in terms of gender, minorities/underrepresented groups, career stage, etc.?
- iv *Added value of ISSI/ISSI-BJ* – What are the unique attributes of ISSI-BJ or ISSI/ISSI-BJ that enable the International Team to achieve their science goals?
- v *Competence* – Does the International Team combine sufficient subject-specific expertise, and if relevant multi-disciplinary expertise, to carry out the proposed research effectively?
- vi *Range of expertise* – Does the International Team combine the right breadth of skills and knowledge to address the main science questions and implement the work plan? Do the Team members have a sufficiently broad knowledge and expertise to be able to have a productive discussion?
- vii *Team member roles & responsibilities* – Is the contribution of each Team member outlined clearly in the proposal? Have all Team members committed to attending Team meetings?