

**The Palestine Center Fellowship  
RESEARCH FELLOWSHIP GUIDELINES**

**A. INTRODUCTION & REQUIREMENTS**

The Palestine Center Fellowship is a (6) six-month research position with a monthly stipend. Palestine Center fellows conduct independent research on issues of interest to the Palestine Center.

Scholars are asked to contribute written analyses to the Center's Information and Policy brief series and the occasional Special Reports. Contributions to the Center's publications are coordinated with the Palestine Center.

The program is open to scholars who have received the PhD degree or its equivalent, as well as meeting the requirements of the program and approval by the interviewing committee. Candidates interested in this track are expected to have substantial practical experience working on behalf of some aspect of Palestine—such as human rights advocacy, political and social activism, voter education, media monitoring, journalism and press freedom, ethnic pluralism, civic education, etc. U.S. citizens are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible.

Individuals interested in the Research Fellowship are expected to possess a Ph.D. or academic equivalent at the time of application, to have published in their field of expertise, and to have developed a detailed research outline for their fellowship project. While the scholarly track is intended primarily for accomplished or promising scholars from new and emerging democracies, distinguished scholars from the United States and other established democracies are also eligible to apply. Examples of eligible candidates for the scholarly track include college and university professors, scholars, analysts at research centers and “think tanks,” and independent writers.

**Requirements of Research Fellowship**

1. Writing

- a. Articles – Author longer journalistic and analytical articles for publication. They will require investigation and research (1 per month, minimum).
- b. Academic Paper – Author one (1) academic paper and seek to publish it in a reputable and established academic and/or legal journal. (1 final paper, no less than 30 pages in length).

\* It is essential that the Fellow's work be submitted in a timely manner to the Executive Director/Research Committee for final review and approval. Failure to abide by the express terms of the Fellow's project scope gives the Palestine Center the exclusive right to terminate the Fellowship without notice and without cause.

2. Public Speaking

- a. Fellows are encouraged to conduct at least one briefing at the Palestine Center on current events. Schedule and subject matter are to be coordinated with the Executive Director.
- b. Building bridges between the Palestine Center and affinity organizations to explore in depth the Palestinian narrative in US public discourse and policy analysis. The Fellow is encouraged to engage affinity organizations but to be cognizant of the sensitivity of the political discourse.
- c. At no point is the Fellow empowered with the actual or implied authority to speak on behalf of the Jerusalem Fund/Palestine Center without the express permission of the Executive Director. The Center is amenable to the Fellow exercising his/her right to freedom of speech, including those that may not be consistent with the Center's public position. However, in the interest of ensuring a consistent and responsible message, the Executive Director is the sole individual tasked with making media appearances.

### 3. Media Outreach

- a. Facilitate media attention to the Center.
- b. Promote the Center as a source for media inquiries on Palestine and US perceptions of Palestinians.

### 4. Resources:

It is imperative that the Fellow have an understanding of the expectations regarding the parameters of the Fellowship. In keeping in line with the legal requirements under IRS 501(c)(3), as well as the duty the Center owes to its contributors and supporters, limited resources are available outside the monthly stipend.

The Center's Fellowship position does not include research assistants or administrative assistants for the Fellow. The Center's Fellowship position is that of an "independent contractor" and any and all additional costs not approved in advance by the Executive Director are the sole responsibility of the Fellow.

The Fellow is invited and encouraged to work with the Palestine Center's staff, but must be cognizant of the staff's responsibilities to the Fund and Center that take priority over assisting the Fellow.

### **Stipend Range:**

The Research Fellow will be compensated in the amount of \$2500 per month plus reasonable expenses for a period of six (6) months. All expenses must be submitted to the Executive Director no less than seven (7) days in advance and require the signed authorization by the Executive Director.

## **B. APPLICATION COMPONENTS**

### **Application cover sheet**

The cover sheet requires basic information about you and your project. The following information must be provided before an application is considered complete:

- *Applicant information*

Provide your name, postal and e-mail addresses, and telephone and fax numbers. Identify your employment level, as well as your citizenship status. If you are a foreign national, identify your country of citizenship and the month and year you began your most recent period of residency in the United States.

- *Institution information*

Answer whether or not you are affiliated with an institution. If yes, identify your institution.

- *Project information*

Enter a brief title that clearly identifies your project. Provide a brief description of your project and its broader significance that does not exceed 750 characters or approximately 120 words.

- *Reference letters*

Provide the names and e-mail addresses for your two recommenders. Also identify their respective affiliations.

Reference letters should provide important information about you and your project. Referees should discuss the project's significance to the field, the intended audience, the likely outcome, the general quality of your work, and your ability to carry out the project successfully. Ideally, no more than one referee should be from your home institution. There are no word limits on these reference letters.

### **Résumé**

The résumé form asks applicants to provide information normally contained in a two-page résumé:

- *Contact information*

Provide your name, work and home addresses, telephone and fax numbers, and your e-mail address.

- *Current and past positions*

Describe your current position, including title, institution or organization, department, and a brief description of your duties (600 character limit or approximately 85 words). Also indicate whether your position is part-time or full-time, and what the status of your current contract is. List your past positions (800 character limit or approximately 115 words).

- *Education*

List institutions, degrees, dates awarded, and titles of any theses or dissertations.

- *Awards*

List the awards and grants you have received, including sources, dates of tenure, dollar amounts, and terms of leave provided by such awards and grants. In the case of grants for purposes other than individual study and research, describe their purpose and the activities undertaken. If you have previously received a Fellowship or Faculty Research Award to support your proposed project, indicate the dates of tenure and the results.

- *Publications*

List up to ten items, including books, articles, and book chapters. Include page numbers for journal articles and book chapters.

- *Additional Information*

Provide other relevant information about your professional activities and accomplishments (1,500 characters or approximately 215 words).

## **Project narrative**

The narrative text should not exceed 12,500 characters (approximately 1,785 words or three single-spaced pages). It is suggested that you write in the narrative form in a word processing program.

The narrative should convey the ideas, objectives, and methods of the fellowship. It should also communicate the project's substance and potential contribution to the humanities. A simple statement of need or intent is insufficient. Because some evaluators will not possess specialized knowledge of the proposed field of study, the description should be free of jargon.

There is no formula for writing a successful narrative. However, past applicants have typically addressed the following questions:

- What are the basic ideas, problems, or questions examined by the study?  
Explain the planned approach or line of thought. If the area is a new area of research, explain the reasons for working in it.

- For what part or stage of your project are you seeking support? Provide an overview of the project and describe what part of the study you will undertake during the award period.
- What will be accomplished during the award period? Supply a brief work plan.
- How will the project complement, challenge, or expand relevant studies in the field? Explain what makes the study distinctive.
- What contribution will the project make to the humanities?
- What is your competence in the languages needed for the study?
- Where will you conduct the study and what materials will you use? Describe access to archives, collections, or institutions with the necessary resources.
- Who is the intended audience for the results of the study?
- What are the intended results of the project? Indicate plans for articles, conference papers, books, etc.
- For book projects, how will the final product be organized? If possible, provide a brief chapter outline.

Successful applicants have typically written their proposals as narrative essays and not as a set of answers to these questions. These questions should be regarded only as prompts to constructing a narrative.

### **Application Review Criteria**

Evaluators are asked to apply the following criteria in evaluating applications:

1. The intellectual significance of the project to the humanities, including its potential contribution to knowledge and learning.
2. The quality or promise of quality of the applicant's work as an interpreter of the humanities.
3. The quality of the conception, definition, organization, and description of the project.
4. The feasibility of the proposed plan of work and the likelihood that the applicant will complete the project.

### **Review and Selection Process**

Knowledgeable persons will read each application and advise the Palestine Center about its merits. The chairman of the Board of Directors takes into account the advice provided by the review process and, makes all funding decisions.

### **C. RESPONSIBILITIES OF AWARD RECIPIENTS**

In accordance with the Federal Policy on Research Misconduct, published in the December 6, 2000, edition of the Federal Register, 65 Fed. Reg. 76,260, the Palestine Center has established the following procedures for handling allegations of research misconduct applicable to both internal and external research programs supported by the Palestine Center and/or Jerusalem Fund. This policy reflects the Palestine Center's interest in the accuracy and reliability of the research record and the processes involved in its development. As defined in the Federal Policy on Research Misconduct, research includes all basic, applied, and demonstration research.

## **I. Definition of Research Misconduct**

- Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record [i.e. the record of data or results that embody the facts emerging from the research, and includes, but is not limited to, research proposals, progress reports, abstracts, theses, oral presentations, internal reports, journal articles, and books].
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion.

## **II. Findings of Research Misconduct**

A finding of research misconduct requires that:

- there be a significant departure from accepted practices of the relevant research community (i.e. the humanities, social sciences, or scientific research community);
- the misconduct be committed intentionally, or knowingly, or recklessly; and
- the allegation be proven by a preponderance of evidence.

## **III. Responsibility for Inquiry, Investigation, and Adjudication of Allegations of Research Misconduct**

Fellowship grantees are partners who share responsibility for the research process. The term "grantee" here is defined to include all organizations or individuals that are recipients of a Palestine Center grant or fellowship. Palestine Center has ultimate oversight authority for Palestine Center funded research, but Palestine Center institutional grantees bear primary responsibility for prevention and detection of research misconduct and for the inquiry, investigation, and adjudication of research misconduct alleged to have occurred in association with their own institutions.

## **IV. Phases of the Response to an Allegation of Research Misconduct**

A response to an allegation of research misconduct will usually consist of several phases, including:

1. an inquiry--the assessment of whether the allegation has substance and if an investigation is warranted;
2. an investigation--the formal development of a factual record, and the examination of that record leading to dismissal of the case or to a recommendation for a finding of research misconduct or other appropriate remedies;
3. adjudication, during which recommendations are reviewed and appropriate corrective actions determined.

After an inquiry or during an institutional or Palestine Center investigation, the Jerusalem Board of Directors may order that interim actions be taken to protect Palestine Center resources or to guard against continuation of suspected or alleged misconduct.

## **V. Procedures for Inquiry and Investigation**

1. Upon receiving an allegation of research misconduct on the part of an applicant, a recipient of a Palestine Center grant, a participant in an Palestine Center - supported project, a panelist or reviewer, or an Palestine Center employee, an Palestine Center staff member should notify the Chairman of the Board of Directors immediately. Failure to report suspected misconduct may subject those with knowledge of the misconduct to sanctions.
2. The Chairman of the Board of Directors in most cases will refer the allegation of research misconduct made directly to Board of Directors to make the initial response to allegations of research misconduct.
3. Inquiry and Investigation

### *a. Inquiry and investigation conducted by the Palestine Center*

- To assure objectivity and expertise, the Chairman of the Board of Directors shall select individuals to review allegations and conduct investigations that have appropriate expertise and have no unresolved conflicts of interests in order to help to ensure fairness throughout all phases of the process.
- Upon completion of the investigation, the Chairman of the Board of Directors will submit a report to the Board of Directors with a recommendation for a finding of misconduct.

## **VI. Notification of the subject of the allegation**

Before the Palestine Center makes any finding of misconduct or takes any action on such a finding, the Chairman of the Board of Directors will, in timely fashion, notify subjects in writing regarding substantive allegations made against them; a description of all such allegations; reasonable access to the data and other evidence supporting the allegations; and the opportunity to respond to allegations, the supporting evidence and the proposed findings of research misconduct (if any). Before initiating discussion with the subject, the Chairman of the Board of Directors should inform the subject about his or her rights under the Privacy Act or other administrative rights as appropriate.

## **VII. Procedures for Adjudication**

1. If there is a recommendation for a finding of misconduct, the Chairman of the Board of Directors will review the recommendations of the Board and determine the appropriate administrative actions in accordance with applicable laws, regulations, or policies.

## **VIII. Closing of the Case**

A closeout document that explains the actions taken to assess the allegation and the conclusions should be placed in the investigation file, which is maintained in accordance

with the Privacy Act and agency policies and which may be subject to the Freedom of Information Act.

### **IX. Timeliness**

The inquiry, investigation, adjudication, and appeal phases (if any) should be conducted within three months of the initial receipt of the allegation, with allowances for extensions where appropriate.

### **X. Safeguards for Informants**

Safeguards for informants give individuals the confidence that they can bring allegations of research misconduct made in good faith to the attention of appropriate authorities or serve as informants to an inquiry or an investigation without suffering retribution. Safeguards include protection against retaliation for informants who make good faith allegations, fair and objective procedures for the examination and resolution of allegations of research misconduct, and diligence in protecting the positions and reputations of those persons who make allegations of research misconduct in good faith.

### **XI. Safeguards for Subjects of Allegations**

Safeguards for subjects give individuals the confidence that their rights are protected and that the mere filing of an allegation of research misconduct against them will not bring their research or Palestine Center review of a research proposal to a halt or be the basis for other disciplinary or adverse action absent other compelling reasons. Such safeguards include the right to prompt written notification to the individual or institution to be investigated, unless notification would prejudice the investigation or unless a criminal investigation is underway or under active consideration. If notice is delayed, it must be given as soon as it will no longer prejudice the investigation or contravene requirements of law. If a proposal by a subject of an allegation is pending, to avoid influencing reviews, reviewers or panelists will not be informed of allegations or of ongoing inquiries or investigations.

### **XII. Confidentiality During the Inquiry, Investigation, and Decision-Making Processes**

To the extent possible consistent with a fair and thorough investigation and as allowed by law, knowledge about the identity of subjects and informants is limited to those who need to know. Records maintained or created by the agency during the course of responding to an allegation of research misconduct are exempt from disclosure under the Freedom of Information Act to the extent permitted by law and regulation.

## **D. ADDITIONAL POLICIES AND PROCEDURES**

### **Concurrent Applications**

An individual may not have two or more competing applications for the position of Research Fellow with the Palestine Center pending review concurrently.

## **Mailing address**

Applications should be submitted electronically or by mail to:

Ms. Samar Assad, Executive Director  
2425 Virginia Avenue, NW  
Washington, DC 20037 USA

sassad@palestinecenter.org  
Tel. (202) 338-1290  
Fax (202) 333-7742

## **Review**

Each initial and competing renewal application will be evaluated for merit by the Palestine Center Selection Committee. Review criteria for this evaluation will include the applicant's past academic and research record, the research proposal, the applicant's general qualifications, past publications, references, and the applicant's research goals.

Applicants will be advised in writing to confirm the receipt of their pending application. The Palestine Center's Selection Committee will notify pending applicants as to their application within 30 days of the application deadline. Applicants chosen by the Selection Committee for the Fellowship position will be required to submit to an interview (preferably in person) with the Palestine Center.

## **Termination**

Research Fellows are to abide by the guidelines set forth herein, as well as conduct themselves in a fashion that is consistent with the position. The Palestine Center reserves the right to terminate this contract and all obligations set forth herein for cause. Reasons for termination include but are not limited to the following: research misconduct, falsifying application materials, violation of the laws of the District of Columbia, and failure to abide by the terms of this agreement. Violation of this agreement may give rise to the remuneration of the part or the entire stipend.

## **Taxes & Form 1099**

Although stipends are not considered salaries, this income is still subject to Federal and, sometimes, State income tax. Such income may be reported by the sponsoring institution on the IRS Form 1099, Statement of Miscellaneous Income. Normally, the Palestine Center will be responsible for the annual preparation and issuance of the IRS Form 1099 for fellows paid through the institution. It should be noted, however, that the Palestine Center is not required to issue a Form 1099, but it does serve as a useful form of documentation of income received and as a reminder to the Fellow that some tax liability may exist. Fellows are reminded that, even if the Palestine Center does not issue the Form 1099, they are still required to report stipends as income.

## **Employee Benefits**

Research Fellows are not considered employees of the Palestine Center and/or the Jerusalem Fund. As such, Research Fellows are not entitled to benefits as outlined for the Palestine Center and/or the Jerusalem Fund's employees/staff. Additionally, the Palestine Center is cognizant that many of the Research Fellow's assignments and projects can be coordinated outside the offices of the Palestine Center. As such, the responsibility to ensure promptness in adhering to assignment guidelines is solely that of the Research Fellow. Any and all activities outside the Palestine Center, including but not limited to vacations, personal time and sick time are not grounds for failing to meet required deadlines in a timely fashion.

## **Additional and Outside Employment**

Research Fellows are not eligible for additional employment within the Jerusalem Fund. Outside employment is permissible as long as it does not conflict with the responsibilities and duties of the Fellow with regularly scheduled work assignments and satisfactory performance of all responsibilities outlined in their Research Fellows publication requirements and other duties. Upon written request by the Jerusalem Fund Board of Directors, the Fellow shall provide a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the term in which he/she has been appointed as a Research Fellow.

## **Copyright**

Except as otherwise provided in the conditions of the Fellowship, when publications or similar copyrightable materials are developed from work supported by the Palestine Center, the Research Fellow (i.e. author) is free to arrange for copyright without the Palestine Center's approval. However, any such copyrighted material shall be subject to a royalty-free, nonexclusive, and irrevocable license to the Palestine Center to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for Palestine Center's purposes.

## **Nondiscrimination**

The Palestine Research Fellowship program is conducted in compliance with applicable laws that provide that no person shall, on the grounds of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity (or, on the basis of sex, with respect to any education program or activity).

## **CONFLICT OF INTEREST POLICY**

### **I. Application of Policy**

This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to The Jerusalem Fund/Palestine Center ("JF/PC"). It applies to Trustees, Staff Members, Officers, Directors, Committee Members, Institute Faculty, Research Fellows and certain Consultants. Persons covered under this policy,

as well as their relatives and associates, are hereinafter referred to as "interested parties."

## II. Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of *JF/PC*. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following:

**A. Financial Interests** - A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by *JF/PC*. Examples include situations where:

- *JF/PC* contracts to purchase or lease goods, services, or properties from an interested party.
- *JF/PC* offers employment to an interested party, other than a person who is already employed by *JF/PC*.
- An interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity that does business or seeks to do business with *JF/PC*.
- An interested party is gratuitously provided use of the facilities, property, or services of *JF/PC*.
- *JF/PC* adopts a policy that financially benefits an interested party.

A financial interest is not necessarily a conflict of interest. A financial conflict of interest exists only when the board decides a person with a financial interest has a conflict of interest.

**B. Other Interests** - A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with *JF/PC*. Examples include where:

- An interested party seeks to obtain preferential treatment by *JF/PC* or recognition for himself/herself or another interested party.
- An interested party seeks to make use of confidential information obtained from *JF/PC* for his/her own benefit (not necessarily financial) or for the benefit of another interested party.
- An interested party seeks to take advantage of an opportunity or enables another interested person or other organization to take advantage of an opportunity that he/she has reason to believe would be of interest to *JF/PC*.
- *JF/PC* adopts a policy that provides a significant non-financial benefit to an interested party.

A conflict of interest exists only when the Board of Directors decides there is a conflict.

## III. Disclosure of Potential Conflicts of Interest

An interested party (i.e. Fellow) is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known.

In all cases, the Research Fellow is responsible for bringing potential conflicts to the attention of the Executive Director. The Secretary of the Board of Directors shall file copies of all disclosure statements with the official corporate records of *JF/PC*.

#### **IV. Violations of Conflict of Interest Policy**

If the Board of Directors has reason to believe that an interested party has failed to disclose a potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If the board decides that the interested party has in fact failed to disclose a possible conflict of interest, the board shall take such disciplinary and corrective action as the board shall determine.

**Financial Interests** - A conflict may exist where an interested party, directly or indirectly benefits or profits as a result of a decision, policy or transaction made by *JF/PC*.

**Other Interests** - A conflict may also exist where an interested party obtains a non-financial benefit or-advantage that he/she would not have obtained absent his/her relationship with *JF/PC*, or where his/her duty or responsibility owed to *JF/PC* conflicts with a duty or responsibility owed to some other organization.