



Rules & Guidelines for Online Application Submission

- Foreign Section 3v --

Candidates are kindly invited to read carefully the following points:

Conditions of application:	
	The Khwarizmi International Award is also open to individuals, no special recommendation or nomination is requested.
	Nominated candidates should be aware of the conditions of application.
	Eligibility for the KIA is not excluded by previous Prizes awarded to the applicant.
	For team research works, The KIA is presented to the only one research team representative.
	All documents must be submitted electronically via the website, application online, following the guidelines
	The KIA secretariat reserves the right to publish abstracts of any winning submission, name and biography of the Laureates on the website.
Iranian Scientists Residing Abroad	
	Our esteemed Iranian Scientists Residing Abroad are invited to present their candidature(s) in this Foreign & Iranian Scientists Residing Abroad Section.
Nationality	
	For candidates with more than one nationality or residing in another country, please submit the only country you wish to be mentioned, if you are selected as a KIA Laureate. <i>This nationality will be mentioned and published.</i>
Application Submission	
	Before applying it is recommended to familiarize with the different sections. See application form preview.
	Please carefully review the following information regarding the on-line application process.
	The application, including annexes should be submitted online, in English .
	Once applicants have filled all the required information of the registration form, they may go the next section and submit their research work by log in.
	Applicants do not have to complete their application in one sitting. They can start the process and complete it any time before the deadline (see key dates and extended deadlines) using their username and password.
	Applicants are requested to follow the instructions inserted between the boxes to be completed.
	Submitting a complete C.V. , only , would not be considered as a completed application. The CV is to be submitted as one annex.
How to apply?	
	New applicants http://www.khwarizmi.ir – at your left, click on <u>Foreign & Iranian Researchers Residing Abroad Section</u>



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	<p>On the menu above go to</p> <ul style="list-style-type: none">○ Application Procedure○ Online Application○ Register <p>- Complete the Registration Form</p> <p>- Click on Register</p> <p style="text-align: center;">Congratulation! Your registration is successful!</p> <p><u>Log in</u></p> <p>If you are ready to submit now your research work, you may log in with your email address (username) and password</p> <p>Enter your Username (E-mail) and Password</p> <ul style="list-style-type: none">- Click on <u>next</u> and move to the next section related to your research work- Click on <u>save</u> & <u>Log out</u> to return later on <p>if you wish to return later on</p> <ul style="list-style-type: none">- Log in- Enter your Username & Password- Edit (Applicants will have the opportunity to review all information for accuracy and make any necessary corrections or changes before submitting it) <p>Keep going through all sections of your application until finished.</p>
Acknowledgement of Receipt	
	<p>When you submit your application, you will receive an automated confirmation email. If you do not receive a confirmation of submission email, then you are invited to contact us.</p>
Research work	
	<p>Abstract (to be published) must be submitted in a final format. Please keep the abstract content within 150 characters</p>
	<p>The submitted research works that are still in the development phase and have not yet been implemented are not eligible.</p>
	<p>Description of the submitted research work should explain: The subject, the aim of the research work, the process and steps it followed until its completion, the results and how far this research work is successful.</p>



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Annexes	
	To preview the requested annexes, please refer to the separate file - Application preview.
	Before sending annexes, create Zip files.
	Applications with insufficient and incomplete annexes shall not be processed.
	All annexes should be provided in English.

Contact Address of the Applicants	
	Exact contact address and particularly two E-mail addresses are requested for further communication (<i>to limit the risk of E-mail delivery failures</i>), mandatory.
Deadline	
	Any applications received after the Deadline will not be processed and will be presented automatically for the next session of the KIA. (<i>please kindly consult the website for any deadline extension</i>)
Acknowledgement of Receipt	
	An acknowledgement of receipt, via E-mail, will be sent to all the applicants. (Some of the E-mail communications fail to be delivered, in case applicants did not receive an acknowledgement of receipt, they are kindly invited to re-contact via E-mail the secretariat)
Evaluation	
	KIA Specialized Scientific Committees evaluate research works.
Notes for the KIA Laureates	
	- KIA Laureates, ONLY , will be notified by Tel and E-mail. (Please refer to the Key Dates in the website) Candidates are kindly requested to submit available E-mail Addresses / Tel & Cell Numbers and check their E-mails.

For further information, applicants are kindly invited to refer to the FAQ. But if you have any questions you would like answered, please E-mail us at khwarizmi@irost.ir



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Contact Details		
E-mail:	KIA Website:	Tel & Fax:
khwarizmi@irost.ir Subject: Please kindly mention: (session Number) KIA , & name of the candidate in the subject of your E-mail.	Please regularly consult : http://www.khwarizmi.ir	Tel/Fax: (+98 21) 56 28 63 45 Tel: 56276321 / 56 28 60 38
Air Mail Address:		
Iranian Research Organization for Science & Technology (IROST) Khwarizmi International Award (KIA) Secretariat: Ehsani Rad St., Enghelab Road, Ahmadabad Mostoufi, Azadegan Highway, P.O.Box: 335351-11, Tehran 33 13 19 36 85 – I. R. of Iran		