

**Tender to Assist in Funding Participation in a
Convention/Workshop/Training/Course in Israel or
Overseas in the Sea Sciences Field for Students Holding
an Advanced Degree (Master's, Doctorate, or
Postdoctorate) and Technical Staff in Institutions
Participating in the Mediterranean Sea Research
Center for Israel –
Year A 5771
Tender No.: 9/4**



The Mediterranean Sea Research Center of Israel (hereinafter “the Center”), in which Bar-Ilan University, Ben-Gurion University of the Negev, the Geology Survey of Israel, IDC Herzliya, Israel Oceanographic and Limnological Research (IOLR), Hebrew University, the Ruppin Academic Center, Tel Aviv University, the Technion, the University of Haifa, and the Weizmann Institute of Science are partners (hereinafter “Partner Institutions”), is interested in encouraging students holding advanced degrees, as well as technical staff, to participate in planned conventions, workshops, training, or courses in the Sea Sciences field to be held in Israel or overseas and scheduled to end by **September 1, 2021** (hereinafter “Convention”).

A candidate who meets, and is selected in accordance with, the tender conditions set forth herein will be entitled to receive funding of an amount of up to NIS 5,000, as determined by the Center, pursuant to the criteria detailed in this tender or up to the requested funding amount, whichever is lower (hereinafter “the Funding”). The Funding will be awarded by the Center subject to participation in a Convention and subject to presentation of the requisite documents and original receipts as detailed in this tender.

The Center hereby calls on interested parties to participate in a tender to obtain Funding.

Conditions of Participation

1. Participation in the tender is contingent upon fulfilling the following accumulative conditions:
 - 1.1. The candidate is an active student pursuing a master's/doctorate/postdoctorate degree, or is a member of the technical staff, at one of the Partner Institutions as defined above;
 - 1.2. The Convention proposed by the candidate, and in which the candidate intends to participate, is associated with the Sea Sciences field and is expected to be held in Israel or overseas;

- 1.3. The proposed Convention has not yet begun as of the date on which the candidacy is submitted, and is expected to end by **September 1, 2021**;
- 1.4. The candidacy is submitted by **08:00** on **December 31, 2020**.
2. Receipt of the Funding is subject to participation in the Convention and the fulfillment of all conditions in these Bylaws.



Submission of Candidacy

Candidacy will be submitted no later than the effective date as defined above, to the Center via email to: merci@univ.haifa.ac.il.

The submission will contain the following documents:

1. The application form, in the format set forth in Appendix A of this Tender. The requested amount to be funded by the Center is to be stated in the abovementioned form for the purpose of participating in the Convention and is to specify the requested expenses within the framework of this Funding and other funding sources from any other source or entity. Insofar as the supplementary funding sources are not known in full when the candidacy is submitted, the candidate undertakes to present the supplementary funding sources in the submission form pursuant to the Center's demand or immediately upon learning of them, whichever is earlier, and declares that the candidate is aware that presenting the supplementary funding sources to cover the full Convention expenses, and approval of these supplementary funding sources by the Center, are preconditions for winning the tender;
2. A detailed letter explaining the importance of the candidate's participation in the Convention and why the Center should support the Funding;
3. The candidate's curriculum vitae;
4. For students, valid approval of studies from one of the Partner Institutions, and for members of technical staff, an employee certificate and indication of the professional need for training (specific to the field of instrumentation/equipment);
5. For first year Master's degree students, the candidate's undergraduate degree transcript; for second year Master's degree students, the candidate's undergraduate transcript and graduate degree transcript through the current semester; for Doctoral students, the candidate's Master's degree transcript and current grades, if applicable; for Postdoctoral students, a list of publications;
6. Letter of recommendation from the candidate's direct mentor, or letter of recommendation from the academic or administrative director;
7. Confirmation of registration for the Convention.

The candidate must submit the items above as a single document in PDF format and in the order presented above. Attach as the first page a list of

documents and mark the documents that are being submitted with a ☒ symbol.

The Center retains the right to request that the candidate provide supplementary documents or clarifications with respect to the proposal or any other detail.

Selection of Winner/s

Candidate proposals that satisfy the participation conditions will be remitted on the Center's behalf to the Judging Committee, which will review them and select the winning candidate/s. Every member of the Committee will examine all requests, with the exception of requests from the Committee member's academic institution. The Committee will establish its decision, inter alia, on the basis of the following criteria: average grades (or publications for Postdoctoral students) (10%); the scientific or technological importance of the topic of the Convention and its position at the forefront of Mediterranean Sea Research (up to 20%); the stature of the lecturers engaged to participate in the Convention from Israel or overseas (up to 20%); the necessity of assistance and additional funding entities, if applicable (up to 30%); evaluation of the direct mentor's recommendations (10%); and general evaluation of ratings (up to 10%).

Notwithstanding the above, the Committee may refrain from selecting a candidate as the winner in order to allow a range of candidates from various disciplines/departments and institutions to win.

General

1. The Committee may determine the number of winners for the Funding, and the Funding amounts, in accordance with the Center's discretion and budget, providing that the Funding amount does not exceed NIS 5,000. Final approval of the Committee's decision will be given in accordance with the available budget and approval of the Teaching Committee chairman, subject to receiving the Center's executives' approval, and subject to the Center's procedures.
2. The Funding will be awarded to the winning candidate/s in one payment made by the Center via check or bank transfer to his/her/their bank account and subject to the following accumulative conditions:
 - a. The candidate/s participated in the Convention for which his/her/their candidacy was submitted to this tender and presented an official approval of participation at the Convention to the Center as stated above;
 - b. The candidate/s presented an e-ticket for travel to the Center and proof of leaving the country and re-entering after the Convention;
 - c. The candidate/s presented invoices and original receipts to the Center, against which the Funding will be remitted in accordance with the winning amount;



- d. The candidate/s signed the declarations in **Appendix B** and **Appendix C** of this tender. The Funding will be awarded to a candidate or candidates who satisfied all conditions in the Tender Bylaws.
3. It is hereby clarified that the Funding will be remitted in accordance with the winning amount approved and only for costs associated with participation in the Convention (the cost of the Convention itself and the cost of travel and accommodation will not be given as Funding). The following items will not be entitled to any remittance:
 - a. Expenses already funded by another entity;
 - b. Expenses not approved in advance;
 - c. Any expense that is not directly related to participating in the Convention and/or any expense beyond that which is reasonable or customary, under the circumstances, at the Center's discretion.
4. The Funding for the winner will only be given subject to all the requisite documents as stated in item 2 being submitted to the Center by **September 1, 2021**. Insofar as all or some of such documents are submitted after this date, the Center will not pay the Funding amounts and the winning candidate waives any allegation or claim in this respect.
5. The Center is entitled to award only part of the required Funding or not award any Funding, at its sole discretion.
6. The Center may, at any time, at its sole discretion and for any reason, act as follows: to stop or cancel the tender and/or change the conditions in these Bylaws and/or change the tender participation conditions and/or change the tender period and/or the dates and/or the Funding amount. Each participant waives any allegation or claim in respect thereto.
7. The tender will be executed in accordance with the Tender Bylaws detailed in the following link: <http://merci.haifa.ac.il/index.php/en/education/posts-from-educational-Committee>, and submission of a candidacy to the tender will be considered as consent to all such tender conditions and Bylaws.
8. For further details and questions, please contact Ms. Rotem Dori at: merci@univ.haifa.ac.il. For information or questions on this tender, please contact the Responsible Parties, Dr. Gil Rilov, National Institute of Oceanography, rilovg@ocean.org.il and Dr. Shiri Zemah Shamir, IDC Herzliya, shiri.zemahshamir@idc.ac.il.



**Appendix A – Application to Receive Funding to Participate in a
Workshop/Convention/Training/Course in Israel or Overseas – Tender to
Assist in Funding Participation in a
Convention/Workshop/Training/Course in Israel or Overseas in the Sea
Sciences Field for Students Holding an Advanced Degree (Master's,
Doctorate, or Postdoctorate) and Technical Staff in Institutions
Participating in The Mediterranean Sea Research Center for Israel –
Year A 5771
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Part A – To Be Completed by the Student/Member of Technical Staff

Personal Details:

Name: _____ I.D.: _____
Address: _____ Major: _____
Program of Study: _____ Institution Name: _____
Mobile Telephone: _____ Email Address: _____

Details of the Convention:

Subject of the Convention:

Name of Organization Holding the Convention:

Location of the Convention:

Date of the Convention:

From _____ Until _____

Comments: _____

Attached hereto: ☐ **Confirmation of Registration for the Convention**

Details Pertaining to Foreseeable Expenses (in NIS):

Convention Participation Fees:

Flight Expenses:

Accommodation Expenses:

Other:

Total Foreseeable Expenses:

Additional Funding Entity:



☐ Academic Institution _____ ☐ Other _____

Amount and Nature of Assistance by the Additional Entity/Entities:

Requested Grant Amount (in NIS): _____

Signature: _____ Date: _____

Part B – To Be Completed by the Mentor/Head of Administration

Mentor's Recommendation:

The Student/Member of Technical Staff _____ will participate in the above-detailed Convention.

Recommendations and reasons to award assistance in funding expenses for the Convention, including relevance to the candidate's research topic are as follows:

Mentor's Name: _____ Signature: _____ Date: _____

Appendix B – Winners' Statement

The Mediterranean Sea Research Center of Israel (hereinafter "The Center") in which Bar-Ilan University, Ben-Gurion University of the Negev, the Geology Survey of Israel, IDC Herzliya, Israel Oceanographic and Limnological Research (IOLR), Hebrew University, the Ruppin Academic Center, Tel Aviv University, the Technion, the University of Haifa, and the Weizmann Institute of Science are partners (hereinafter "Partner Institutions"), respectfully award you Funding to participate in your chosen convention, workshop, training, or course in the Sea Sciences field to be held in Israel or overseas and scheduled to end by **September 1, 2021** (hereinafter "Convention") following your winning the tender and to enable you to participate in the Convention.

As a condition precedent to receiving the Funding, you must complete your details below and state as follows:

I, the undersigned _____, bearer of I.D. no. _____, at institution _____, hereby declare and confirm that:

1. My winning the Funding was not facilitated by any violation of the Tender Bylaws and/or contrary to its conditions. In the event it is determined to the contrary, I undertake to return the Funding amounts without prejudicing any relief and rights of the Center and the Partner Institutions therein pursuant to the law;
2. I am aware that I will receive the Funding from the Center subject to fulfilling all the conditions detailed in the Tender Bylaws and presentation of all requisite documents on the required date, and that I do not and will not have, and/or anyone on my behalf does not and will not have, any claim and/or allegation and/or demand against the Center and the Partner Institutions therein, and/or anyone on their behalf, insofar as the tender and/or the Funding is concerned;
3. I agree that due to mere fact that I was awarded the Funding, my name and details will be published by the Center and the Partner Institutions therein, and I hereby waive any claim and/or demand in respect of such publication and/or use of my name within the framework of the publications relating to this tender and/or other publications of the Center and the Partner Institutions therein;
4. I undertake that any publication deriving from my participation in the Convention will mention the Center's support in the following format: "Funding (or support) provided to XXX by the Mediterranean Sea Research Center of Israel;"
5. I am aware that any tax, deduction, or demand for payment of tax, of any type, will be my sole responsibility and at my expense. The Center may remit to the tax authorities, if required to do so by law, my details, and/or deduct tax at source. The Center will not be obliged to pay any tax in connection with winning the tender.

This is my name, this is my signature, and the content of the above statement is true.

In witness whereof, I hereto set my hands:



Bar-Ilan University



המרכז האקדמי רופין
Ruppin Academic Center



Appendix C – Winner's Request to Receive Reimbursement of Expenses for Participating in a Convention/Workshop/Training/Course in Israel or Overseas Supported by the Mediterranean Sea Research Center for Israel According to the Tender – To Receive Funding to Participate in a Convention/Workshop/Training/Course in Israel or Overseas in the Sea Sciences Field for Students Holding an Advanced Degree (Master's, Doctorate, or Postdoctorate) and Technical Staff in Institutions Participating in the Mediterranean Sea Research Center for Israel – Year A 5771
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Bar-Ilan University



המרכז האקדמי רופין
Ruppin Academic Center



Details for Reimbursement of Expenses

Name of Student/Member of Technical Staff: _____

I.D.: _____

Address: _____ Major: _____

Program of Study: _____ Institution Name: _____

Mobile Telephone: _____ Email Address: _____

Attached hereto are the following documents:

Approvals attesting to my travel: E-ticket and photocopy of passport, including the page with my photograph and the page with the stamp confirming my exit from the State of Israel and the stamp or boarding pass confirming my return to Israel;

Original invoices and receipts for reimbursement of expenses as follows (please mark the appropriate box with a ✓):

- ☐ Flight ticket in my name
- ☐ Payment for my participation in the Convention
- ☐ Payment for my accommodation overseas
- ☐ Additional expenses (please specify): _____

Amount requested for reimbursement of expenses: NIS _____

Receipt of the Funding is subject to approval in advance of the executives and budget, income tax regulations, and the Planning and Budget Committee.

I confirm that I am not receiving additional funding from other sources with respect to reimbursement of expenses that were approved within the framework of the Mediterranean Sea Research Center of Israel. I am aware that receipt of payment is contingent upon remitting original invoices and receipts.

In witness whereof, I hereto set my hands:

Name

I.D.

Date

Academic Institution