

## **Tender To Assist In Funding The Participation In Conventions/Courses/Workshops Overseas In The Sea Sciences Field For Students Holding Advanced Degrees (Master's, Doctorate And Post Doctorate) In Institutions Participating In The Mediterranean Sea**

**Research Center For Israel - Year A 5778**

**Tender No.: 8/2**

The Mediterranean Sea Research Center of Israel in which the University of Haifa, the Technion, the Weizmann Institute of Science, Bar Ilan University, Tel Aviv University, Ben Gurion University, the Hebrew University, The Ruppin Academic Center, Israel Oceanographic and Limnological Research (IOLR) and the Geology Survey of Israel are partners therein (Hereinafter: **"The Center"** and **"The Partner Institutions"**), are interested in encouraging the participation of students holding advanced degrees in conventions /courses/workshops in the Sea Sciences field expected to be held overseas and end by 31/7/2019 (Hereinafter: **"The Conventions"**).

A candidate who meets the tender conditions and is selected in accordance with its conditions 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 participating in a convention/course/workshop and against presentation of the requisite documents and original receipts, all as detailed in this tender.

The Center hereby call on you to participate in a tender to obtain funding.

### **Participation Conditions**

1. Participating in the tender is contingent upon fulfilling the following accumulative conditions:
  - 1.1. The candidate is an active student for a Master's/Doctorate/Post Doctorate degree at one of the Partner Institutions as defined above.
  - 1.2. The convention/course/workshop proposed by the candidate and in which he intends to participate is associated with the Sea Sciences field and is expected to be held overseas.
  - 1.3. The proposed convention/course/workshop have not yet begun not at date the candidacy is submitted and is expected to end by 31/7/2019.

- 1.4. The candidacy was submitted by 1/2/2019 at 08:00.
2. Receipt of funding is subject to participation in a convention/course/workshop and the fulfillment of all the conditions in these by-laws.

### The Manner to Submit Candidacy

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

The candidacy will contain the following documents:

1. ☐ The application form in the format of Appendix A of this Tender; the requested amount to be funded by the Center is to be stated in the aforementioned form for the purpose of participating in the convention/course/workshop and 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 at the stage the request is submitted, the candidate undertakes in the submission form to present the supplementary funding sources pursuant to the Center's demand or immediately upon learning of them, whichever is earlier, and declares that he is aware that presenting the supplementary funding sources to cover the full convention/course/workshop expenses and approval of the supplementary funding sources by the center are a condition precedent to winning the Tender;
2. ☐ A detailed letter explaining the importance of the candidate participating in the convention/course/workshop and why the Center should support such funding;
3. ☐ The candidate's Curriculum Vitae;
4. ☐ Valid approval of studies from one of the Partner Institutions;
5. ☐ The candidate's grades sheet for students of a master's degree, 1<sup>st</sup> year – Bachelor's Degree grade sheet; for students in 2<sup>nd</sup> year - current grade sheet up to the current semester; for Doctorate students - grade sheet for master's degree and current grades, if applicable; post-doctorate students - list of publications;
6. ☐ Letter of recommendation from candidate's direct mentor;

**The candidate must submit the documents above as one document in PDF format and according to the order presented above. Attach, as the first page, a list of documents and mark ☒ the documents that are submitted.**

The Center will be entitled to request from the candidate to supplement documents or clarifications in respect of its proposal and any other detail.

### Selection of Winner/s

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

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

### General

1. The Committee may determine the number of winners for 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 and subject to receiving the Center's executives' approval and subject to the Center's procedures.
2. Funding will be awarded to winning candidate/s in one payment by the Center by check or a bank transfer to the his/her/their bank account and this subject to the following accumulative conditions -
  - a. The candidate participated in a convention/course/workshop in respect of which his candidacy was submitted in this Tender and presented an official approval of participation at the convention/course/workshop to the Center as stated above.
  - b. The candidate presented an e-ticket to the Center and proof that s/he left the country and re-entered after the convention.
  - c. The candidate presented invoices and original receipts to the Center against which the funding will be remitted in accordance with the winning amount.

d. The candidate signed the format of the declaration in **Appendix B** of this Tender and the format of Appendix C. The funding will be awarded to a candidate/s who satisfied all the conditions in the tender by-laws.

3. It is clarified that the funding will be remitted in accordance with the winning amount approved and in favor of costs associated with the participation in a convention/course/workshop only (the cost of the convention itself and the cost of travel and accommodation will not be given as funding) -
  - a. Expenses already funded by another entity.
  - b. Expenses not approved in advance.
  - c. Any expense that is not directly related to participating in a convention /course/workshop and/or an 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 the fact that all the requisite documents as stated in Section 2 above are submitted to the Center by and no later than 31/7/2019. 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 in this respect.
5. The Center is entitled to award only part of the required funding, or not award any funding, all in accordance to 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 by-laws and/or change the tender participation conditions and/or change the tender period and/or the dates and/or the funding amount and each participant waives any allegation in respect thereto.
7. The tender will be executed in accordance with the **Tender By-laws** detailed in the following link: <http://merci.haifa.ac.il/index.php/en/education/posts-from-educational-Committee> and merely submitting candidacy to the tender will be considered as consenting to all such Tender and by-laws conditions.
8. For further details and questions you may contact Dr. Michael Lazar [mlazar@univ.haifa.ac.il](mailto:mlazar@univ.haifa.ac.il) and Prof. Ilana Berman-Frank [ilana.berman-frank@biu.ac.il](mailto:ilana.berman-frank@biu.ac.il)

**Appendix A - Application To Receive Funding To Participate In Courses/  
Workshops/Conventions Overseas - Tender To Assist In Funding  
Participation In Conventions/Courses/Workshops Overseas In The Sea  
Sciences Field For Students Holding Advanced Degrees (Master's,  
Doctorate And Post Doctorate) In Institutions Participating In The  
Mediterranean Sea Research Center For Israel - Year A 5778**  
**Tender No.: 8/2**

**Part A - To Be Completed by The Student**

**Personal Details:**

Student's Name: \_\_\_\_\_ I.D.: \_\_\_\_\_

Address: \_\_\_\_\_ Major: \_\_\_\_\_

Studies Program: \_\_\_\_\_ Institution Name: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Details About the Course/Workshop/Convention:**

Subject of Convention/Course/Workshop: \_\_\_\_\_

Name of Organization Holding Convention/Course/Workshop: \_\_\_\_\_

Location of Convention/Course/Workshop: \_\_\_\_\_

Date of Convention/Course/Workshop: From \_\_\_\_\_ Until \_\_\_\_\_

Comments: \_\_\_\_\_

Attached hereto: ☐ **Registration for course/workshop/convention confirmation**

**Details Pertaining to Foreseeable Expenses (In Foreign Currency):**

Participation fees in convention/course/workshop: \_\_\_\_\_

Flight expenses: \_\_\_\_\_

Accommodation Expenses: \_\_\_\_\_

Other: \_\_\_\_\_

Total foreseeable Expenses: \_\_\_\_\_





Additional funding entity:

☐ Academic institution \_\_\_\_\_ ☐ other \_\_\_\_\_

Amount and nature of assistance by the additional entities:

Requested Grant Amount (in foreign currency): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Part B - To Be Completed by Mentor**

### **Mentor's Recommendation:**

The student \_\_\_\_\_ will participate in the convention/course/workshop whereby the details thereof are noted above. Recommendations and reasons to award assistance in funding expenses for the convention/course/workshop, including relevance to his/her research topic:

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Mentor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix B of The Tender - Winners' Statement

The Mediterranean Sea Research Center of Israel (Hereinafter: **"The Center"**) and the Partner Institutions therein respectfully award you funding to participate in conventions/courses/workshops overseas in the Sea Science field following your winning the tender and to allow you to participate in such a convention/course/workshop.

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

I the undersigned \_\_\_\_\_, bearer of I.D. No. \_\_\_\_\_,  
Institution: \_\_\_\_\_

Hereby declare and confirm that:

1. My winning the funding was not obtained in violation of the by-laws and/or contrary to its conditions and that in the event it is clarified 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 by-laws and presentation of all the 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 by the 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 allegation 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 a convention/course/workshop 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 this statement of mine is true.

In witness whereof, I hereto set my hands:

\_\_\_\_\_

**Appendix C For The Winner - Request To Receive Reimbursement  
Of Expenses For Participating In A Course/ Workshop/Convention  
Overseas Supported By The Mediterranean Sea Research Center For  
Israel According To The Tender- To Receive Funding To Participate  
In Courses/ Workshops/Conventions Overseas In The Sea Sciences  
Field For Students Holding Advanced Degrees (Master's, Doctorate  
And Post Doctorate) In Institutions Participating In The  
Mediterranean Sea Research Center For Israel - Year A 5778**

**Tender No.: 8/2**

**Request Details for Reimbursement of Expenses**

Student's Name: \_\_\_\_\_ I.D.: \_\_\_\_\_

Address: \_\_\_\_\_ Major: \_\_\_\_\_

Studies Program: \_\_\_\_\_ Institution Name: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Attached hereto are the following documents:**

**Approvals attesting to me traveling:** e-Ticket and photocopy of passport including the page with my photograph and the page with the exit from the State of Israel stamp and returning to Israel stamp, or boarding pass.

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

- ☐ Flight ticket in the student's name
- ☐ Payment for participating in course/workshop/convention
- ☐ Payment for accommodation overseas
- ☐ Additional expenses, please specify: \_\_\_\_\_

**The amount requested for reimbursement of expenses: \_\_\_\_\_ NIS/ Dollar/  
Euro /Other \_\_\_\_\_**

**Receipt of 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 in respect of 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