

**Tender to Assist in Funding the Participation in a
Convention /Workshop /Training /Course in Israel or
Overseas in the Sea Sciences Field for Students Holding
an Advanced Degree (Master, Doctorate, or Post
doctorate) or Technical Staff in Institutions Participating
in the Mediterranean Sea Research Center of Israel –
2024 Academic Year
Tender No.: 24/1**

Competition Bylaws

Definitions

The Center: The Mediterranean Sea Research Center of Israel;

The Partner Institutions: The Partner Institutions in the Center as defined above and detailed below are: University of Haifa, the Technion, the Weizmann Institute of Science, Tel Aviv University, Bar Ilan University, Ben Gurion University, the Hebrew University, The Ruppin Academic Center, Reichman University, Ariel University, The Geology Survey of Israel, Israel Oceanographic and Limnological Research.

Teaching Committee: A Committee operating within the framework of the Center, whereby its primary activity is to encourage advanced degree students in the research and teaching field relating to Mediterranean Sea research and this by providing scholarships for excellence for research, focused and interdisciplinary workshops in Israel, enrichment courses overseas, study cruises on the Mediterranean Sea and such like.

The Effective Date: February 29th, 2024 at 08:00 or another date to be published by the Center.

Interpretation

1. In any event of a conflict and/or discrepancy between the provisions in these Bylaws and other publications pertaining to the tender, including but not limited to publications through the media, the provisions in these Bylaws will trump for all senses and purposes.

Introduction

2. The Center and the Partner Institutions comprising it are interested in encouraging the participation of students holding advanced degrees or members of technical staff in conventions/workshops/training/courses in the Sea Sciences field expected to be held in Israel or overseas and end by September 1, 2024 (hereinafter “the Convention”). To this end, the Center is interested in assisting to fund participation in the Convention subject to the approval of the Center’s Executives and budget and budgetary availability.
3. A candidate who meets the competition conditions and is selected in accordance with the conditions in these bylaws 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 these bylaws or up to the requested funding amount, whichever is lower. The funding will be awarded by the Center subject to participating in a convention/Training and course/ workshop and against a showing of the requisite documents and original receipts, all as detailed in these bylaws.
4. The purpose of these bylaws is to determine rules to apply to the competition to receive funding.

Rules for Participation in the Competition

5. Participation in the competition is contingent upon fulfilling the following accumulative conditions:
 - ✓ The candidate is an active student for a Masters/ Doctorate / Post Doctorate degree at one of the partner institutions as defined above;
 - ✓ 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 overseas;
 - ✓ The proposed Convention has not yet begun on the date the candidacy is submitted and is expected to end by September 1, 2024 or the convention has begun from January 1st 2024;
 - ✓ The candidacy was submitted by the last date to submit candidacy, February 29, 2024;
6. Receipt of Funding is subject to participation in the Convention and the fulfillment of all conditions in these bylaws.
7. Submitting a candidacy to the Tender means consenting to these Bylaws conditions unconditionally.

Submission of Candidacy

8. Candidacy will be submitted no later than the effective date as defined above, to the center via email to: merci@univ.haifa.ac.il
9. The candidacy will contain the following documents:
 1. The application form in the form of Appendix A of these bylaws; in the aforementioned form the candidate must state the requested amount to be funded by the Center for the purpose of participating in the Convention and 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 candidacy submission stage, the candidate undertakes in the submission form to present the supplementary funding sources pursuant to the Center's demand or immediately upon receiving them, whichever is earlier, and will declare that the candidate is aware that presenting the supplementary funding sources to cover the full Convention expenses and approval of the supplementary funding sources by the Center are a condition precedent to winning the tender;
 2. A detailed letter reasoning the importance of the candidate participating in the Convention and why the Center should support such funding;
 3. The candidate's Curriculum Vitae;
 4. For a student, valid approval of studies from one of the Partner Institutions, and for a member 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 and administrative director;
 7. Confirmation of registration for the Convention.
 8. **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.**
 9. A candidate's proposal who does not attach all the requisite documents may have his proposal disqualified by the Center.
 10. Without derogating from the above, 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

10. The Judging Committee (Hereinafter: “**The Committee**”) will be comprised of members of the teaching Committee including the Committee chairman.

11. The candidates' proposals that satisfy the participation conditions will be remitted to the judging Committee who will review them and select the winning candidate/s. Every member of the Committee will examine all the proposals except proposals from the Committee member's academic institution.
12. Grading the proposals in general will be in accordance with criteria and weights as appearing in Section 14 below.
13. In the event and after such grading a decision cannot be made in respect of the identity of the winning candidate/s, the Committee will hold an open discussion and the voting in respect of the winning candidates will be pursuant to a majority of votes.
14. The Committee will base its decision *inter alia* on the basis of the following criteria:
 - ✓ Average Grades - 10% (Post Doc - 10% for publications)
 - ✓ 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 participating in the Convention from Israel and 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%);
 - ✓ General evaluation of ratings (up to 10%).
15. Notwithstanding the above, the Committee may refrain from selecting a candidate as the winner, to allow a variety of candidates from various disciplines/departments and different institutions to win.
16. The Committee may request clarifications from the candidates insofar as the Convention that they wish to attend is concerned.
17. The Committee may determine the number of winners in the competition and the Funding amounts in accordance with the Center's discretion and budget provided that the Funding amount does not exceed NIS 5,000.
18. Final approval of the Committee's decision will be given in accordance with the available budget and subject to receiving the Center's executive's approval and budgetary approval and subject to the Center's procedures.
19. The Center, or an individual designated to act on its behalf, will notify the candidate that the candidate's application has won in an email message or via telephone, pursuant to the details remitted to it at the time the candidacy was submitted. Notices will also be remitted by the Center's staff to candidates whose applications were not selected.
20. If a candidate who won cannot with reasonable diligence be contacted and/or if a candidate who won did not meet the Funding requirements listed in these bylaws and/or was disqualified pursuant to the Committee's decision due to a special reason, the Committee may decide on another winner.
21. The University's legal adviser or someone on its behalf will rule any time there is a misunderstanding or misinterpretation of the Bylaws and will rule on any dispute between the Center and the winners or someone alleging he won.

Transfer of Funding

22. The Funding will be awarded to the winning candidate/s in one payment by the Center by check or a bank transfer to the candidate's bank account and this subject to the following accumulative conditions:
- ✓ The candidate/s participated in the Convention in respect of which the application was submitted in this tender and presented an official approval of participation at the Convention to the Center as stated above;
 - ✓ The candidate/s presented an e-ticket for travel to the Center and proof of leaving the country and re-entering after the Convention;
 - ✓ The candidate/s presented invoices and original receipts to the Center against which the Funding will be remitted in accordance with the winning amount;
 - ✓ The candidate/s signed the format of the declaration in **Appendix B** of these bylaws and the application form in Appendix C. The Funding will be awarded to candidate/s who satisfy all the conditions in these bylaws;
23. It is hereby clarified that the Funding will be remitted in accordance with the winning amount approved and in favor only of costs associated with the participation in the Convention (the cost of the Convention itself and the cost of travel and accommodation). The following items will not be remitted:
- ✓ Expenses already funded by another entity;
 - ✓ Expenses not approved in advance;
 - ✓ 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.
24. The Funding will only be given to a winner subject to all the documents required under item 22 being submitted no later than September 1, 2024. Insofar as all or some of the 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.

General

25. The Committee, as stated above, will select the winner. Every participant releases the Center and the Partner Institutions and/or their representatives and/or employees and/or the other participants in the competition of any allegation or claim relating to the competition.
26. The Funding cannot, under any circumstances, be converted to a monetary equivalent and/or other prize.
27. The winner will undertake that any publication deriving from the winner's 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."
28. The Center and the Partner Institutions release themselves of any liability to

The Mediterranean Sea Research Center of Israel
199 Abba Khoushy Ave. Mount Carmel, Haifa 3498838

Email: merci@univ.haifa.ac.il Tel: 04-8280789

- send submission forms, appendices thereto, via electronic mail.
29. It is hereby clarified that the Center's records and/or the records of anyone on its behalf pertaining to receipt of the submission forms via electronic mail are conclusive proof of receipt of the submission forms.
 30. The mere participation in the competition will be considered as consent, approval, and a declaration that the participant therein has read these bylaws, agrees to the conditions, and is bound to act pursuant thereto, and even if he did not read the bylaws, he consents to these bylaws applying to him as if he had read them and will be bound by them for all senses and purposes. The participant is obligated to comply with the proper rules of conduct and not to act contrary to any law.
 31. The Center and the Partner Institutions may at any time, at their sole discretion and for any reason, act as follows: to stop or cancel the competition and/or change the conditions in these bylaws and/or change the competition participation conditions and/or change the competition period and/or the dates and/or the Funding amount and/or number of winners, and each participant waives any claim and/or allegation in respect thereto.
 32. Without derogating from the provisions in these bylaws, it is clarified that the Center and the Partner Institutions will not bear any liability in the event of an act and/or omission by a third party, including but not limited to a dispute with a third party in connection with this competition and/or these bylaws and/or the Funding subject matter of the competition.
 33. The Center and the Partner Institutions will not bear any liability for any direct and/or indirect damage, including but not limited to shortening the tender period, and including but not limited to direct and/or indirect expenses incurred as a result of and/or in connection with participating in the tender and/or in connection with Funding, and/or in connection with participating or not participating in conventions, including but not limited to damages resulting from force majeure, accidents, diseases, theft, loss of any property, mental anguish, etc., and/or any decision and/or action taken and/or to be taken by a participant in reliance upon his participating in this tender and/or winning the Funding.
 34. In any event, the winning participant will not have any claim and/or demand and/or allegation against those holding the competition and any other body affiliated thereto, or on behalf of any of these, in respect of any matter and purpose and anything associated directly or indirectly to this competition, including but without derogating from the generality of the above anything associated with the manner in which the competition is conducted, the manner in which the proposals are reviewed, and the manner in which the Funding is received and realized, or it not being realized.
 35. Responsibility to realize the full funding amount lies solely with the winner. The Center and the Partner Institutions will not bear any liability for the winning candidate/s not realizing all or some of the funding.
 36. It is clarified that any tax, deduction, or demand for payment of tax, of any type, will be the sole responsibility of the winner/s and solely at their expense. The Center and the Partner Institutions may remit to the tax authorities, if required to do so by law, the details of the winner/s and/or deduct tax at source. The

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Center and the Partner Institutions will not be obligated to pay tax in connection with the win..

37. In the event it is proven that due to the negligence of the Center and the Partner Institutions or anyone on their behalf a participant was unable to participate in the competition and/or win the Funding and/or in the event a participant raises an allegation and/or demand in connection with the competition and this is found to be justified, the maximum compensation amount that the participant will be entitled to receive will be limited to 5,000 NIS only.
38. It is clarified that in the event the Convention is canceled after winning, the Funding will be canceled and the winning candidate will not be entitled to any Funding, including, but not limited to, Funding for any ancillary expenses.
39. For further details and questions you may contact Mrs. Shimrit Haimzon merci@univ.haifa.ac.il
Chairman of Educational Committee: Dr. Shiri Zemah Shamir shiri.zemahshamir@runi.ac.il
40. In these Bylaws, use of masculine form is solely for convenience purposes, and the provisions also relate to feminine form impliedly.



**Appendix A – Application to Receive Funding to Participate in a
Workshop/Convention/Training/Course in Israel or Overseas**

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 Post doctorate) and Technical Staff
in Institutions Participating in The Mediterranean Sea Research Center of
Israel – **2024 Academic Year**

Tender No. 24/01

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: _____ E-mail 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:

The Mediterranean Sea Research Center of Israel

199 Abba Khoushy Ave. Mount Carmel, Haifa 3498838

Email: merci@univ.haifa.ac.il Tel: 04-8280789

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”) respectfully award you Funding to participate in the Convention in Israel or overseas in the Sea Science field following your winning the tender and to allow 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 obtained in violation of the bylaws 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 bylaws 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 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 a training 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 –

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 –2024 Academic Year

Tender No.: 24/1

Request Details for Reimbursement of Expenses

Name of Student/Member of Technical Staff: _____ I.D.: _____

Address: _____ Major: _____

Program of Study: _____ Institution Name: _____

Mobile Telephone: _____ E-mail 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 **V**):

- 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 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
			The Mediterranean Sea Research Center of Israel 199 Abba Khoushy Ave. Mount Carmel, Haifa 3498838 Email: merci@univ.haifa.ac.il Tel: 04-8280789

