

**CALL FOR FELLOWSHIPS SUPPORTING TRAVEL AND
PARTICIPATION OF TECHNICAL STAFF IN PROFESSIONAL
TRAINING & DEVELOPMENT RELATED TO
MEDITERRANEAN SEA RESEARCH- 2025**

Tender No.: 25/4

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: **June 8th, 2025 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 technical staff in professional development /training/courses in Marine Sciences and engineering/technologies expected to be held in Israel or overseas and end by **September 30, 2025** (hereinafter “**the Activity**”). To this end, the Center is interested in assisting to fund participation of the **Activity/ies** subject to the approval of the Center’s Executives and budget and budgetary availability.
3. An applicant 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 6,000**, 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 professional training and course/ workshop and subject to providing 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:
 - 5.1. The applicant is actively employed as technical staff (lab manager, technician, data analyst, engineer, etc) at one of the partner institutions as defined above;
 - 5.2. The Activity proposed by the applicant and in which the applicant intends to participate is associated with Marine Sciences and engineering/technologies and is expected to be held overseas or in Israel;
 - 5.3. The proposed Activity has not yet begun on the date the candidacy is submitted and is expected to end by **September 30, 2025**;
 - 5.4. The candidacy was submitted by the last date to submit candidacy, **June 8, 2025**;
6. Receipt of Funding is subject to participation in the **Activity** 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 **Activity** 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 applicant participating in the **Activity** and why the Center should support such funding;
3. The applicant's Curriculum Vitae;
4. Valid approval of employment of the applicant from his institution;
5. Letter of recommendation from the applicant's academic employer or letter of recommendation from administrative director;
6. Confirmation of registration for the **Activity**.
7. **The applicant 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.**
8. The Center is entitled to disqualify incomplete applications;
9. 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 MERCI Board including the Head of MERCI.
11. Applications that satisfy the participation conditions will be remitted to the judging Committee who will review them and select the winning applicant/s. Every member of the Committee will examine all the proposals except proposals from the Committee members' academic or research 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 that a decision cannot be made in respect of the identity of the winning applicants/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:
 - 14.1. The significance of the Activity in promoting professional training for the applicant's specific research (max 40% of total score)
 - 14.2. The significance of the specific activity to enhancing and promoting skills and knowledge in marine sciences and engineering/technology (max 20% of total score)
 - 14.3. Recommendation from the applicant's direct academic supervisor (max 10% of total score);
 - 14.4. Additional funding that will be provided by applicant's supervisor or institute (max 20% of total score)
 - 14.5. General evaluation (maximum 10% of total score).
15. Notwithstanding the above, the Committee may refrain from selecting an applicant 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 applicants regarding the Activity that they wish to attend.
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 6,000**.
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 applicants that their 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 an applicant who won cannot with reasonable diligence be contacted and/or if an applicant 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 applicant/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:
 - 22.1. The applicant/s participated in the Activity in respect of which the application was submitted in this tender and presented an official approval of participation in the Activity to the Center as stated above;

- 22.2. The applicant/s presented an e-ticket for travel to the Center and proof of leaving the country and re-entering after the Activity;
- 22.3. The applicant/s presented invoices and original receipts to the Center against which the Funding will be remitted in accordance with the winning amount;
- 22.4. The applicant/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 applicant/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 Activity (the cost of the Activity itself and the cost of travel and accommodation). The following items will not be remitted:
 - 23.1. Expenses already funded by another entity;
 - 23.2. Expenses not approved in advance;
 - 23.3. Any expense that is not directly related to participating in the Activity 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 30, 2025**. Insofar as all or some of the documents are submitted after this date, the Center will not pay the Funding amounts and the winning applicant waives any allegation or claim in this respect.

General

25. The Committee, as stated above, will select the winner/s. 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 make sure to mention MERCI support in **any publication deriving from the winner's participation in the Activity will mention the Center's support in the following format: "Funding (or support) provided to (your name) by the Mediterranean Sea Research Center of Israel."**
28. The Center and the Partner Institutions release themselves of any liability to 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 they did not read the bylaws, they consent to these bylaws applying to them as if they

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- 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 present 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 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 **6,000 NIS** only.

38. It is clarified that in the event the **Activity** is canceled after winning, the Funding will be canceled, and the winning applicant 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
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 support for participation in a professional training and development training/course in Israel or overseas

Tender No. 25/04

Part A – To Be Completed by the Member of Technical Staff

Personal Details:

Name: _____ I.D.: _____
Address: _____ Department: _____
Job Title: _____ Institution Name: _____
Mobile Telephone: _____ E-mail: _____

Details of the training/course

Title of training/course _____

Organized by _____

Location of **training/course**: _____

Date of training/course: From _____ Until _____

Comments: _____

Attached hereto: ☐ **Confirmation of Registration to the training/course**

Details Pertaining to Expected Expenses (in NIS):

Participation/Registration Fees: _____

Flight Expenses: _____

Accommodation Expenses: _____

Other: _____

Total expected expenses: _____

Additional Funding Source/s: ☐ Academic Institution _____ ☐ Other _____

Amount and Nature of Assistance by the Additional funding source/s _____

Requested Grant Amount from MERCI (in NIS): _____

Signature: _____ Date: _____

Part B – To be completed by the academic employer/Head of Administration

Supervisor Recommendation:

The Member of Technical Staff _____ will participate in the
above-detailed scientific training or activity.

Recommendation regarding the specific training/participation and how it will benefit
the applicant in their Mediterranean Sea Research:

Supervisor's Name: _____ Signature: _____ Date: _____

Appendix B – Grantee's Declaration

The Mediterranean Sea Research Center of Israel (hereafter MERCI) has decided to provide you with a fellowship supporting travel and participation in professional training & development related to marine sciences, engineering and technology and relating to Mediterranean sea research (i.e. tender 25/4)

Prior to receiving the awarded funds you must complete your details below and state as follows:

I, the undersigned, (NAME AND SURNAME) _____
bearer of I.D. No. _____, Academic/ Research Institute: _____
_____ hereby declare and confirm that:

1. Winning the fellowship 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 scholarship without prejudicing any relief and rights of MERCI and the Partners' Institutions therein - pursuant to the law.
2. I am aware that I will receive the scholarship from the institution that I attend, and that I do not and will not have (nor will anyone on my behalf) any claim and/or demand from MERCI and the Partner Institutions therein and/or anyone on their behalf insofar as the tender and/or the scholarship is concerned.
3. I agree that my name and work that I submitted, or the gist thereof, may be published by MERCI 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 and my work within the framework of the publications relating to this tender and/or other publications of MERCI and the Partner Institutions therein.
4. I confirm that any publication derived from my research will acknowledge the support from MERCI according to the following format: "Funding (or support) was provided to (your name) by the Mediterranean Sea Research Center of Israel".
5. I am aware that any tax, deduction or demand for tax payment, of any kind, will be at my expense and at my expense alone. MERCI will be entitled to transfer to the tax authorities, if required by law, my details and/or withholding tax. MERCI will not be obligated to pay any tax regarding the winnings.

This is my name, this is my signature and the content of this statement of mine is true. : _____

Appendix C. Reimbursement of Expenses

Grantee's request to receive reimbursement of expenses incurred by participating in a professional training /course in Israel or overseas.

Request is subsequent to the award provided by MERCi through "CALL FOR FELLOWSHIPS SUPPORTING TRAVEL AND PARTICIPATION IN PROFESSIONAL TRAINING & DEVELOPMENT RELATED TO MEDITERRANEAN SEA RESEARCH

Tender 25/4

Details Required for Reimbursement of Expenses

Name: _____ I.D.: _____
Address: _____ Department: _____
Job Title: _____ Institution Name: _____
Mobile Telephone: _____ E-mail: _____

Attached are the following documents:

Approvals attesting to my travel:

- ☐ E-ticket;
☐ Photocopy of passport, including the page with my photograph and the pages with the stamps confirming my exit from the State of Israel and returning to Israel or boarding passes or Border control permits;

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

- ☐ Payment for my participation in the Convention;
☐ Payment for Flight tickets;
☐ Payment for my accommodation;
☐ Additional expenses, please specify: _____

Amount requested for reimbursement of expenses: _____ NIS

Receipt of the reimbursement is subject to advance approval, income tax regulations, and

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. Academic/Research Institution Date