**Tender To Assist In Funding The Participation In Conventions / Workshops/ Training and courses In Israel or Overseas In The Sea Sciences Field For Students Holding Advanced Degrees (Master, Doctorate And Post Doctorate) & Technical staff In Institutions Participating In The Mediterranean Sea Research Center For Israel - Year A 5771**

# Tender No.: 9/4

**The Competition Bylaws**

Definitions

|  |  |
| --- | --- |
| The Partners’ Institutions: | The Partners’ Institutions in the Center as defined above and detailed below are: Haifa University, the Technion, the Weizmann Institute of Science, Bar Ilan University, Tel Aviv University, Ben Gurion University, the Hebrew University, The Ruppin Academic Center, IDC Herzliya, Israel Oceanographic and Limnological Research. |

The Center: The Mediterranean Sea Research Center of Israel;

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: **December 31, 2020 at 08:00 Am** 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**

1. The Center and the Partners Institutions comprising it are interested in encouraging the participation of students holding advanced degrees in conventions / Training and courses / workshops in the Sea Sciences field expected to be held in Israel or overseas and end by 01/9/21 (Hereinafter: “**The Conventions**”).

 To this end, the Center is interested in assisting to fund the participation in such conventions /Training and courses / workshops, subject to the approval of the Center’s Executives and budget and budgetary availability.

1. 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.
2. The purpose of these bylaws is to determine rules to apply to the competition to receive funding.

**Rules To Participate In The Competition**

1. Participating in the competition is contingent upon fulfilling the following accumulative conditions:
	1. The candidate is an active student for a Masters/ Doctorate / Post Doctorate degree or Technical staff at one of the partner institutions as defined above.
	2. The convention/ course/ workshop proposed by the candidate and in which it intends on participating is associated with the Sea Sciences field and is expected to be held overseas.
	3. The proposed convention /training and courses / workshop have not yet begun on the date the candidacy is submitted and is expected to end by 01/9/21.
	4. The candidacy was submitted by the last date to submit candidacy 31/12/20.
2. Receipt of funding is subject to participating in a convention and the fulfillment of all the conditions in these bylaws.
3. Submitting a candidacy to the competition means consenting to these bylaws conditions unconditionally.

**The Manner To Submit Candidacy**

1. Candidacy will be submitted no later than the effective date as defined above, to the center via email to: merci@univ.haifa.ac.il
2. The candidacy will contain the following documents:
3. The application form in the format of Appendix A of these bylaws; in the aforementioned form state the requested amount to be funded by the Center for the purpose of participating in the convention/ course/ workshop 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 it 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;
4. A detailed letter reasoning the importance of the candidate participating in the convention /training and courses / workshop and why the Center should support such funding;
5. The candidate’s Curriculum Vitae;
6. Valid approval of studies from one of the partner institutions/ Employee certificate and indication of the professional need for training (specific in the field of instrumentation / equipment) for a technical employee;
7. The candidate’s grades sheet for students of a Master Degree 1st year - Bachelor Degree grade sheet; for students in 2nd year - current grade sheet up to the current semester; for Doctorate students - grade sheet for Master Degree and current grades, if applicable; post-doctorate students - list of publications;
8. Letter of recommendation from candidate’s direct mentor/ Letter of
9. recommendation from the academic and administrative director;
10. Registration confirmation for training and courses / conference/

 workshop;

1. The candidate must submit the documents above in 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.
2. A candidate who does not attach all the requisite documents may have his application disqualified by the Center.
3. Without derogating from the above, the Center will be entitled to request from the candidate to supplement documents or clarifications in respect of his application and any other detail.

**Method To Select The Winner/s**

1. The Judging Committee (Hereinafter: “**The Committee**”) will be comprised of 4-5 members of the teaching committee including the committee chairman. The candidates’ applications who satisfied 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 requests, to the exclusion of requests by candidates attending the academic institution that the committee member belongs to. Every application will be reviewed by at least two committee members.

Grading the applications in general will be in accordance with criteria and weights as appearing in Section 14 below. 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.

* 1. The Committee will base its decision *inter alia* on the basis of the following criteria -
	2. Average Grades - up to 10% (post- doc 10% for publications)
	3. The scientific or technological importance of the convention/ course/ workshop topic and its position in the know-how front in the Mediterranean sea research field - up to 20%;
	4. The stature of lecturers who are supposed to participate in a workshop in Israel and overseas - up to 20%;
	5. The extent receipt of the assistance is necessary and additional funding entities if applicable - up to 30%;
	6. The scorers opinion of the direct mentor’s recommendations - 10%;
	7. General assessment by the scorers - up to 10%;
1. Notwithstanding the above, the Committee may refrain from selecting an application as the winner, to allow a variety of candidates to win from various disciplines/ departments and different institutions.
2. The committee may request clarifications from the candidates insofar as the convention that they wish to attend is concerned.
3. 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.
4. 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.
5. The Center or whoever on its behalf will notify the candidate that his application won in an email message or by telephone, pursuant to the details remitted to it at the time his candidacy was submitted. Notices will be remitted by the Center’s staff also to candidates whose applications were not selected.
6. 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 he was disqualified pursuant to the committee’s decision due to a special reason, the committee may decide on another winner.
7. 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.

**The Manner To Transfer Funding**

1. 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 -
	1. The candidate participated in a convention/ training and course / workshop in respect of which his application was submitted in this tender and presented an official participation at the convention/ training and course / workshop approval to the Center as stated above.
	2. The candidate presented an eticket to the Center and proof that s/he left the country and reentered after the convention.
	3. The candidate presented invoices and original receipts to the Center against which the funding will be remitted in accordance with the winning amount.
	4. The candidate signed the format of the declaration in **Appendix B** of these bylaws and the format of the application **Appendix C.** The funding will be awarded to a candidate/s who satisfied all of the conditions in these bylaws.
2. 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/ training and course / workshop only (the cost of the convention itself and the cost of arriving and accommodation) and will not be given to fund -
	1. Expenses already funded by another entity.
	2. Expenses not approved in advance.
	3. Any expense that is not directly related to participating in a convention / training and course / workshop and/or an expense beyond that which is reasonable or customary under the circumstances, of the Center’s discretion.
3. Funding will only be given to a winner subject to the fact that all the documents required under Section 22 above are submitted no later than 01/9/2021, 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 in this respect.

**General**

1. The committee, as stated above will select the winner. Every participant releases the Center and the Partners’ Institutions and/or their representatives and/or employees and/or the rest of the participants in the competition of any allegation or claim relating to the competition.
2. The funding under no circumstances can be converted to money equivalent and/or other prize.
3. The winner will undertake that any publication deriving from his participation in a convention / training and 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"
4. The Center and the Partners’ Institutions release themselves of any liability to send submission forms, appendices thereto, via electronic mail.
5. It is clarified that the Center’s records and/or of anyone on its behalf pertaining to receipt of the submission forms via electronic mail, is conclusive proof of receiving the submission forms.
6. The mere participation in the competition will be considered as consent, approval and a declaration that the participant therein read these bylaws, agrees to its 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 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.
7. The Center and the Partners Institutions may at any time, of 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 allegation in respect thereto.
8. Without derogating from the provisions in these Bylaws it is clarified that the Center and the Partners 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.
9. The Center and the Partners Institutions will not bear any liability for any direct and/or indirect damage, including but not limited to shortening the competition 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 competition 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 a 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 him participating in this competition and/or winning the funding.
10. 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 the competition is conducted, the manner the proposals are reviewed and the manner the funding is received and realized or it not being realized.
11. Responsibility to realize the funding lies solely with the winner. The Center and the Partners Institutions will not bear any liability for not realizing all or some of the funding, by the winning candidate/s
12. It is clarified that any tax, deduction or demand for payment of tax, of any type, will be the winner/s sole responsibility and solely at their expense. The Center and the Partners 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 Partners Institutions will not be obligated to pay tax in connection with the win.
13. In any event it is proven that due to the negligence of the Center and the Partners Institutes 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 NIS 5,000 only.
14. It is clarified that in the event the convention is cancelled after winning, the funding will be cancelled and the winning candidate will not be entitled to any funding including but not limited to funding of any ancillary expenses.
15. It is clarified that any tax, deduction or demand for payment of tax, of any type, will be the winner/s sole responsibility and solely at their expense. The Center may remit to the tax authorities, if required to do so by law, the winner’s details and/or deduct tax at source. The Center or the Partners Institutions will not be obligated to pay tax in connection with the win.
16. For further details and questions you may contact Ms. Rotem Dori merci@univ.haifa.ac.il
To the Responsible for the tender:

Dr. Gil Rilov, National Institute of Oceanography rilovg@ocean.org.il

Dr. Shiri Zemah Shamir, IDC Herzliya shiri.zemahshamir@idc.ac.il

1. 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 Workshops/Conventions/** **training and courses In Israel & Overseas - Tender To Assist In Funding Participation In Conventions/ Workshops/ Training and courses In Israel or Overseas In The Sea Sciences Field For Students Holding Advanced Degrees (Master’s, Doctorate And Post Doctorate) & Technical staff In Institutions Participating In The Mediterranean Sea Research Center For Israel - Year A 5771**

**Tender No.: 9/4**

**Part A - To Be Completed by The Student/ Technical worker**

**Personal Details:**

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Details About the Workshop/Convention/ Training and courses:**

Subject of Convention /Workshop/ Training and courses:

Name of Organization Holding Convention/ Workshop/Training and course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Convention/ Workshop/Training and course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Convention/ Workshop/ training and courses : From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Attached hereto: [ ]  **Registration for workshop/** **training and**

 **courses /convention confirmation**

**Details Pertaining to Foreseeable Expenses (In NIS):**

Participation fees in convention/ workshop/ Training and course:

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 NIS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Part B - To Be Completed by Mentor/Head of Administration**

**Mentor’s Recommendation:**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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 /training and courses /workshops In Israel & overseas in the Sea Science field following your winning the tender and to allow you to participate in such a convention/ workshop/ Training and course.

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/workshop/ training and courses 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 Training and courses / Workshop/Convention In Israel or Overseas Supported By The Mediterranean Sea Research Center For Israel According To The Tender- To Receive Funding To Participate In Training and courses Workshops/Conventions In Israel or 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 5771**

**Tender No.: 9/4**

**Request Details for Reimbursement of Expenses**

Student’s /Technical worker'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 workshop/convention/ training and courses

 [ ]  Payment for accommodation overseas

 [ ]  Additional expenses, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The amount requested for reimbursement of expenses: \_\_\_\_\_\_\_\_\_\_ NIS**

**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**