אוניברסיטת בן-גוריון בנגב
Ben-Gurion University of the Negev

The Research and Development Authority

Information and Instructions for Researchers

Table of Contents

1. General

A. This brochure is an orientation guide containing a collection of common work procedures in research. For full and updated information please consult the relevant units.

B. The work procedures elaborated below are computerised, but the initial contact between the researcher and the faculty is done through the written forms approved and signed by him. We recommend keeping copies of admission/scholarship forms in case a need for future inquiries and clarifications arises.

C. Each of the clauses specified below relates to a specific form, attached at the end of this brochure.

D. Forms can be downloaded from:
http://in.bgu.ac.il/en/osr/Pages/Forms.aspx

E. All research and budgets are managed through the "TAFNIT" fiscal system.

F. To gain access to the system, fill in the form "Opening an account in the Tafnit system" at the following address: http://in.bgu.ac.il/finance/Pages/info_systems_forms.aspx

The signed form should be sent to the Finance and Budget Systems Section, Computer and Information Systems, Tel: 72101.

With access to the TAFNIT System, the researcher is able to enter the computerised system and to receive online information on research projects, such as: lists of projects by researcher, research status reports, budgetary surplus reports, financial reports, etc.

For your convenience, the University Website contains information on the Research and Development Authority and about administrative divisions. Forms can be downloaded from some sites.

University Website: http://www.bgu.ac.il

R&D Authority Website: http://www.bgu.ac.il/research

"TAFNIT" System Site: http://www.bgu.ac.il/tafnit

Attached is information on common practices in the management of research budgets according to topics: employment in research (administrative and technical staff, academic staff, students), scholarship payments, expenses for subsistence and travel in Israel, travel to a continuing education programs abroad, procurements in research (requests through the Procurement and Special Orders Department), internal services and payment orders.

2. **Employment in Research**

Researchers employing workers are fully responsible for those workers, with regard to recruitment, submission for requests for appointments, lengthening employment time (if relevant) and notification of cessation of employment.

Since this may be the worker's only source of income, the lack of attention to these requirements on the part of the researcher may cause the worker anguish because of withholding wages, uncertainty about his future, etc.

The researcher in question is obligated to inform the worker directly about any change to take place in the conditions of his employment so as to minimize the feeling of uncertainty as much as possible.

Prior to submitting requests for budgets designated for employment of such workers, all possible modes of employment and their ramifications must be considered.

Existing employment modes:

- **Salary payment through Administrative and Technical/Academic Staff**

Appointment is a means of employment for a period exceeding 3 months and paid for on a monthly basis.

A researcher wishing to employ a worker through a research budget can do so via the Administrative and Technical or Staff or the Academic Staff [in the Human Resources Department] by transferring the appointment to the worker whom he is interested in employing.

PhD/MD and/or tutor candidates – to Academic Staff [department]

MA, BA or candidates without academic degrees – to Administrative and Technical Staff [department]
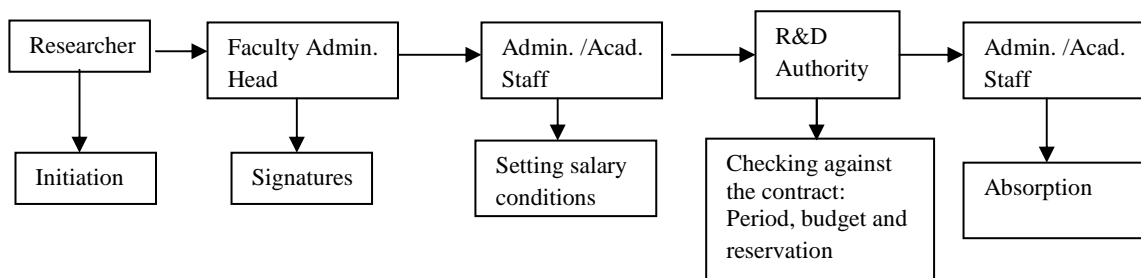
The researcher has the option of employing the worker on the basis of a post percentage or hourly wage.

Likewise, the researcher must discern between the **Cost to the Employer and Gross and Net** salaries.

The cost to the employer is the gross salary plus additional costs according to the table below:

30% without social conditions
36% including a pension fund

41% including social conditions

20% employment by hours.

The appointment form (see App. A and B) is to be submitted to the Administrative and Technical Staff [department] together with the candidate's CV and job description, which will determine his rank and salary. After setting the rank, the appointment is entered into the computerized appointments system. After the appointment has been approved, the admission process is begun.

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┌──────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────────┐
│  Researcher  │──▶ │ Faculty Admin.│──▶ │ Admin. /Acad.│──▶ │     R&D      │──▶ │ Admin. /Acad.│
│              │    │    Head      │    │    Staff     │    │  Authority   │    │    Staff     │
└──────┬───────┘    └──────┬───────┘    └──────┬───────┘    └──────┬───────┘    └──────┬───────┘
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┌──────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────────┐
│  Initiation  │    │  Signatures  │    │ Setting salary│   │Checking against│  │  Absorption  │
│              │    │              │    │  conditions  │    │the contract: │    │              │
│              │    │              │    │              │    │Period, budget and│ │              │
│              │    │              │    │              │    │ reservation  │    │              │
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A researcher employing a worker on a research budget is requested to submit any requests for new appointments or extension of appointments to the Administrative and Technical Staff department by the 15th of each month.

Salaries are usually closed by the 20th-25th of each month. Requests arriving late will not be dealt with on time and a worker will not receive his salary in time.

For additional details, please contact the Technical and Administrative Staff department or the Academic Staff department as relevant.

For inquiries about pay slips, wage components, advances, etc.; call the Salary Department at Tel. 61203.

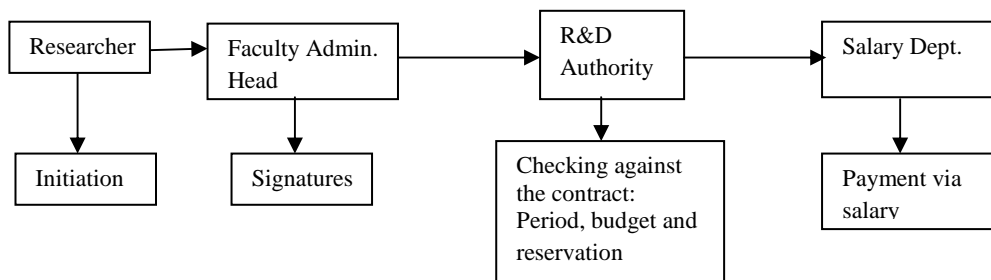- ## One-time payments

A researcher wanting to employ a worker for a period of less than three months, or for a one-time job (e.g., distributing questionnaires, interviews, translation, bibliography search, etc.) are required to fill out a one-time salary form (see App. C) with all the worker's personal details, number of worked hours, hourly rate, type of work and the relevant budget number for billing.

It should be noted that to the gross sum for payment it is necessary to add 20% employer's costs at the "securing" phase.

A one-time payment is a considered a full salary and hence the 101 Form or Tax Coordination Form should be attached. Should these forms not be attached, maximal income tax will be deducted.

Signatures of the budget holder and the Faculty Administration Head are required.

The form will be entered into the appointments system and after approval of the relevant bodies will be transferred to payment.

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┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│  Researcher  │ ──▶ │ Faculty Admin.│ ──▶ │     R&D      │ ──▶ │ Salary Dept. │
│              │     │    Head       │     │   Authority  │     │              │
└──────┬───────┘     └──────┬───────┘     └──────┬───────┘     └──────┬───────┘
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       ▼                    ▼                    ▼                    ▼
┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│  Initiation  │     │  Signatures  │     │ Checking against│   │ Payment via  │
│              │     │              │     │ the contract:   │   │ salary       │
│              │     │              │     │ Period, budget and│ │              │
│              │     │              │     │ reservation     │   │              │
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- **Payment through the Student Employment Unit**

The Student Employment Unit is a unit through which a researcher can employ students studying toward their first or second degree. When a researcher wishes to employ a student on a research grant budget, he may approach the Student Employment Unit, from which he will receive a set of forms to be filled out by him and by the student. The appointment is entered into the computerized appointment system according to the completed forms.

The relevant academic department will check whether the student is eligible for employment, and whether the conditions of the contract permits such employment and issue the approval accordingly through the system.

Students studying toward advanced degrees and employed though research budgets, will be paid an overall wage through the Academic and Technical or Administrative Staff [departments].

For additional details, contact the Student Employment Unit at Tel: 79819

3.   Scholarship Payments in Research

Scholarships paid from research budgets will be awarded to students conducting independent research and students who are research partners. Therefore, scholarships will not be granted to students employed in research that is not in the field of their studies or specialization, and, likewise, scholarships will not be granted to students for whom the budget holder is not a direct tutor.
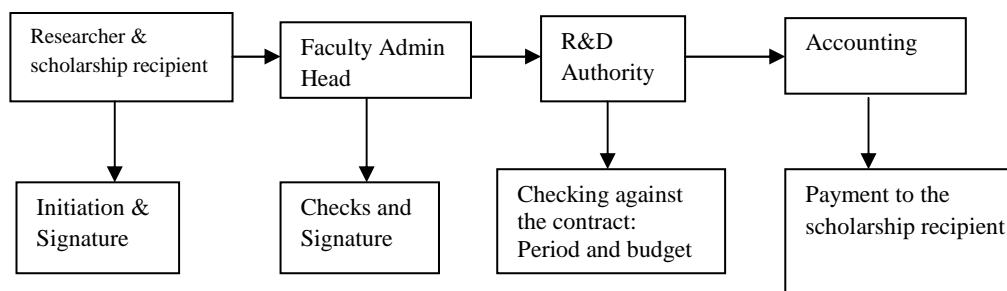
Payment of a scholarship does not constitute employer-employee relations and does not carry costs to the employer and other social rights.

Request for scholarships must be submitted by the researcher to the department, subject to the current procedure of granting subsistence scholarship to research students at the Academic Secretariat and only on the "form for granting scholarship to students studying toward advanced degrees" (see App. D that also contains the scholarship payment procedure).

It must be verified that the scholarship period matches the research period and that there is sufficient money in the budget.

The scholarship recipient must take care filling out his personal data, including the details concerning his studies at the university and to sign the application form, which must also be signed and approved by the researcher who is the budget holder. This form must be submitted to the Head of the Faculty Administration Unit for his/her approval and signature. The scholarship is then entered into the computerized scholarships system.

The scholarships are paid twice a month by the Treasury Unit (5th and 15th of the month) and therefore it is necessary to submit the forms on time, to ensure that the scholarship recipient will receive his wages in time.

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┌──────────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│ Researcher &     │ ──▶ │ Faculty Admin│ ──▶ │ R&D          │ ──▶ │ Accounting   │
│ scholarship      │     │ Head         │     │ Authority    │     │              │
│ recipient        │     │              │     │              │     │              │
└──────────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
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┌──────────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│ Initiation &     │     │ Checks and   │     │ Checking     │     │ Payment to   │
│ Signature        │     │ Signature    │     │ against      │     │ the          │
│                  │     │              │     │ the contract:│     │ scholarship  │
│                  │     │              │     │ Period and   │     │ recipient    │
│                  │     │              │     │ budget       │     │              │
└──────────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
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4. Payment of expenses for subsistence and travel in Israel

There are two methods of payment of expenses for subsistence and travel in Israel: through the pay slip for university employees and through a payment order for those who are not university employees.

Expense refunds for University Employees only!

Subsistence and living expenses were updated on 1 July 2007 at the following rate:

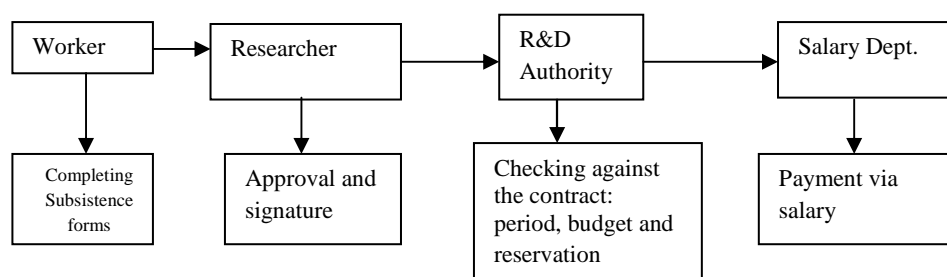Breakfast 15.60 NIS

Lunch 44.50 NIS

Dinner and night meal 19.60 NIS

Living expenses for an employee employed for more than 2 years: 15.50 NIS

The worker must fill in all the details in the Travel and Subsistence Form (See App. E), including the purpose and the exact dates of travel. The expenditure must match the period and working program of the research. Subsistence forms must be signed by the employees and approved by their superiors, and stamped by the budget holder, and transferred to the Research and Development Authority for budgeting by the 10th of the month following the month in question. After budgeting, the forms are transferred to the Salary Department. Documents relating to travel costs and mileage refunds must be attached.

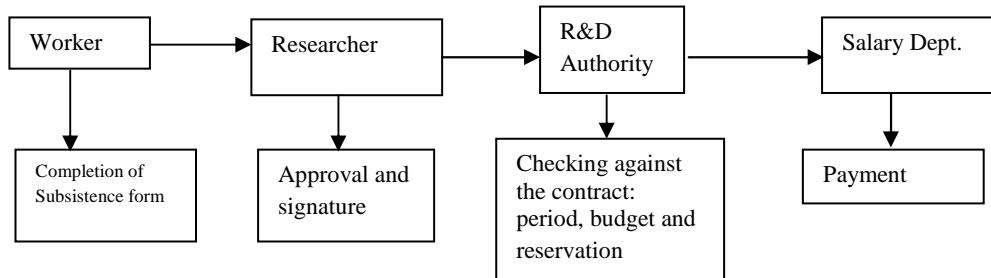**Subsistence payments are approved for payment only for a retroactive period of 6 months.**

The applications for refunding subsistence expenses must be submitted for each month separately.

Updates on changes of the existing rates are available at the Salary Dept. at Tel: 61203.

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┌──────────┐      ┌──────────┐      ┌──────────┐      ┌──────────┐
│  Worker  │ ───▶ │Researcher│ ───▶ │   R&D    │ ───▶ │Salary Dept.│
└──────────┘      └──────────┘      │ Authority│      └──────────┘
     │                 │            └──────────┘            │
     ▼                 ▼                 ▼                   ▼
┌──────────┐      ┌──────────┐      ┌──────────┐      ┌──────────┐
│Completing│      │Approval  │      │Checking  │      │Payment via│
│Subsistence│     │and       │      │against   │      │salary    │
│forms     │      │signature │      │the contract:│   └──────────┘
└──────────┘      └──────────┘      │period, budget and│
                                    │reservation│
                                    └──────────┘
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Refunding of subsistence and travel expenses for scholarship recipients and others (who are not university employees) from research budgets.

In addition to filling in the subsistence form, the applicant should also fill in the computerized payment order at a rate of 1.4 NIS/km or the prices of the travel tickets.
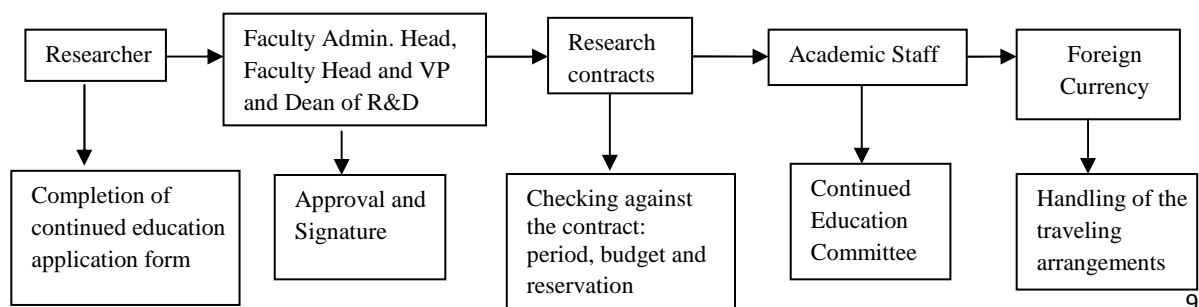
Worker	→	Researcher	→	R&D Authority	→	Salary Dept.
↓		↓		↓		↓
Completion of Subsistence form		Approval and signature		Checking against the contract: period, budget and reservation		Payment

5. <u>Request to attend a continuing education program abroad</u>

A researcher, or research assistant, requesting to travel abroad through a research budget, is required to fill out a continuing education program application form (see App. F) with all the requested details. The researcher must ensure that the travel dates matche the period of the research and that the name of the applicant and the destinations match the research proposal and are pertinent to the specific research.

The researcher must fill the application at least one month prior to traveling. The form must be signed by the person traveling to the continuing education program and the budget holder (in the case that they are not the same person), by the faculty Administration Head and the Dean of the Faculty. After the form has been submitted to the Research and Development and has been budgeted, it is sent for the signature of the Vice President and Dean of R&D and from there to the Academic Staff department where the request is examined by the Continuing Education Program Committee. After approval by the Committee, the form is transferred to the Foreign Currency Unit for further treatment.

For a member of the Administrative and Technical Staff, the application is transferred Ms. Mira Fedder of the Human Resources Department for approval.

For additional details, contact the Secretariat of the Academic Staff at Tel. 61305 or Ms. Miriam Gal at the Foreign Currency Division at Tel. 77741.

Researcher	→	Faculty Admin. Head, Faculty Head and VP and Dean of R&D	→	Research contracts	→	Academic Staff	→	Foreign Currency
↓		↓		↓		↓		↓
Completion of continued education application form		Approval and Signature		Checking against the contract: period, budget and reservation		Continued Education Committee		Handling of the traveling arrangements

6. **Procurements in Research**

A researcher wishing to make purchases for the purpose of conducting research has several options:

- Refunding of expenses after self-purchase – through the detailed payment order below.

- Procurements from internal inventory in University warehouses – detailed in the internal services section.

- Purchases through the Procurement & Supply Department of materials, equipment, working with subcontractors, ordering of services, etc.

- Small purchases up to 1,200 NIS may be made through special orders placed directly with the supplier.

Procurement of Research Equipment

A researcher who received a research grant or got the approval of the research fund to purchase equipment at a certain sum is required to purchase the equipment up to 6 months from the beginning of the research. Equipment purchased toward the end of the research period may not receive the approval of the budget officer or of the relevant research fund for this expenditure.

The ordered equipment should fully match the list of equipment written in the contract with the Research Fund.

Execution of orders and purchase of equipment and its registration in the University system must be conducted in full coordination with the Procurement and Supply Department and according to University regulations.

It is recommended to keep copies of the invoices when these are sent for the approval of the researcher. This would considerably ease the search for references during the preparation of the financial statement.

| Researcher	→	Procurement Dept.	→	R&D Authority	→	Procurement Dept.	→	Accounting
↓		↓		↓		↓		↓
Completion of the application at TAFNIT		Receiving and checking of the application		Checking against the contract: Period and essence		Performing the order with the supplier		Payment and registration
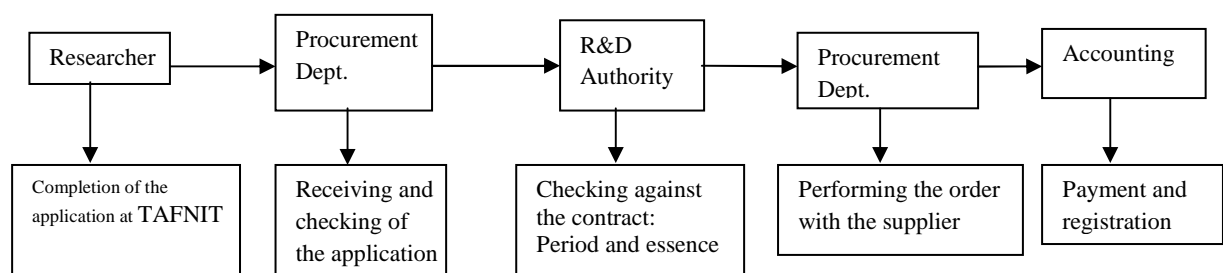
7. Salary Services

The payment to an authorized dealer, incorporated company, and similar will be made only against a tax invoice.

Should it be necessary to pay against an external factor not through a salary; such invoice/contract should be arranged through the Procurement and Supply Department. The application should be typed according to the contract proposal.

The nature of the expenditure must match the contract with the fund and be according to the working program and the research period.

The request is to be sent for the approval of the department via the TAFNIT system and then submitted for continued handling of the purchase.

For additional details, contact the relevant purchaser in the Procurement and Supplies Department Tel: 61261.

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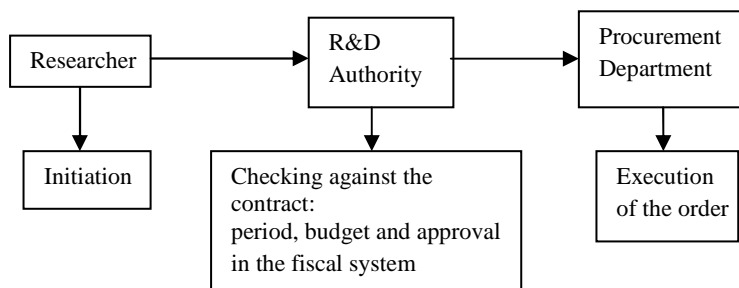
8. Internal Services

The University has several units that provide various services to internal bodies. Billing of the budgeted articles is conducted for these services.

These units provide various services such as computer services and laboratory services.

The system for selling equipment and services is entirely computerized starting with the order and the reservation of time for use of a specific instrument, through to the approval of the relevant bodies, and up to the approval of execution and billing the relevant budget number.

The list of centers providing these services and the provided services are updated from time to time.

9. Payment Orders

Use of the payment orders may be done only in the following cases:

As an expense refund:

A. Refunds to people (workers, students or others working for the university) who paid with their own money for services or goods for which it was not possible to obtain an official order will be given provided that the refund application is submitted no later than six months after the date of the relevant invoice.

B. Advances for payments designated for people taking part in research projects.

For Institutions:

A. Payment of annual membership fees for professional associations, subscription fees, etc.

B. University allocations and participation in financing of the activity of external bodies in Israel and abroad.

For Research:

Payments made to research participants and subcontractors in Israel and abroad (only by the budget officer in R&D Authority).