**September 2022**

**Support for Travel to Scientific Conferences for Lab Managers (Technical Faculty at the University)**

Laboratory managers from the technical faculty at the university who are directly involved in research may submit a request for dean's support for travel to an international conference abroad or in Israel (one trip) by contacting the Faculty Travel Committee. The dean's support will be granted to technical faculty who have contributed to the advancement of research in the faculty and will present research content at the conference. Applications will be accepted from university employees who are members of the technical faculty, including those at the School of Public Health and the Recanati School for Community Health Professions, who are directly involved in research (not administration).

The application forms for travel support to a scientific conference must first be submitted to the Faculty Travel Committee, through the secretary of the Dean of the Faculty of Health Sciences (Ms. Tsachit Fargo), at least 60 days before the travel date. A request approved by the Faculty Travel Committee will be forwarded to Ms. Shush Mazuz, Purchasing and Budgeting Coordinator at the Faculty, for further processing, and the applicant will be notified.

All funding sources (external and internal) must be indicated when submitting the application. Per Committee decision, request for additional funding at a later date will not be possible.

The Faculty Travel Committee will review requests at the beginning of each month. There will be no possibility of appeal. Applications must be submitted before the conference; the Committee will not review applications retroactively.

Best regards and good luck,

Faculty Travel Committee

Prof. Dan Levy, chairman

Prof. Adrian Israelson, member

Dr. Tamar Weinstock, member

Submitting an application to the Faculty Travel Committee can be done through the Office of the Dean of the Faculty of Health Sciences, by submitting the following documents:

1. Letter of request indicating details about the conference and its importance
2. Application form
	1. For conferences abroad: <https://in.bgu.ac.il/osh/FormmzacdmitF/trvlin-abrod.rtf>
	2. For conferences in Israel: <https://lms.bgu.ac.il/pls/lmsprd/f?p=101:LOGIN_DESKTOP:4215482841446>

**The following documents must be attached to the application form:**

* + 1. The abstract of the lecture or poster to be presented at the scientific conference
		2. Formal confirmation of the conference detailing the dates and location of the conference
		3. Formal confirmation of conference registration fees
		4. Price quote (proforma) for a plane ticket and port taxes (for the conference destination only), from a list of approved companies that work with the university (<https://in.bgu.ac.il/finance/Pages/before-flying.aspx> )
		5. Estimate of the cost of the trip travel expenses (form 1) - the amount of the allowance available to the faculty member in the Science Relations Fund or the Knowledge Fund must be indicated on the form.
* If there is support from an external source, this source must be indicated, as well as the amount of support, or a statement that there is no such external source according to the document.
	+ 1. Advisor's recommendation (if traveling abroad). The advisor is asked to indicate that s/he will provide parallel financing towards travel ('matching') in the amount of USD700 for a trip to Europe and USD1000 for a trip to North America. The application form must include a budget number.

The maximum amount of support from the Dean shall not exceed NIS1500 for a conference in Israel (without parallel funding), USD700 for a conference in Europe or USD1000 for a conference in a distant destination (USA, Canada, Japan, Australia, Singapore), and depends on matching funds from the advisor.

Funding is contingent on reporting to the foreign exchange section for travel expenses. Documents required to be submitted include original receipts or proof of payment for: flights, registration fees, hotel fees and all other approved related expenses.