

# Faculty Member Request for Funding Advanced Studies

- Senior Academic Staff Member  
 Senior and Junior Clinical Staff Member  
 Doctoral Students and their Equivalents  
 Special Populations

Please mark your choice.

*See detailed list of population types in Addendum A, at the end of this form.*



Ben-Gurion University of  
the Negev

Rector's Office:

[nesiot@bgu.ac.il](mailto:nesiot@bgu.ac.il)

Tel. 08-642-8418

Applications for Scholarship

Recipients:

[nuonuo@bgu.ac.il](mailto:nuonuo@bgu.ac.il)

Tel- 08-646-1224

*Dear Faculty Member, Applications for courses must be submitted to the [Center for Professional Development Abroad](#) at least one month prior to leaving for the course. Please attach relevant academic documentation confirming the trip in Hebrew/English for the trip. Documents in other languages will be accepted with an attached translation only.*

Name \_\_\_\_\_ Surname \_\_\_\_\_ ID no. \_\_\_\_\_ Faculty \_\_\_\_\_

Department/Institute/Division \_\_\_\_\_ Additional Department \_\_\_\_\_ Tel. in Department \_\_\_\_\_

Cellphone \_\_\_\_\_ Email \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

## Trip Destinations and Purposes

Following are the details of the destinations and time periods. (Please attach academic relevant academic documentation as indicated in the addendum below.)

Total \$US amount requested per destination	Sum requested in \$US (Provide details only if you are requesting reimbursement prior to the trip.)				Purpose conference/seminar/course/ research – meeting/library/ study tour	To (Date)	From (Date)	Country of Destination
	car	meals	lodging	flight				
\$ Total								

**Total sum requested (Please fill in the budget clause number and the required sum and the signature of the person in charge of the budget.)**

**For “teaching colleagues” only: Is this your first trip of the current academic year? yes/no (please mark one)**

**If you answered “no,” please add the dates of your last trip here. From (date) \_\_\_\_\_ to (date)**

\_\_\_\_\_

**Total sum requested: \_\_\_\_\_ (If you are requesting reimbursement prior to the trip, please attach a list of expenses.)**

**Sum requested from the Central Fund for Advanced Study for Scholarship Students**

\$

**Sum requested from the Fund for International Scientific Cooperation**

\$

**Sum requested from other budgets**

	<b>Order no.:</b>		<b>Requested sum (currency):</b>												<b>Budget clause no.</b>
	<b>Date:</b>		<b>Approved sum:</b>											<b>Stamp and signature of the person who approves the budget</b>	
	<b>Order no.:</b>		<b>Requested sum (currency):</b>												<b>Budget clause no.</b>
	<b>Date:</b>		<b>Approved sum:</b>											<b>Stamp and signature of the person who approves the budget</b>	

**Applicant's Declaration**

**Arrangements for substitute teacher during the period of the trip. Teaching  Not Teaching**

<b>Substitution Arrangement (name of substitute or date of make-up lesson)</b>	<b>Time</b>	<b>Day</b>	<b>Course Title</b>

**Arrangements for substituting in exams during the period of the trip.  I have an exam.  I do not have an exam.**

<b>Exam sittings</b>	<b>Lecturer/Substitut</b>	<b>Date of Exam</b>	<b>Course Title</b>
First sitting-exceptional/Second sitting/Special Sitting			
First sitting-exceptional/Second sitting/Special Sitting			
First sitting-exceptional/Second sitting/Special Sitting			

<b>Trip Details</b>	<b>Yes</b>	<b>No</b>
<b>1. Course (not a conference) research/library on your teaching days</b>		
<b>2. Trip longer than a week on your teaching days</b>		
<b>3. More than one trip in a semester on your teaching days</b>		
<b>4. Absence from exams (first sitting)</b>		

**Please note that if you marked "yes" in one of these clauses, your request is defined as "exceptional" and thus requires the signature of the relevant faculty dean or head of institute.**

**For all faculty members and applicants:**

“I hereby declare that all of the above is true. I undertake to act in accordance with the instructions of the Security Department, to fulfill all my obligations regarding the arrangements concerning substituting, teaching make-up lessons, and examinations, and to submit within 30 days of my return to Israel an expense report together with receipts for lodging, boarding passes or electronic tickets, and receipts for other expenses to the Foreign Currency Section of the Finance Department. I know that any amount I received and for which I did not submit receipt will be deducted from my salary and returned to the fund from which it was taken. I hereby declare that I am not receiving funding from another academic institution.”

“I also declare that I am aware that the University does not insure me with medical insurance (including road accident insurance) and confirm that I have been advised to have medical insurance from the moment I board the plane in Israel until the moment I return to Israel and throughout the travel period, which will include at least evacuation to a hospital, medical flights within the continent and to Israel, payment of hospitalization expenses, including payments to physicians, intensive care surgeries, ambulatory care, examinations, x-rays, and medications during hospitalization, medical expenses outside of those incurred during hospitalization and which a qualified physician determined were necessary, including: payment to a qualified physician, examinations, x-rays, and prescription medications, dental care expenses as required as a result of accidental events and emergency treatment.”

**In the event that the sections listed below are relevant to you - please check the boxes accordingly:**

For scholarship students only: “In the event that I do not receive a salary from the University, I hereby undertake to return the full amount as required for any amount I received and for which no receipts have been submitted as stated above.” If I am employed by the University, it may deduct the amount from my salary.

For master’s degree scholarship students only: "I hereby undertake to refund the full amount that I received from the Central Fund for Scholarship Students, in the event that I do not continue to study for a PhD at Ben-Gurion University of the Negev.”

For “teaching colleagues” only: "In the event that I am not employed after the course or stop my work, I undertake to return the budget that I received for this trip from the Teaching Colleagues’ Fund, for any amount I received, and for which no receipts were received as stated above.” The University will be entitled to deduct the amount from my salary if I am employed by the University.

Statement of clinical staff only: I certify that I have received all necessary hospital approvals for this trip.

Date \_\_\_\_\_ Applicant’s Signature \_\_\_\_\_

**Supervisor’s Confirmation**

Supervisor's recommendation:  Recommend to approve  Recommend not to approve

Supervisor's Name

Date

Signature

**For all students and faculty members, with the exception of clinical staff members: approval of the head of department**

**For all members of the clinical staff: Approval of the Division Head / Head of the Institute - Soroka Medical Center / Director of Barzilai Hospital / Director of the Psychiatric Hospital**

Heads of the divisions and institutes require the approval of the director general of the medical center.

Please check relevant box (you may check more than one):

I confirm that I have checked the relevant attached documents, and that the trip is necessary to maintain the professional level of the faculty member and is part of his academic program.

I am responsible for all arrangements for substitutes in teaching and examinations being made.

**For special populations only** (a person who is not a regular appointment holder): I hereby confirm that the trip does not constitute part of my salary.

*Please explain the reasons for the trip and the contribution it will make to the University:*

Name and Surname \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Approval of the Dean*** / Director of Institute (in the case of a trip by a head of department or in the case of an

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

Approve  Do not approve

Name and Surname \_\_\_\_\_ Signature of the Dean or Head of Institute \_\_\_\_\_

Date \_\_\_\_\_

Approval of the Rector (in the case of a trip of dean/deputy rector only)

Approval of the President (in the case of a trip of the Rector or one of the vice presidents)

Comments:

Approve  Do not approve

Name and Surname \_\_\_\_\_ Signature of the Dean or Head of Institute \_\_\_\_\_

Date \_\_\_\_\_

**– Request for -----  
Funding for Advanced Academic Studies for Faculty Members and Advanced  
Studies Students**

<b>Who is required to request funding for advanced studies?</b>	<b>Procedure</b>
Senior faculty members Senior clinical staff members Faculty members comparable to researchers Junior faculty members in the parallel track Junior clinical staff members Social workers with academic appointments	The application will be handled by the Coordinator of Advanced Studies Abroad - see the guidelines of the Fund for International Scientific Cooperation in the Senior Staff Directory: <a href="http://in.bgu.ac.il/hr/Pages/seniorguidehebrew.aspx">http://in.bgu.ac.il/hr/Pages/seniorguidehebrew.aspx</a> as well as the regulations regarding advanced studies on the Senate site
<p><b>Scholarships for master’s, PhD, and postdoctoral fellowships</b> without an academic appointment and requesting assistance from the Central Fund for Scholarship Students</p> <p><b>Doctoral candidates with an academic appointment</b> requesting assistance from the Central Fund for Scholarship Students</p>	<p>The application will be handled by the Office of the Academic Secretary – see the instructions at: <a href="http://in.bgu.ac.il/acadsec/Pages/study_fund.aspx">http://in.bgu.ac.il/acadsec/Pages/study_fund.aspx</a></p> <p>Please contact Ayala Angada at: click here or by phone: 08-646-1224</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>•The Central Fund for Scholarship Students provides \$ 65 for expenses per day, excluding expenses for vehicles, hotels, and so on</li> <li>•The Central Fund for Scholarship Students only approves travel to scientific conferences in which the applicant’s research is presented.</li> </ul>
Adjunct teachers who are employed with a personal contract including clinical students without a subscription external consultants and “teaching colleagues” teaching assistants, doctoral students and postdoctoral fellows Without an academic appointment and who do not seek assistance from the Central Fund for Scholarship Students. Volunteers	<p><b>The application will be handled by the Coordinator of Advanced Studies Abroad - see instructions for those travelling abroad:</b></p> <p><a href="http://in.bgu.ac.il/finance/DocLib5/info_brochure_abroad.pdf">http://in.bgu.ac.il/finance/DocLib5/info_brochure_abroad.pdf</a></p>

**General Instructions for All Faculty Members:**

**• When you go to the conference**, you must specify the nature of your participation in the conference (invited lecturer, lecturer, organizing committee member, chair, poster, participant, etc.) And attach the following documents:

- o Conference program (if available)
- o Formal confirmation of the conference with details of its dates and location
  
- “Teaching colleagues” and scholarship students seeking support from the Fund will attach the following:
  - o Abstract of lecture/poster to be presented at the conference
  - o Confirmation from conference organizers that the lecture or poster was accepted for presentation at the scientific conference
  - o Conference program (if available)
  - o Formal confirmation of the conference with details of its dates and location
  - o Formal confirmation of the registration fees for the conference.
  - o Receipt for payment of a flight ticket or a pro-forma invoice for an airline ticket and port taxes from the companies that won the university tender, as detailed in the link:

<http://in.bgu.ac.il/finance/Pages/tourism-companies.aspx>

**For research work carried out without partners** (such as a library/archive or fieldwork), please attach:

- A form detailing the research personnel, the location of the activity, and its dates that will include a statement confirming that the researcher will devote most of his/her time to the research, including the approval of the supervisor/head of the department. The form: [http://cmsprod.bgu.ac.il/NR/rdonlyres/F9C458EC-9A83-4648-8E4A-C4B32EB77ADA/0/continuing\\_education\\_program\\_addition.rtf](http://cmsprod.bgu.ac.il/NR/rdonlyres/F9C458EC-9A83-4648-8E4A-C4B32EB77ADA/0/continuing_education_program_addition.rtf)
- For meetings with partners/workshops/seminars/advanced study courses/study meetings or tours, an official invitation must be attached with dates and details of the purpose of the meeting.
- Relevant instructions from the Income Tax Department appear in a foreign booklet on the website of the Finance Division: [http://in.bgu.ac.il/finance/DocLib5/info\\_brochure\\_abroad.pdf](http://in.bgu.ac.il/finance/DocLib5/info_brochure_abroad.pdf)
- You are requested to read the instructions of the Security Department for those traveling abroad and it is your duty to act in accordance with them. The information appears on the internet site of the Security Department: **click here**