

Instructions for Filling Out Online Criteria Application

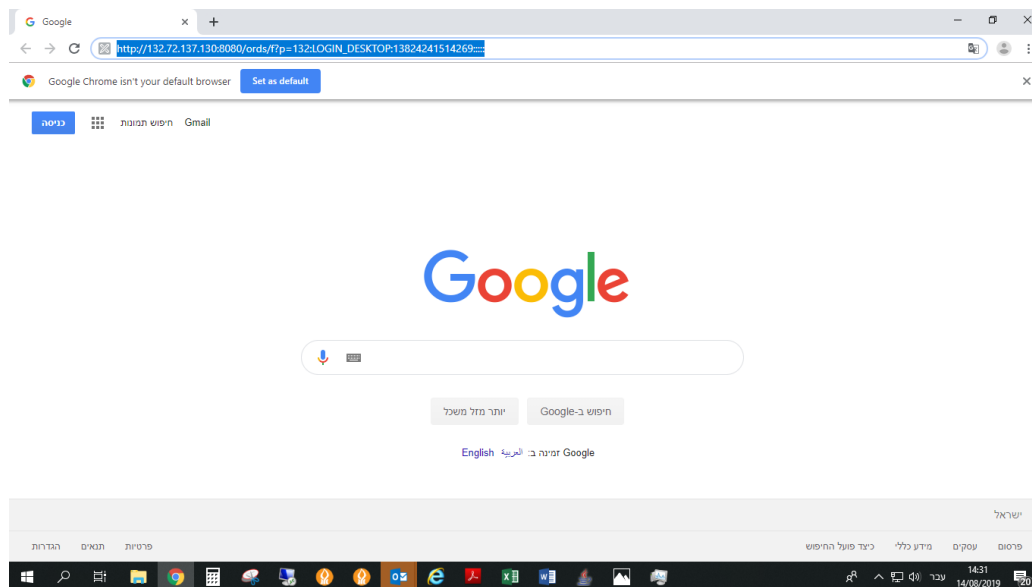
Please find below explanations regarding reporting requirements in the computerized system:

We recommend reading these guidelines carefully prior to completing the online application.

Entering system:


1. To enter system please [press here](#)
2. **Enter the link through Chrome only** (this application is not supported by Explorer or other browsers)

Entering through browsers other than Chrome may cause technical problems in reporting some of the criteria. To enter through Chrome, copy the link sent to you by mail, and paste on the address line, at the top of the screen in Chrome.




Once you have pressed the link, the following screen will appear:

מערכת ניהול קריטריונים



אוניברסיטת
בן-גוריון בנגב



שם משתמש*

סיסמה*

מספר זהות*

Login

Enter your user name, organizational password and I.D. number.

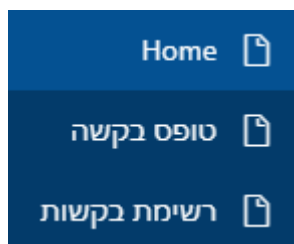
Filling out application:

After inserting identification details, enter the criteria form home screen.

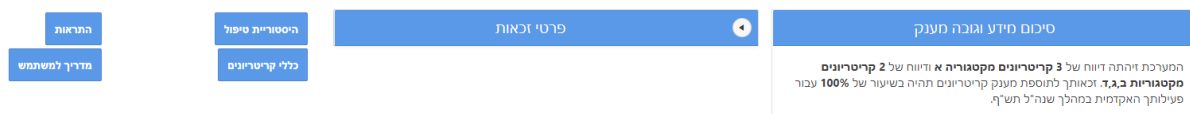
Note for approval of supervisors only:

After inserting identification details, a screen will appear with action menu on the right.

To enter your own request form, press “request form.”



On the top of the home screen, you may view criteria rules, personal eligibility details, alerts (if there are any) and size of expected grant that is updated according to report, assuming that the form will be approved by approving factors.



On the bottom of the screen, view detailed list of all criteria.

רשימת קריטריונים							
קטגוריה	מספר קריטריון	תיאור	צפייה/דיווח קריטריון	זכאי/זכאית אוטומטי	ניתן לדווח ידני	דווח ידני	סטטוס טיפוס בהתראות צפייה
א - סעילות מחקרית משמעותית	1	הנחיית סטודנטים / שיפוט עבודות מחקר					
	2	ניהול פעיל של מחקר/ הגשת הצעה למענק מחקר					
	3	פרסום ספר מדעי / מאמר בכתבי עת					
	4	השתתפות פעילה בכנס/באירגון כנס					
ב - תמיכה במחקר	5	שיפוט מדעי פעיל					
	6	חברות פעילה בוועדה מרכזית/ מילוי תפקיד מרכזי					
ג - הוראה	7	הוראה מעל למכסת השעות/הובלה או הקמה של תוכנית לימודים חדשה					
	8	העברת קורס מעל 75 סטודנטים / הכנת קורס מקוון					
	9	ציון איכות הוראה גבוה/ השתלמות בתחום איכות הוראה					
ד - קידום קשרי אקדמיה - חברה - תרומה למשק ולחברה	10	זכייה במענק המיועד למחקר יישומי/ כתיבת עבודה בעבור גוף חיצוני					
	11	פטנטים/ מתן 4 הרצאות ציבוריות					

11 - 1





Please note that some of the criteria is divided into sub-criteria. In order to meet a criterion, you must fit one sub-criterion.

Automatic/manual criteria:

Some of the criteria/sub-criteria is automatically calculated according to data taken from the system that cannot be reported on manually (if you do meet automatic criteria, the criteria column "automatically eligible" will be checked).

Some of the criteria/sub-criteria may be reported on manually (these criteria will be checked with a "V" in the "may be reported on manually" column on the home screen). Criteria not checked with a "V" in the "may be reported on manually" column cannot be reported on manually. If there is automatic criteria that you do not meet, but you feel that you do meet the criteria requirements, please contact senior academic staff department for verification.

Key and reporting instructions:

	<p>Access symbol that appears in "view/report on criteria" column. Press this symbol to view details and report on criteria. In criteria, select the sub-criteria required for reporting by pressing this symbol in "update/view" column</p>
	<p>Access criteria: If system identifies automatic standing on criteria, the "automatically eligible" column will be checked. If system identifies standing on criteria after manual reporting – the "manual reporting" column will be checked. To receive the full grant, please ensure that prior to sending the form, there are at least four checkmarks.</p>
	<p>Criteria that is checked with a "V" in "may be marked manually" column – one or more sub-criteria may be reported on manually</p>
	<p>The sub-criterion is not fully met. You must review the alert and complete the report accordingly.</p>

“Category” column: Criteria is divided into categories. According to reporting rules, if only one category is reported on, it must be from category A. If an additional category is reported on it must be from category B-D.

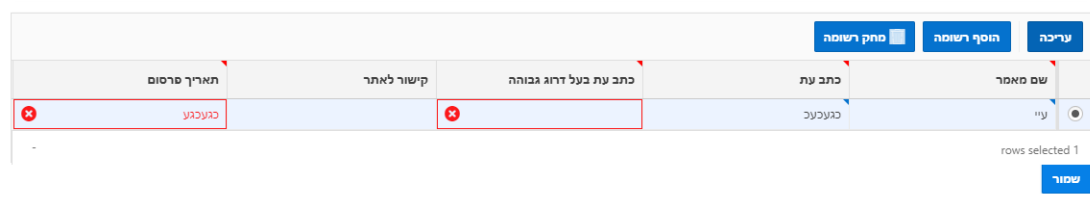
“View alerts” column: If a criteria is not completed as required, an alert will appear in “View alerts” column. If you try to send the application that has not been completed in full, alerts will appear detailing the required corrections. The form will not be sent before the alerts are corrected. Read the alert, return to the criteria indicated and correct it accordingly.

Sub-Criteria Reporting:

For manual criteria, additional reporting should be added by pressing "add data". Data can be changed by pressing "editing." You can also delete the data added.



While adding new data, the required fields will be marked with a small red triangle on the upper right hand side of the name of the field. If the data is saved without filling out all mandatory fields, you will receive an alert, and the missing fields will be outlined in red. Once all mandatory fields are completed, data entered may be saved.



To save the reporting, press "save" each time you report on criteria.



To return to main criteria screen, press "return."



Pressing on "exit" will cause you to exit the system.

After you have completed filling out the application, check the declaration box at the bottom of the main screen and then press "send for approval" button so that the form is sent for approval of relevant supervisors.

אני מצהיר שהפרטים שמילאתי בטופס זה הם מלאים, מדויקים ושלמים.

שלח לאישורים

You may make corrections in the application as long as it has not yet been sent to the supervisor for approval. Once it has been sent, you may preform corrections only by contacting the senior academic staff unit.



You may access the application and verify the approval stage at any time.

Once the application is approved, you will receive an automatic message informing you of the sum of the approved grant.

Benefits for new faculty members only:

These benefits (lecturers - for first 6 years, senior lecturers – for first 4 years) will be added under criteria #11. The benefits are based on criteria rules.

New faculty members interested in receiving these benefits should enter "view/report" symbol and then report according to instructions.

	הקדשת זמן מלא למוסד	12	עמידה בהקדשת זמן מלא למוסד - הקלה לעובדים חדשים
	הגשת דוח מחקרי	13	הגשת דו"ח מחקרי - הקלה לעובדים חדשים

Please note: As of this year, it will be possible to view request applications of previous years.

