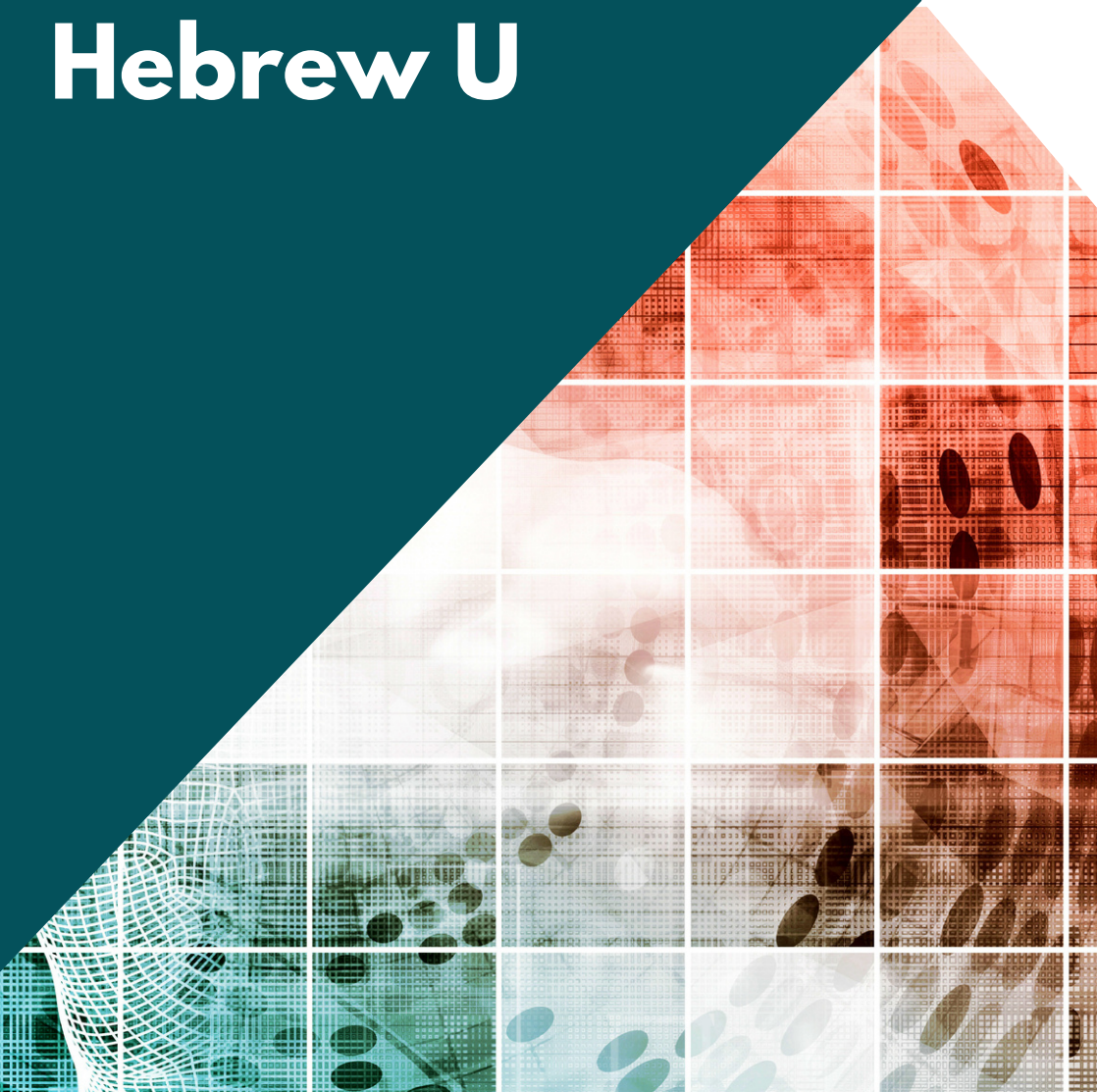


**AUTHORITY FOR
RESEARCH AND DEVELOPMENT**

Research at Hebrew U



האוניברסיטה
העברית
בירושלים
THE HEBREW
UNIVERSITY
OF JERUSALEM



Dear Reseracher,

Welcome to the Hebrew University!

The Hebrew University was founded in 1925 as a classic research institute. Since then, research has been one of the university's main goals, and our faculty members are also active researchers in their fields.

The Hebrew University always strives to increase its research efforts and improve its scientific productivity and efficiency. All this is done through the many funding oportunities available locally and worldwide, and with the help of the equipment, facilities and infrastructure available at the univeristy. That said, the scientific effort is subject to state laws and regulations, international treaties and university rules.

The Authority for Research and Development was established to advance, support and regulate the research at the university, across all campuses and among all its researchers.

The R&D staff is here to support you in your research endeavors and help with the administrative aspects of your scienific work.

This guide was written to introduce you to the various aspects of research at the university and specifically the administrative side.

The R&D team is at your disposal.

Good luck,
The Authority for Research and Development



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General

The Hebrew University strives that most of its faculty members will also be internationally successful active researchers. To this end, it invests significant resources, both through budget allocation and policy initiatives:

- ➔ The university provides the necessary research environment, including physical and organizational infrastructure, administrative services, scientific equipment and finances.
- ➔ The University allocates intramural funding for research by new faculty members, and in cases when a researcher requires the supplementation of external funding.
- ➔ Admittance to the the faculty, and later tenure and promotions are conditioned upon proving a high scientific aptitude.
- ➔ The researcher's salary increases are in relation to their success in obtaining funding from outside sources (remuneration).
- ➔ The budget of the academic units is determined to a great extent by the relative contribution of their faculty members to the overall research output of the university ("The University Budget Model").

Research at the university is done by the faculty members, who work independently and with complete academic freedom. Their research is intended to increase human knowledge, in both experimental and theoretical sciences, and the university has an obligation to foster this knowledge for the benefit of society, in Israel and worldwide.

A vast array of infrastructure and equipment is at the disposal of researchers, as are a variety of databases, archives and additional services necessary for conducting research at the highest level.

The University and its faculty are governed by regulations regarding all aspects of research, including research on human subjects, the use of lab animals, scientific integrity, laboratory safety and proper administration. These regulations are meant to improve the research environment and adapt it to the needs of modern science as well as societal values, and they are determined by laws, international treaties and understandings, and conditions from funding agencies.

To help researchers with the administrative aspects of their work, the university offers an 'R&D support array' that includes different units that work with the Authority for R&D.



The Authority for Research and Development

The Authority for R&D is the branch of the university in charge of encouraging and advancing research activity, as well as monitoring it. The VP for R&D serves as the Authority's chair and supervises its activities, while the unit's Director is responsible for day-to-day operations and for implementing the university's R&D policies. The Authority's operations are directed and approved by its Board of Directors, headed by the University President.

The Authority is responsible for locating funding opportunities and for the administrative support of projects: i.e., submitting the proposals, including technical and budgetary consultation, grant advising and text editing; mediating between the researcher and the funding agency after approval; opening research budgets and adjusting them over time; producing financial reports and monitoring the submission of scientific reports by the researcher.

The R&D desks are responsible for locating funding sources and marketing them to the university research community. The desks are composed of a desk head and assistants who specialize in working with funds and financing organizations based on their geographic location. After a research contract is signed, the Financial Unit handles the budget.

The Authority's offices are located in the Sherman Administrative Building, Edmund J. Safra Campus, Givat Ram. Our address:
Authority for R&D
Hebrew University, Edmund J. Safra Campus
Jerusalem, Israel, 9190401



Organizational Structure

R&D Office

Responsible for implementing the university's research policy and advancing the university's R&D activities. The office includes the VP for R&D, the Authority Director and their staff.

Geographic Desks

The regional desks help with all the steps that lead up to the start of a project, including finding external funding, submitting research proposals and preparatory work. The desks are divided based on the location of the funding agency – Israel Desk, EU Desk and International Desk.

The Financial Unit

The unit is comprised of five teams of budget coordinators, overseen by the head of the unit who is an accountant. The staff guides researchers when preparing their budgets for submission, manages the research budgets and composes financial reports for the funding agencies. In addition, they process budget changes and counsel about expenses and acquisitions in accordance with university and fund guidelines.

Intramural Funds Desk

The team handles the distribution of the university's internal research resources, including starting budgets for new researchers.

Research Infrastructure

The University's major research infrastructures are scattered across the different campuses. The unit provides the scientific community access to state-of-the-art facilities, innovative technologies, advanced devices and a dedicated team that will support the researchers.

Other Services

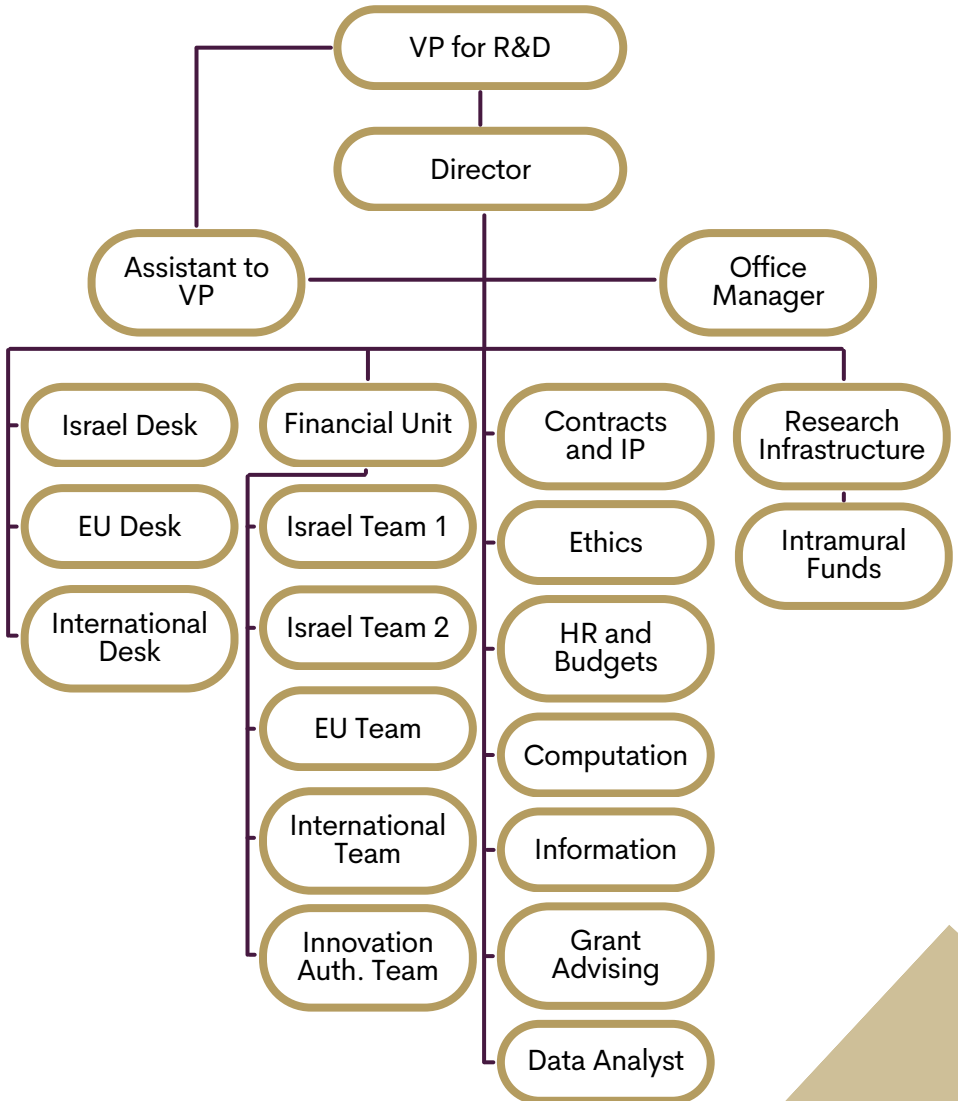
Information Manager: Helps locate funding sources and disseminates the information to researchers.

Ethics Coordinator: Assists researchers with ethical issues in their projects.

Contracts, Intellectual Property and Technology: A team that handles contracts such as grant agreements, cooperation agreements, material transfers, data transfers, intellectual property etc.

Grant Advising: In-house and outside counsellors that help researchers in specific programs designated by the Authority draft their research proposals based on the funding agency's criteria.

Organizational Structure



Geographic Desks



EU Desk

The desk's mission is to encourage Hebrew U researchers to participate in the key funding programs of the European Union, the most prominent among them the ERC. Researchers receive full support in order to increase the university's success rate. EU funding is done through framework programs that renew every 7 years. The current (2021-2027) program – Horizon Europe – is the seventh such program, with a total budget of approx. 95B Euros. For the Israeli academic community, this program is the most competitive and highest-paying financing source. Israeli scientists compete favorably against the best researchers from Europe and around the world, and winning these grants is a point of pride.



Israel Desk

The desk handles grants from Israeli funding agencies, including national funds (such as the ISF – the Israel Science Foundation) and government grants (Ministries of Health; Innovation, Science and Technology; Agriculture and more), as well as opening budgets from the Innovation Authority and Yissum. Overall, the desk handles every year over 800 grant submissions and approx. 350 wins and new budgets, 1200 active projects and research budgets of over 200M shekels. The desk publishes calls through the university platforms and directly to researchers, maintains continuous contact with the researchers and funding agencies throughout the submission process and up to signing the grant agreement, and meets every year with the new faculty members while keeping in touch with all the active researchers.



International Desk

The desk handles all aspects concerning the submission of research proposals to international funding agencies, including contract negotiations, assistance with the application process and implementation of the contract after a budget is opened. The desk works with dozens of funding agencies in the USA and Europe, among them government and federal bodies and private funds. Some of the major funding agencies are BARD, BSF, ICRF, NIH and JDRF in the USA; DFG and GIF in Germany; Minerva Stiftung and the Einstein Fund. The desk also assists with international cooperations through the Israel Science Foundation and the Ministry of Innovation, Science and Technology.

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Research Funding

External Funding Sources

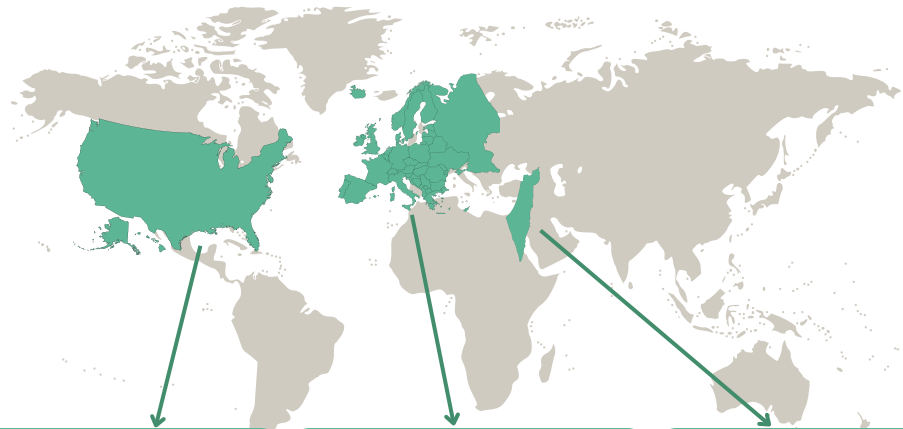
Faculty members in the standard track* can vie for funding from a variety of sources in Israel and worldwide, in all research domains. These sources include government institutions, public organizations, private funds, commercial companies, NGOs and philanthropic organizations.

Proposal submission is done in one of two ways: most often - following a call for proposals from the financing body ('competitive submission'); in rarer cases - the financing body approaches a researcher or a group of researchers and requests a study in their field ('commissioned research').

Financing bodies can set various limitations for receiving a grant, such as age limits, time from PhD completion, minimum number of collaborators, partnering with a local researcher etc.

For every grant submission, please contact the relevant R&D desk for counselling and assistance.

**Faculty members in other tracks may submit a grant proposal with special permission. More info can be found on the Authority's website > Grant Lifecycle > Submissions*



Federal Funds (US DoD, NIH)
BSF
BARD
Gates Foundation
JCRF
JDRF, etc.

Horizon Europe (ERC, M. Curie, etc.)
GIF
Minerva Stiftung
Volkswagen Foundation
BIRAX
DFG, etc.

ISF
Ministry of Health
Ministry of Agriculture
Ministry of Science
Israel Cancer Ass., etc.

Intramural Funding Sources

In some cases, absent an external funding source, the university allocates its own resources to fund research, based on criteria set by the VP for R&D. These funds are given to researchers in the standard track for several purposes:

- Support researchers whose proposals for external funding were rejected
- Help researchers when external funding is unavailable
- Help new researchers while they establish themselves
- Establish research centers in academic units
- Manage chairs
- Support international conferences

The distribution of these funds is the purview of the VP for R&D, and is done according to criteria set by ad hoc committees in accordance with the university's goals and the scope and nature of the researcher's academic work. The intramural funds are managed through the Intramural Funds Desk at the Authority.

So where do I go?

Action	Who can help
Proposal submission	R&D Authority - Desks
Changes to research budget	R&D Authority - Financial Unit
Changes to intramural budget	R&D Authority - Intramural Desk
Submitting science reports	PI, with help from R&D Desks
Submitting financial reports	R&D Authority - Financial Unit
Regular expenses	Finance Department
Purchases	Dept. of Procurement and Logistics
Admin. and tech. personnel	Human Resources Department
Scholarship students	Academic Administration
Intellectual property	R&D Authority - IP / Yissum
Technology transfer	Yissum

The Research Project Lifecycle

Write

Use clear language that readers outside your field will also understand. Clearly present the purpose of the research, its importance and its impact. Specify the methodology, work plans, research team, possible challenges and solutions, collaborations, and any information that will set your project apart. Present previous accomplishments and your significance to the project.

Attach a detailed, balanced and justified budget, that matches the proposal and the funding agency requirements

Proof the proposal, and take advantage of the professionals at the Authority.

Consult other researchers in your unit, ask to read their old proposals and for them to review your proposal before submission.

Submit

The R&D desks will help you submit the proposal in accordance with the funding agency and university guidelines. Each proposal has to be cleared by the desk prior to submission, so please adhere to internal deadlines. You must also submit your proposal in the Research System and attach the necessary permits.

Evaluation

Proposals that meet the criteria will be transferred to a panel of judges for review. They will check, among other things, that the project meets the funding agency's goals, its scientific quality and the available budget.

At the end of the process, the funding agency will either approve and fund the project (or parts of it), allow resubmission after corrections, or reject the project.

Contract

After the project is approved, the university will sign a grant agreement with the funding agency, detailing the terms of the funding, its amount and designation, duration of the project, copyrights over research products, and the obligations that the researcher and university assume. The process might involve the Legal Dept., Finance Div. and/or the Div. for Advancement and External Relations.

Budget

After contract signing, and subject to meeting university guidelines, presenting all necessary permits and uploading them to the Research System, the R&D desk will instruct the Financial Unit to open a budget.

Research

Once the budget is set, funds may be used for research expenses, such as hiring staff, acquisition of materials and equipment, travel expenses etc., in compliance with the funding agency, grant agreement and university criteria. Scientific and financial reports must be submitted throughout the project.

End

At the end of the project, the following needs to be done: the PI completes research and submits scientific reports; Financial Unit prepares (with the PI) a financial report, finalizes all payments and balances the budget; the funding agency transfers the remaining funds they pledged.

Research Ethics

While the university grants its researchers full scientific freedom, it also mandates that they adhere to ethical criteria in their research. Researchers from all fields of science, theoretical and experimental, are obligated to uphold the ethics guidelines and regulations set by the university. In the experimental sciences, researchers may have additional ethical obligations in medical and non-medical studies that involve humans participants or lab animals.

To monitor the compliance with the research ethics guidelines, the university has faculty ethics committees appointed by the VP for R&D, as well as a Supreme Ethics Committee appointed by the University Rector.

Non-medical experiments involving human subjects can be performed only with the approval of the ethics committees and after completing the ethics training requirements. For more information, visit the University's ethics website: <http://ethics.huji.ac.il>

Medical (clinical) experiments involving human subjects, as part of a university research project, can be performed only by licenced MDs (or in collaboration with a licenced MD), and only after receiving approval from the Hospital Ethics Committee (Helsinki Committee) of the relevant medical center, as well as an approval from the Faculty Ethics Committee.

Use of lab animals has to be coordinated with and supervised by the Authority For Biological and Biomedical Models, in accordance with state laws and regulations. For instructions and contact information, visit the ABBM website: <https://animals.ekmd.huji.ac.il>



Research Safety

University guidelines state that all experimental research (with the exception of some cognition and psychology research) has to receive the approval of the Safety Department. Applying to the Campus Safety Supervisor is done through the Research System when submitting the grant proposal.

New faculty members in the experimental sciences must contact the Campus Safety Supervisor, or in their absence the department director, as soon as they are officially admitted to the faculty. They are also obligated to perform the online tutorial "Lab safety - Safety Tutorial for Lab Directors".

Basic rules for maintaining a safe work environment, and the contact information for the safety supervisors, are available on the Safety Department website: <https://openscholar.huji.ac.il/safety>.

In addition, researchers who work with pathogens must acquaint themselves with the Regulation of Research with Biological Pathogens Act - 2008, as well as the procedures set by the university on this matter. The law, the university regulations and the list of materials included in this category can be found on the R&D Authority website > Research Ethics > Toxic Materials.



Technology Transfer



The university expects that the research performed by its faculty will produce new knowledge, and encourages its researchers to publish their findings for the benefit of humanity. At the same time, the university seeks to create commercial opportunities with this knowledge. The transfer of research knowledge and all contacts with commercial companies is done through Yissum.

Background

Yissum is the technology transfer company of the Hebrew University. Since its foundation in 1964, Yissum upholds a rich tradition of innovation and making applicable results of academics research available to benefit the public. By identifying and supporting ground-breaking research, Yissum strives to promote technological solutions to the most urgent global challenges facing humanity.

Activities

Yissum is the bridge between innovative academic research and a global community of entrepreneurs, investors and industries. Its expertise in innovation, collaboration and excellence helps fulfill the potential of multi-disciplinary and ground-breaking inventions created at Hebrew U.

What we do:

- ➔ Long term collaborations between industry and the university through grants, licencing opportunities and cooperations
- ➔ Establishing and supporting start-ups
- ➔ Directing innovative research
- ➔ Leveraging governmental research funds
- ➔ Education and training, within and outside of the university

Commercial Collaborations and IP History

Since its inception, Yissum registered approx. 10,000 patents worldwide, covering about 3,000 inventions; licenced approx. 900 technologies; and established 125 subsidiaries. Some of these are Mobileye, Collpland, Qlight and Briefcam. Yissum's business partners are spread throughout the world and include industry giants such as Novartis, Johnson & Johnson, Merck, Intel, Google, Boston Scientific, ICL Group and many more.

For more information and contact details: <https://www.yissum.co.il>

Research Remuneration

Remuneration for conducting research is a sum added to the PI's salary for any research done at the university that is funded by external funding agencies. Remuneration is only given to full-time faculty members in accordance with the Planning and Budgeting Committee's regulations.

For calculating the remuneration, grants are divided into two categories:

- Type A are grants and grant agreements that permit paying part of the PI's salary from the grant funds.
- Type B are grants and grant agreements that do not permit paying any of the PI's salary from the grant funds.

Remuneration will not be given when the grant is funded by:

- The university itself
- A university friends society
- A subsidiary or other organization controlled by the University
- An organization that the university sets its policy and decides on its grant deviation
- In grants not for research purposes (conferences, scholarships etc.)

Remunerations are given to faculty members in the regular track, the parallel track and in the Absorption of Immigrant Scientists Program.

Please note:

- Researchers on sabbatical or unpaid leave are not eligible for remuneration.
- Researchers who spend their sabbatical in Israel are eligible for type A remuneration as long as the funding agency knows and agrees.
- "Teaching exempt" researchers are eligible for both types of remuneration.

For more information, please contact Adi Mizrahi at the R&D Authority: adimizrahi1@savion.huji.ac.il

Savings Budget

This budget is established for the researcher by the Finance Div. without a time limit. Funds can be transferred to this budget by including University expenses that can be attributed to the research project in the project's financial report, and crediting the savings budget with the funds (25% overhead deducted). This budget can be used by the researcher at any time for research expenses. These funds can't be used for remuneration or travel expenses.

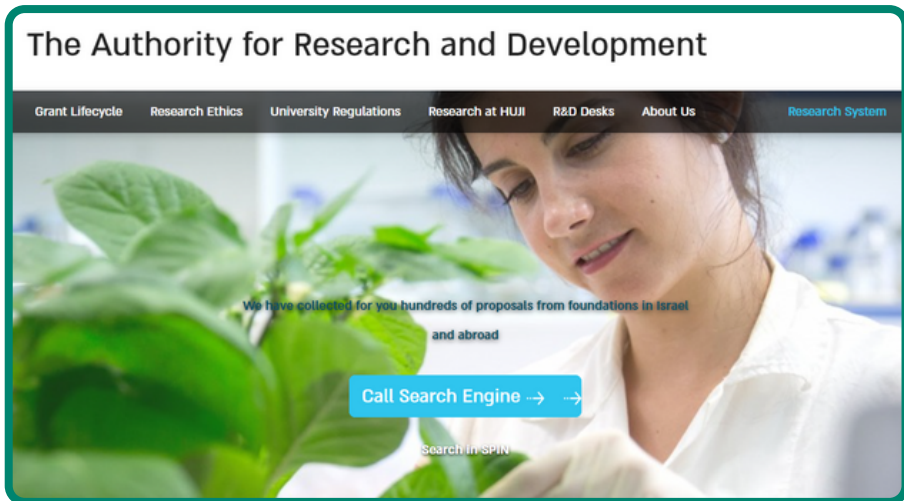
Resources for Conducting Research

R&D Authority Website

This website is the main source of information for the research community at the university regarding funding opportunities, rules and regulations and general information.

You can easily search calls for proposals by field of study, type of grant, submission deadlines and more. Signing up allows you to see a personalized list of calls.

Visit us at <https://en-research.huji.ac.il>



Mailing List

Join the Authority's mailing list and receive updates about new calls for proposals, funding opportunities, scholarships, conferences and more, straight to your email. When signing up, you can choose the fields of study that interest you and the frequency of the updates.

Join now!

Directly from the website's homepage.

The Research System

Faculty members submitting a research proposal to an external funding agency are obligated by university guidelines to also upload the proposal to the Research System of the R&D Authority.

Access to the system is available on the R&D Authority's homepage. Only faculty members can login to the system.

Uploading the proposals to the Research System is important for several reasons:

- ➔ When discussing the possibility of promotion or tenure of a faculty member, the University Board reviews, among other things, the scope of their research activity, and uses the Research System to review information about their submitted proposals.
- ➔ Statistics from the system help locate researchers with abilities that might interest friends, donors and commercial companies.
- ➔ The academic units are budgeted based on the research productivity of their faculty. This information is also produced from the system and has a direct effect on each unit's budget ("The University Budget Model").

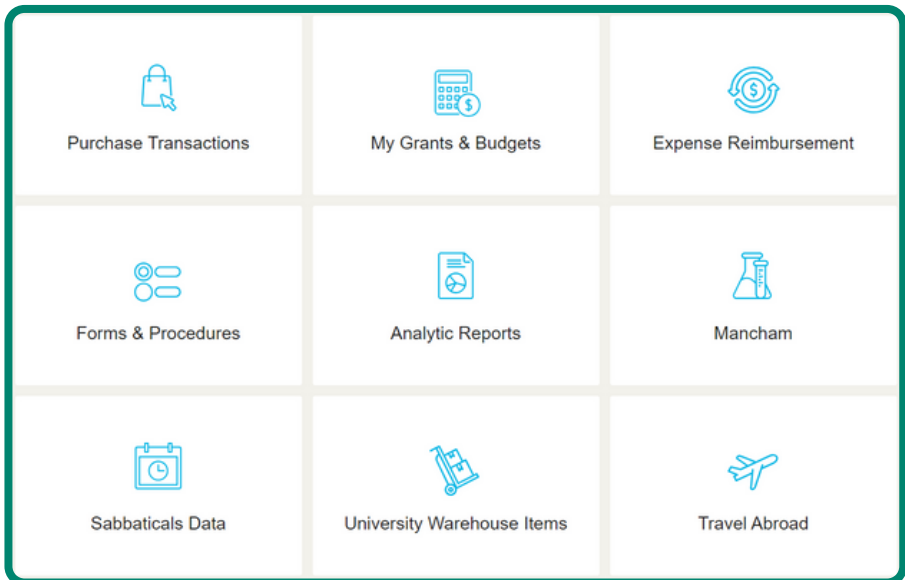


Portal for Researchers and Administrative Staff – SAP

The SAP system helps manage all grants and university budgets, including research funds, savings and science relations funds. The Financial Unit at the Authority opens the research budget, performs changes to the account when necessary, submits financial reports and closes the budget at the end of the project.

Each researcher has their own portal which enables them to order supplies from the university warehouse and from outside sources, fill out needed forms, produce expense reports and track requests such as reimbursements and travel expenses.

The SAP portal is available at: <https://sap.huji.ac.il>



A detailed guide to the system (in Hebrew) can be found on the Computation Division's website:

<https://tinyurl.com/huji-sap-tutorial>

Administrative Guidelines

Essential documents (in Hebrew) that outline the rights, duties and obligations involved in performing research at the university:

Research funded by external sources >>

<http://admin-regulations.huji.ac.il/21-005.pdf>

Funds in savings budgets >>

<http://admin-regulations.huji.ac.il/21-002.pdf>

Exploitation of Inventions and Patents Made at the University >>

<http://admin-regulations.huji.ac.il/15-001.pdf>

Connections between faculty members and business entities >>

<http://admin-regulations.huji.ac.il/15-011.pdf>

These and other guidelines are available on the R&D Authority's website.

Useful Links

The Authority for R&D >>

<http://research.huji.ac.il>

Department of Safety, Hygiene and Environment >>

<http://safety.huji.ac.il>

Research Ethics >>

<http://ethics.huji.ac.il>

Authority for Biological and Biomedical Models >>

<https://animals.ekmd.huji.ac.il>

Yissum >>

<http://www.yissum.co.il>

SAP Portal (personal research budgets) >>

<https://sap.huji.ac.il>





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