



March 17, 2021

To: Academic Faculty Members

From: Adv. Vardit Raz-Toledano, Head of the Office for Academic Staff

Dear all,

**Subject: Change in the Procedure for the International Scientific Relations Fund**

I would like to draw your attention to a change in the procedure for the International Scientific Relations Fund (ISRF), made in accordance with the management decision from December 8, 2020. As part of this decision, the use of the ISRF for research expenses under certain conditions has been approved.

The arrangement is detailed in Section 5.4.8 of the procedure, according to which up to **20% of the annual ISRF allocation** can be transferred to the budget used for research funding under the following conditions:

1. The transfer will occur once a year, to an institutional research budget.
2. The transfer will be approved only if there is a positive balance in the ISRF account prior to the transfer, equal to at least one year's deposit.
3. The amount will be transferred after the deduction of VAT, as well as a 10% overhead.
4. The transferred budget may be used for the following purposes: purchasing a lab device, software or hardware, personal computer (a computer may be purchased once every two years), paying trainee/fellow salaries, consumable research materials, payment of subscription fees for scientific and professional journals, translation and editing of professional literature, payment for a scientific publication in indexed journals, covering the monthly internet access cost at the researcher's home (ADSL) including a static IP if required, and reimbursement for a router with a one-time purchase cost (not rental).
5. Faculty members will not be entitled to provide salary payments to themselves and/or any other financial benefit to themselves within the context of a research budget account. The funds accumulated in the budget do not entitle faculty members to a research supplement, are not redeemable upon discontinuation of employment, and cannot be returned to the ISRF account. In addition, these funds are not bequeathable.

Requests for transfers must be submitted using the form in Appendix B of the procedure, attached for your convenience.

The completed form should be sent to Hila Gushvindman, Coordinator of the Scientific Relations Fund in the Accounting Division, by email: [travel1@technion.ac.il](mailto:travel1@technion.ac.il).

Sincerely,

Vardit Raz-Toledano, Adv.  
Head of the Office for Academic Staff