

Differential Grant – FAQ and Answers

Entitlement to fill the differential grant form

The entitlement to fill the differential form is given to full-time members of the academic staff, except for hospital staff, research fellows, the President, Executive VPs and VPs, and staff members who are on Sabbatical or leave without pay for the entire year.

What are the deadlines for submitting the differential grant form?

<u>Status</u>	<u>Submission date</u>	<u>1st installment</u>
Entitled to the grant in the 1 st semester 2024	6.3.25	1.4.25 – March salary
New staff and those who return from sabbatical/ Unpaid Leave	3.4.25	1.7.25 - June salary

How to restart the form in the portal?

1. Click on <http://portal.technion.ac.il/lrj/portal>.
2. Select from the form system.
3. Create a new form.
4. Choose "detailed activity report for differential grant"

If you filled the 2023/24 differential grant form the details from the 2022/23 and 2023/24 academic years are saved in the portal and can be edited. After filling all the data, click "sent request" for submission of the form.

Curriculum Vitae

An updated CV and list of publications should be attached to the form. A shortened version (last 3 years) would suffice.

The CV should be in the Technion format.

You can use the CV creator <http://cvcreator.technion.ac.il/login>, in faculties that have started using it.

Please see the staff secretary in your faculty for permission.

You should attach the CV here:

מסמכים מצורפים (חובה לצרף קו"ח)

איפוס

שם קובץ

תחנה

יוזם

מצר ע"י

צורף מסמך

Where to find addenda and explanations mentioned in the portal?

There are a number of addenda and explanations in the form.

Explanation about the form – click on the line "explanation about the form" (highlighted in yellow in the screen photo, below) in order to enter the explanation on how to fill the various sections of the form.

Addendum A – list of competitive grants

Addendum B – Committees and administrative roles

The addenda in the portal are located parallel to section no. 21 and to the place to add comments.

These addenda were also attached to the EVPAA's letter, sent to you by e-mail.

To which years does the report refer?

The report refers to your activities in the last 3 years, i.e., 2024, 2023, 2022.

How are the points for the activities calculated?

You should fill the number of activities, not the number of points. These are automatically calculated by the portal.

How many points are required for a grant?

Eligibility for the grant requires a minimum of 22 points in the **research criterion** (the sum in the next sections: 8, 12, 13, 14, 18).

The final sum of points in all the criteria will determine the total grant:

90 points and more are eligible for a full grant.

80-89 points are eligible for 2/3 of the grant.

70-79 points are eligible for 1/3 of the grant.

As mentioned, the points are automatically summed and the total can be seen at the bottom of the report.



Who is in charge of approving eligibility for the grant?

Prof. Mordechai Choder, the Deputy EVPAA, is in charge of checking the forms and determining eligibility.

How will I know if my form was received in the portal and the grant approved?

You will receive the following message in your Technion e-mail address:

The Technion – Israel Institute of Technology

Personal – confidential

Hello,

Report no. --- on your activities in the last 3 years was scrutinized and I'm pleased to inform you that the scope of your activities entitles you to a full differential grant. The entitlement is valid only for your Technion activities in the current year and does not include sabbatical or leave without pay. Staff members who have been active during this entire year, will receive the grant in 3 installments, as follows:

In the March salary (paid on April 1st) – first payment, for October, November, December and January.

June salary (paid on July 1st) – second payment, for February, March, April and May.

September salary (paid on October 1st) – third payment, for June, July, August and September.

In case of sabbatical or leave without pay in either the 1st or 2nd semester of the current year, the sum total of the grant will be reduced accordingly.

Sincerely,

Prof. Mordechai Choder

Deputy EVPAA

I'm a new staff member, what should I fill in my form?

Staff members whose appointment began in the 2nd semester of the 2021/22 and onward academic year will fill, in the upper part of the form, the semester and year they began their appointment:

זמני שבתון/חל"ת/פטמ"ה בתקופת הדו"ח	תשע"ז	תשע"ח	תשע"ט

The points will be calculated according the semester in which the appointment began, as follows (with exemption of the 22 points research criterion):

Semester appointment began	points added to the report
2 nd , 2021/22	30
1 st , 2022/23	30
2 nd , 2022/23	60
1 st , 2023/24	60
2 nd , 2023/24	90
1 st , 2024/25	90

Do I get the grant in maternity/ paternity leave?

The grants are incorporated in the birth grants which are paid by Bituach Leumi.

I took a sabbatical leave / leave without pay. Will I receive the grant?

You do not receive a differential grant during sabbatical or leave without pay. If the leave is for the entire 2024/25 academic year, there is no grant. If the leave is only for a part of the year – the grant will be paid relative to the period of presence at the Technion.

I returned from sabbatical / leave without pay – when can I fill the form?

Upon your return, you should report it to the Office for Academic Staff ([Ms. Sherry Yitzhak-Halevy](#)), so that the information can be updated in the system and you will be given access to the portal.

Where in the form do I check sabbatical / leave without pay / exemption from teaching?

In the form, there is a designated place for filling periods of sabbatical, leave without pay and exemption from teaching in the last 3 years:

The screenshot shows a web form with the following elements:

- Header: לחברי סגל חדשים - הסמסטר הראשון בטכניון
- Buttons: איפוס
- Radio buttons for selecting the semester: תשע"ו, תשע"ז, תשע"ח, תשע"ט, תש"פ
- Radio buttons for selecting the type of leave: סמסטר א', סמסטר ב' (selected)
- Section: זמני שבתון/חל"ת/פטמ"ה בתקופת הדו"ח
- Table for reporting sabbatical/leave without pay for the last 3 years (תשע"ז, תשע"ח, תשע"ט) with columns for 'א' and 'ב' and checkboxes.
- Form fields on the right: ת.ז., שם פרטי, שם משפחה, פקולטה, דוא"ל, טלפון נייד, טלפון ביחידה, שנת דיווח.

After checking the designated box, the form will consider the sabbatical, leave without pay and exemption from teaching as sections pertaining to teaching.

For further questions about filling the form, please see the staff coordinator at your faculty.