

## updated Action Plan

Principle	Organizational activities	Responsible Party	Timing	Indicator(s) / Target	Current status
<b>Ethical and professional aspects</b>					
<p><b><u>Professional attitude</u></b></p> <p><b>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. Researchers must inform their employers, funders, or supervisors when their research project is delayed, redefined or completed, or give notice if the research is to be terminated earlier than the closing date or suspended for whatever reason.</b></p>	<p>A manual for the new researcher at BIU is available and disseminated to all researchers. The guide covers the strategic goals governing their research environment and funding mechanisms. This guide will be updated in the future.</p>	<p>The Research Authority</p>	<p>October 2016</p>	<p>The investigator's guide was updated ahead of schedule.</p> <p>Given the positive feedback we received from new researchers, the Investigator's Guide will be updated again in early 2018.</p>	<p>Completed</p> <p>first trimester of 2018</p> <p>Note *</p> <p>BIU intends to publish updated manual every two years</p>
	<p>An annual conference will be held for new researchers at the beginning of the academic year with the participation of the Rector, the Vice-President for Research, the Director of the</p>	<p>The Office of the Vice-</p>	<p>End of September 2015</p>	<p>A conference was held for young and new researchers.</p>	<p>Completed</p>

	<p>Research Authority, university officer and other key players.</p>	<p>President for Research</p>		<p>The conference also held a number of presentations on research proposals for various funds, procedures related to research management, and procedures related to IP at the university.</p> <p>The university intends to hold a conference for young and / or new researchers under the auspices of the Vice President for Research at the beginning of the academic year 2018</p>	<p>11/ 2018</p>
	<p>A new website has been launched; Researchers will submit their research proposals through the Research Authority website. Prior to submission of the proposal, the research proposal will be sent via the website to the Head of the researcher's department or faculty to obtain their approval. Once the head of the department or faculty has approved the proposal – including the budget - the proposal will then be submitted to the funding agency.</p>	<p>The Research Authority</p>	<p>September 2015</p>	<p>The new site was launched The site doesn't have yet all the functions for submitting research proposals through the site. The site interface should be more user-friendly. Site developers continue to work on these topics</p>	<p>In progress The upgraded site is expected to be fully operational in the first quarter of 2018. The upgraded site will include additional functions like research-oriented on-line forms as well as on-line procedures and forms for reporting discoveries and foregrounds</p>

<p><b><u>Contractual and legal obligations</u></b></p> <p><b>Researchers at all levels must be familiar with the national, sectoral, or institutional regulations governing training and/or working conditions. These regulations govern both Intellectual Property Rights and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. theses, publications, patents, reports, new products development) as set out in the terms and conditions of the contract or equivalent document</b></p>	<p>A dedicated section on the new Research Authority website under Research Policy and Compliance addresses these issues and provides access to the relevant forms. The section is updated on a 6 month basis.</p>	<p>BIU Research Authority</p>	<p>September 2015 March 2016 September 2016</p>	<p>The new site is updated  The site's webmaster conducts periodic checks to ensure that he is up-to-date.</p>	<p>The original action was completed.  The action will be extended and become an ongoing activity that is expected to continue in the coming years as well</p>
<p><b><u>Accountability</u></b></p> <p><b>Researchers need to be aware that they are accountable to their employers, funders, or other related public or private bodies as well as to the scientific/academic community and general society. In particular, researchers funded by public funds are</b></p>	<p>Key players will be updated on the university's guidelines and policies and will propose mechanisms to disseminate guidelines and policies to the researchers in a user-friendly format.</p>	<p>Mr. Ofer Shragay Deputy Director General of Planning, Organization and Logistics Eng. Nissim Battat,</p>	<p>Should be completed by October 2017</p>	<p>Action incomplete. Procedures regarding the extraction of funds for research inputs were updated and implemented. Not all procedures are easily accessible to researchers. At the same time, the Finance Department in the Research Authority provides full support to researchers in all aspects of financial management of</p>	<p>Still in progress The completion and dissemination of all the procedures in a friendly manner to the researchers will be postponed to the end of 2018. The activity of the Finance</p>

<p><b>also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent, and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.</b></p> <p><b>Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities</b></p>		<p>Director, Organization and Methods Unit</p>		<p>research in accordance with the applicable laws, and all procedures and conditions of the various funds. The Finance Department also supports the carrying out of internal and external audits, ensuring proper documentation that is completely transparent to the audit operations</p>	<p>Department of the Research Authority in providing support to researchers is on an ongoing basis and continue in the coming years.</p>
<p><b>Working condition and social security</b></p>					
<p><b><u>Career development</u></b></p> <p><b>Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career,</b></p>	<p>At the periodic faculty staff meetings, each Dean will update the researchers on the 5-year tenure track scheme and career development strategies to achieve tenure.</p>	<p>Deans and heads of departments</p>	<p>Beginning with the 2015-2016 academic year, at least once a semester</p>	<p>The activity is part of ongoing activities throughout the year</p>	<p>The original action was completed.</p> <p>The action will be extended and become an ongoing activity</p>

<p>regardless of their contractual situation. This strategy includes researchers on fixed-term contracts. The strategy should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any uncertainty in their professional career. All researchers should be made familiar with such provisions and arrangements</p>	<p>Conferences will be organised with experienced researchers to present success stories and tips to new researchers.</p>	<p>The Research Authority</p>	<p>Beginning with the 2015-2016 academic year, at least twice a year</p>	<p>The action is performed in accordance with the requirements of researchers. The action was recently carried out during May-June 2017</p>	<p>Ongoing activity</p>
<p><u>Access to career advice</u>  Employers and/or funders should ensure that career advice and job placement assistance is provided to researchers at all stages of their careers, regardless of their contractual situation.</p>	<p>BIU will conduct training sessions on topics identified in the faculty survey such as locating funding sources, developing proposals, and managing grants, publish the training program, and a "Good Practice Manual."</p>	<p>The Research Authority</p>	<p>Beginning with the 2015-2016 academic year, at least once a semester</p>	<p>The university also conducts workshops with external lecturers such as consulting companies, representatives of the European Union and professionals from within the university.</p>	<p>Ongoing activity</p>
<p><u>Access to career advice</u>  Employers and/or funders should ensure that career advice and job placement assistance is provided to researchers at all stages of their careers, regardless of their contractual situation.</p>	<p>The Research Authority promotes research activities among the university's researchers, in collaboration with industry &amp; other strategic partners. We are planning to organise a conference at some time in the future.</p>	<p>The Research Authority</p>	<p>Jan. 2016</p>	<p>A conference in cooperation with industry that was supposed to take place at the university did not take place.</p>	<p>Actions have been altered  Ongoing activity</p>
<p>Training</p>					

<p><b><u>Relationship with supervisors</u></b></p> <p><b>Researchers in their training phase should establish a structured and ongoing relationship with their supervisor(s) and faculty/departmental representative(s). This activity includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables, and/or research outputs.</b></p>	<p>At the periodic faculty staff meetings, each dean will check with the researchers that they have structured relationships with their researchers in training and are monitoring their progress.</p>	<p>Deans and heads of departments</p>	<p>Beginning with the 2015-2016 academic year – once a semester</p>	<p>The activity is part of BIU's 5-year tenure track scheme and career development strategies to achieve tenure.</p>	<p>Ongoing activity</p>
	<p>BIU will raise awareness among new researchers without tenure regarding the terms of their employment and ability to submit research grant proposals on an ongoing basis</p>	<p>Vice President for Research</p> <p>The Research Authority</p>	<p>October 2015</p>	<p>The submission of research proposals to various funds by young researchers who do not have tenure is still in discussion with representatives of the young researchers.</p>	<p>Still In preparation</p>
<p><b><u>Access to research training and ongoing development</u></b></p> <p><b>Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are provided with the opportunity for professional development and for improving their employability through access to measures for the ongoing development of skills and competencies. Such measures should be regularly assessed for their accessibility, and effectiveness</b></p>	<p>Opening pathways for research proposals, for young researchers without tenure with the help and under the supervision and approval of senior and established researchers.</p>	<p>Vice President for Research</p> <p>The Research Authority</p>	<p>Continuous starting from August 2015</p>	<p>The submission of research proposals to various funds by young researchers who do not have tenure is still in discussion with representatives of the young researchers.</p>	<p>Still In preparation</p>
	<p>Informing the young researchers regularly of calls for proposals and funding opportunities through the university's information system</p>	<p>Vice President for Research</p> <p>The Research Authority</p>	<p>September 2015</p> <p>September 2016</p>	<p>The university issues to all the researchers information about calls for proposals and funding opportunities.</p> <p>The information is issued to the researchers according to their areas of research and their interests.</p>	<p>The original action was completed.</p> <p>The action becomes an ongoing activity</p>

<b>in improving competencies, skills, and employability.</b>				A Nature workshop was organised in spring 2017 to offering researchers excellent skills in improving their writing skill to improve their chances in publishing in high level peer reviewed papers.	
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