

Policies and Procedures Guide

Procedure Name: Submitting a project proposal for international funding opportunities	Procedure Number: PR-ER-01-01	
Procedure Approval Decision Number: 10/7/17/2	Approving Body: Quality Assurance Implementation and Follow-up Committee	
Procedure Approval Date: 11/1/2024	Release Number: #2	Revision Date: 24/3/2025

1. Objectives:

Defining the procedures for how a faculty member can submit a project proposal for international funding opportunities.

2. Terms and Expressions:

Project: Any project that is supported by an international funding agency outside the Hashemite Kingdom of Jordan, in addition to any projects assigned to the International Projects Office by the President.

Principal Investigator (PI): The person employed at the university and assigned with the duties of project coordinator and responsible for managing the project from the stage of initiation until project closure.

Organizational unit: Any school, deanship, center, department, or office in which the principal investigator works.

3. Scope:

This procedure applies to any faculty member at the university seeking to submit a project proposal for international funding opportunities.

4. Responsibility:

- University President

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- Organizational units
- International Projects Office
- Principal Investigator (PI)

5. Implementation Steps:

1. The principal investigator and the project team formulate and develop the project proposal and budget it using the forms approved by the relevant international funding agencies.
2. The principal investigator requests and obtains the approval of the organizational unit in which the project will be implemented.
3. The principal investigator shall submit a request to the International Projects Office for approval to submit a project proposal for an international funding opportunity, using the forms approved by the international funding agency, or a summary that includes the project title, a summary of its activities, and the university's obligations, keeping in mind the submission deadline.
4. The International Projects Office obtains consultations, if necessary, to ensure the university's ability to adhere to the instructions of the international funding agency, keeping in mind the submission deadline.
5. If the international funding agency requests a direct financial contribution from the university for the project, the principal investigator shall provide the International Projects Office with a copy of the president's approval of this based on the Scientific Research Council's decision.
6. The International Projects Office shall review the completed application in accordance with the regulations and submits it, along with the required forms, to the president for approval at least one week ahead of the submission deadline.
7. The International Projects Office shall act as per the president's response with regards to the request and shall send the approval and forms to the principal investigator.
8. The principal investigator shall submit the proposal application to the funding agency.

6. Required Forms:

None.