

# Policies and Procedures Guide

<b>Procedure Name: Approval of financial and technical reports for international projects</b>	<b>Procedure Number: PR-ER-01-02</b>	
<b>Procedure Approval Decision Number: 10/7/17/2</b>	<b>Approving Body: Quality Assurance Implementation and Follow-up Committee</b>	
<b>Procedure Approval Date: 11/1/2024</b>	<b>Release Number: #2</b>	<b>Revision Date: 24/3/2025</b>

## 1. Objectives:

Defining the procedures for approving financial and technical reports for international projects.

## 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.

## 3. Scope:

This procedure applies to all required financial and technical reports to be submitted in accordance with the regulations and instructions of the international funding agencies and the International Projects Office.

## 4. Responsibility:

- Principal Investigator (PI)
- Other relevant entities
- International Projects Office

- Finance Department

## 5. Implementation Steps:

1. The relevant entity shall submit a request to the Finance Department to provide a financial report, or to the Principal Investigator to provide a technical report.
2. If a financial report is requested, the Scientific and Productive Projects Accounting Section shall prepare the financial report in accordance with forms approved by the funding agency and in line with their guidelines and shall forward it to the Finance Director for approval.
3. Upon the Finance Director's approval, the Finance Department shall forward the report to the International Projects Office for approval and shall notify the relevant requesting entity.
4. If a technical report is requested, the principal investigator shall submit a request to the International Projects Office to approve the technical reports, and shall provide the relevant director's or dean's approval. The request must be made using the forms approved by the funding agency, if applicable.
5. The International Projects Office shall send reports to the President for the required approval/signature, if necessary.
6. The International Projects Office shall act as per the President's response and shall send a copy of the report to the principal investigator to be submitted it to the funding agency.

## 6. Required Forms:

None.