

Policies and Procedures Guide

Procedure Name: Assigning team members to work on an international project	Procedure Number: PR-ER-01-03	
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: #1	Revision date: _____

1. Objectives:

Defining the procedures for assigning team members to work on an international project

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 any project team member to be assigned to work on an international project.

4. Responsibility:

- University President
- International Projects Office
- Presidency and Councils' Affairs Department
- Human Resources Department
- Principal Investigator (PI)
- New project team member to be assigned

5. Implementation Steps:

1. The Principal Investigator shall submit a request to the International Projects Office to assign a new project team member (GJU or Non-GJU staff), detailing the assignment period, team member's role, working days, and monthly reward.
2. The International Projects Office shall review the request according to the university's guidelines, the regulations of the funding agency, and the project's budget.
3. In case any document or information is missing, the International Projects Office shall return the request to the principal investigator to provide them with it.
4. The International Projects Office shall review the completed request and send a letter to the President for approval.
5. The International Projects Office shall act in accordance with the President's response to the request and shall inform the Principal Investigator of it.
6. If the request is approved by the President, the Presidency and Councils' Affairs Department shall send a copy of it to the Human Resources Department, who shall in turn issue the assignment decision and send it to the President for signature and shall proceed with the contracting procedures with the newly assigned member as detailed in the request.
7. If the request is rejected by the President, the Director of the International Projects Office shall inform the Principal Investigator of the president's decision.
8. The newly assigned member shall inform the university of the date their work has started by filling out the Notification of Start of Work form and sending it to the principal investigator to be sent to the International Projects Office.

6. Required Forms:

- Appointment Form for New Project Team Member (For GJU Staff) (FO-086).
- Appointment Form for New Project Team Member (For Non-GJU Staff) (FO-087).
- Notification of Start of Work Form (FO-088).