

Policies and Procedures Guide

Procedure Name: Disbursing financial compensation to members working on an international project	Procedure Number: PR-ER-01-07	
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 disbursing project team members' financial compensation in exchange for working 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 all project team members assigned to work on an international project and who are eligible to receive financial compensation through funds of the said project.

4. Responsibility:

- International Projects Office
- Finance Department
- Principal Investigator (PI)
- The Assigned Project Team Member

5. Implementation Steps:

1. The principal investigator shall submit a request to the International Projects Office to disburse financial compensation for the team member working on the project, using the relevant payment request form and attaching a monthly timesheet in days for university academic faculty members and non- university members working on the project, the monthly timesheet in hours for university administrative staff members working on the project, or using the forms approved by the funding agency.
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 it to the Finance Department to complete disbursement procedures.
5. The finance department shall review the request and proceed with disbursing the financial compensation as necessary. If the member to receive compensation is a university staff member, then it shall be issued by the end of the month. If, however, they are a non- university staff member, then a separate Cheque shall be issued to them accordingly.

6. Required Forms:

- Staff Payment Request form (FO-089).
- Timesheet for working on an External Funded Project (GJU Academic members or non-GJU staff) (FO-090).
- Timesheet for working on an External Funded Project (Administrative GJU Staff) (FO-091).