

## Policies and Procedures Guide

<b>Procedure Name: Signing an international project's agreement</b>	<b>Procedure number: PR-ER-01-10</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: #3</b>	<b>Revision date:</b>

### 1. Objectives:

Defining the procedures for signing the agreement of 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 agreements, annexes, and legal documents related to an international project, that require the signature of the President as the legal representative of the University.

### 4. Responsibility:

- University President
- International Projects Office
- Finance Department
- Presidency and Councils' Affairs Department
- Legal Consultant Department
- Any other relevant entity
- Principal Investigator (PI)

## 5. Implementation Steps:

1. The principal investigator shall inform the International Projects Office of the funding agency's approval to support the project.
2. The principal investigator shall submit a request to the International Projects Office to proceed with signing the project funding agreement, attaching the agreement, its annexes, details of the university's share of the project budget, and the regulations of the funding agency, using the forms approved by the funding agency, in addition to providing the International Projects Office with a soft copy of it.
3. The International Projects Office shall obtain financial and legal advice from the Finance Department, the Legal Consultant Department, and any other relevant entity, as necessary, to ensure the university's ability to adhere to the funding agreement's guidelines.
4. The International Projects Office shall address the principal investigator to sign the legal undertaking by the PI as well as an additional academic staff member, as per the financial and legal details of the project.
5. The International Projects Office shall address the relevant government entities through the Presidency and Councils' Affairs Department to obtain their approval of the international funding for the project prior to signing the agreement by the President.
6. If any comments are raised from the parties mentioned in steps (3) or (5), the International Projects Office shall coordinate with the principal investigator to amend the agreement or the project budget, as necessary.
7. The International Projects Office shall send a letter to the President for approval and to duly sign the funding agreement.
8. The International Projects Office shall act in accordance with the president's response, inform the principal investigator, and provide them and all concerned parties at the university with a copy of the signed agreement.

## 6. Required Forms:

- Project Summary Form (Fo-064).