

Policies and Procedures Guide

Procedure Name: Closing an international project	Procedure number: PR-ER-01-11	
Procedure Approval Decision Number: 10/7/17/4	Approving Body: Quality Assurance Implementation and Follow-up Committee	
Procedure Approval Date: 28/4/2024	Release Number: #1	Revision date: _____

1. Objectives:

Defining the procedures for closing 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 international projects whose approval period has ended as per their official timelines and agreements as approved by the funding agencies and the International Projects Office.

4. Responsibility:

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

5. Implementation Steps:

1. Upon the end of the project as per its official approved timeline, the principal investigator shall provide the International Projects Office with a copy of the Final Financial report as approved by the Finance Department, as well as the Final Technical Report upon the funding agency's approval of them, and requests to officially close the project at the university.
2. The International Projects Office shall address the Finance Department to finalize any pending issues and transfer the university's share of the project to the university's bank account and close the project accordingly. And the Finance Department shall inform the International Projects Office once the closure procedure is completed and shall notify them of any obstacles preventing said closure.
3. The International Projects Office shall send a letter to the President with a summary of the project closing, attaching the final financial and technical reports, as well as any other relevant matters.
4. The International Projects Office shall act in accordance with the president's response, and inform the principal investigator and all concerned parties at the university of this response.

6. Required Forms:

None.