| Procedure Name: Official requests required for an international project | Procedure number: PR-ER-01-12 | |
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| Procedure Approval Decision Number: 10/7/17/9 | Approving Body: Quality Assurance Implementation and Follow-up Committee | |
| Procedure Approval Date: 24/3/2025 | Release Number: #1 | Revision date: |

## 1. Objectives:

Defining the procedures for completing any official requests required for 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 official international projects requests that need to be completed in accordance with university regulations.

## 4. Responsibility:

- International Projects Office
- Relevant university entities
- Principal Investigator (PI)

## 5. Implementation Steps:

1. The principal investigator shall submit a request to the International Projects Office stating the details of the request and attaching any relevant documents.
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 relevant entity at the university to proceed as necessary, and shall inform the principal investigator of this.

## 6. Required Forms:

None.