

Ref.: الرقم: 946/6/7/10  
Date: الموافق: 18 شعبان 1440 هـ 2019/4/24 التاريخ:

### Decision

With reference to the decision to establish the International Project Office,

#### The University President has decided:

First: The Office of International Projects is directly affiliated with the President of the University and is responsible for following up the projects supported by parties outside the Hashemite Kingdom of Jordan and according to the following tasks:

- Helping University faculty members to apply for support for their projects, and providing them with any required information and all forms of support to increase their access and chance to receive the required support.
- The Office, according to the recommendations of the Project Coordinator, shall undertake the tasks of reviewing the grant agreements in coordination with the legal and financial authorities or any other entity in the University and following up the procedures of acquiring the signature of the President.
- Facilitating the tasks of the Project team with the concerned authorities at the University, following up the completion of the transactions of the Project, and providing administrative, financial and legal advice according to the regulations, instructions and procedures followed by the University and according to the grant agreements and its conditions.
- The Office, according to the recommendations of the Project Coordinator, shall undertake the tasks of: auditing and conducting the procedures of payment of advances and travel expenses; the purchase of equipment, tools and materials; staff costs and any special allowances for the Project according to the regulations, instructions and procedures in force at the University and in a manner not inconsistent with the conditions of the funding agency. The expenditure from the Project account should be according to the sections stipulated in the Project budget.

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Second: The Coordinator shall undertake the following tasks:

- Preparation of the Project proposal and its budget and in coordination with the School or the University authority responsible for implementing the Project.
- Coordinating, implementing and following up all the events, activities, reports and meetings of the project with the work team and with the University Schools and the competent authorities in the University. This, in addition to following up and coordinating with all non-university parties participating in the project to ensure the progress of the work in accordance with the regulations, instructions and procedures in force at the University and according to the grant agreements and conditions of the funding agency.
- The Project Coordinator shall be responsible for providing the Office with any decisions taken by the funding agency relating to the progress of the work in the Project, its duration, budget amendment or any other matters related to the University's role and tasks in the Project. The Office shall forward such decisions to the President and any other concerned entities.
- The Coordinator shall provide the Office with a copy of the technical reports and progress reports of the Project submitted to the supporting body for the purpose of documentation. If required by the funding agency, these reports shall be approved by the President with the recommendation of the School Dean or the Director of the authority responsible for the implementation of the Project.

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Third: Members of the Project team are assigned according to the recommendations of the Project Coordinator and with the approval of the direct head of the member. The Office shall examine the request for commissioning then make the recommendation to the President.

- The maximum number of working days of the Project team member from the university staff shall not exceed (12) days per month during academic semesters.
- The staff costs shall be paid according to the recommendation made by the Project Coordinator on the basis of the number of working days on the project in the submitted timesheet and according to the daily rate determined by the funding agency. If the funding agency does not specify the daily rate, it will be calculated according to the gross salary of the member in the University.
- A faculty member at the University may reduce the teaching load in coordination with the Head of the Department and the Dean, and with the approval of the President, to work in the project, provided that the reduced University load is paid from the Project budget.

Fourth: 10% of the University's share in the Project budget shall be allocated as income to the University to cover the indirect costs of the Project when the Project proposal is submitted for its support. If the regulations of the funding agency do not permit this, then 10% of the Project staff costs shall be deducted to cover these expenses. This item shall apply to the projects which its proposals submitted by the Coordinator after the date of this decision.

Fifth: 10% of the staff costs will be reserved until the approval of the funding agency on the final financial report of the Project is received.

مكتب الرئيس  
Office of the President



الجامعة الألمانية الأردنية  
German Jordanian University

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Sixth: The University shall not bear any financial expenses related to the Project and the contribution of the University shall be made by using the University equipment, facilities, services and provisions.

Seventh: If the University is asked by the funding agency to refund any amounts for any reason, the University has the right to recover part or all of the staff costs from the team members causing the default and upon the recommendations of the Project Coordinator and with the approval of the President.

Eighth: This decision shall be effective as of its date.

**University President**

*M. K. Fayyad*

**Professor Manar Fayyad**

CC \ Deans of Schools  
\ Director of the International Projects Office  
\ Director of Finance Department  
\ Director of Human Resources Department  
\ Director of Supplies and Central Tender Department  
\ Director of Internal Audit Department