

Requests/ Applications Supporting Documents Checklist

The main purpose of this checklist is to assist project teams in submitting complete requests by ensuring awareness of all required supporting documents, in order to facilitate timely processing.

1. Project Proposal Submission Requests:

Below is the list of required documents for submitting an international project proposal.

- ✓ Official communication (letter or email) detailing the potential project and GJU's role
- ✓ Project proposal and budget (or summary if proposal still in development)
- ✓ Support letter to be signed (if any)
- ✓ School/ relevant Department's recommendation

2. Project Agreements Signing:

Below is the list of required documents for signing an international project's contract/ agreement.

- ✓ Official communication (letter or email)
- ✓ Finalized project agreement
- ✓ All agreement's annexes, including approved budget and project proposal

3. Project Team Member Appointments:

Below is the list of required documents for appointing project team members to work on international projects.

GJU Staff Members:

- ✓ Appointment Request Form (Fo-86)
- ✓ Notification of Start of Work Form (Fo-88) to be submitted once the member commences work on the project.

Non-GJU Staff Members:

- ✓ Appointment Request Form (Fo-87)
- ✓ Notification of Start of Work Form (Fo-88) to be submitted once the member commences work on the project.
- ✓ Copy of CV, Certificates, and ID (or passport for Non-Jordanians)
- ✓ Non-Disclosure Undertaking

**Appointment Request should be sent before the team member commences their work on the project.*

4. Termination of project Team Member Appointments:

Below is the list of required documents for terminating the appointment of project team members.

- ✓ Official communication (letter or email) including justification for appointment termination and date of requested termination.
- ✓ Official communication (letter or email) from the team member to the project coordinator in case of resignation.

**The team member's employment contract and the funding agency's staff contracting requirements should also be considered.*

5. Project Staff Costs Payment Requests:

Below is the list of required documents for disbursing financial compensation to appointed project team members.

GJU Academic Staff Members and Non-GJU Staff Members:

- ✓ Payment Request Form (Fo-89)
- ✓ Timesheet in days, Form (Fo-90)

GJU Administrative Staff Members:

- ✓ Payment Request Form (Fo-89)
- ✓ Timesheet in hours, Form (Fo-91)

**In certain cases, some funding agencies require the use of their own approved staff payment and timesheet forms.*

6. Travel / Transportation Requests:

Below is the list of required documents for requesting approval for travel/ transportation through international projects.

International and Local Travel Requests:

- ✓ Travel Request Form (Fo-92)
- ✓ Invitation Letter
- ✓ Event/ conference agenda (if available)

Local Vehicle Transportation Requests:

- ✓ Official communication (letter or email) on required transportation
- ✓ Transportation Requests Form (Fo-93) (if in line with project regulations)

7. Travel / Transportation Reimbursement Requests:

Below is the list of required documents for requesting reimbursement for previously approved travel/ transportation Requests.

- ✓ Official letter/ communication detailing requested payment and purpose.
- ✓ Original flight/ accommodation/ transportation invoices (if any)
- ✓ Original boarding passes for international flights or Copy of passport departure and arrival stamps
- ✓ Event participation certificate or equivalent (E.g. attendance sheets, meeting minutes, etc.)
- ✓ Event program/ Agenda (if any)

8. Events/ Workshops Approval Requests:

Below is the list of required documents for requesting approval to hold events within the activities of an international project.

- ✓ Event Approval Form including detailed cost estimates (GJU Event Management Form)
- ✓ Event Program or **Agenda**.
- ✓ List of **Participants**.

9. Petty Cash Advance Requests:

Below is the list of required documents for requesting a Petty Cash Advance for the urgent need of procuring consumables for international projects.

- ✓ Petty Cash Advance Request Form (Fo-43)

10. Petty Cash Closure Requests:

Below is the list of required documents for closing a Petty Cash Advance previously requested.

- ✓ Petty Cash Advance Closure Request Form (Fo-43)
- ✓ Singed and stamped original invoices with proof of payment.

*All invoices should be addressed to GJU and must include a clear reference to the project (project title, reference No.), and must take into consideration the funding agencies' and GJU's procurement regulations and invoicing requirements.

11. Procurement of goods and services for an international project:

Below is the list of required documents for Purchasing materials, equipment, and services through funds of an international project.

- ✓ Official letter/ communication detailing requested goods or services, their quantities, specifications, and estimated costs.
- ✓ Clear Term of Reference (ToR) to be in line with the approved project and budget.

12. Requests for Approval of financial and technical reports for an international project:

Below is the list of required documents for requesting approvals of financial and technical reports for an international project.

- ✓ Official letter/ communication detailing requested report and its deadline.
- ✓ In case a financial report is requested, the funding agency's specific reporting template should be provided.
- ✓ In case a technical report is requested to be signed by the President, the finalized technical report should be provided.

13. Project Closure Requests:

Below is the list of required documents for the official closure of an international project.

- ✓ Official letter/ communication detailing request to officially close the project.
- ✓ Final Financial and Technical reports submitted to the funding agency.
- ✓ The funding agency's approval of the reports and acknowledgment of the project completion.

*The above checklists provide a general guideline for the required supporting documents. However, more documents may be requested depending on the specific reporting and documentation requirements of each project.