

Date: 28/5/2017

**Deans of Faculties,
Chairmen of Academic Departments,
Teaching Staff,**

Greetings,

The Deanship of Scientific Research and Postgraduate Studies is pleased to announce **initiation of receiving research projects' funding proposals for the fiscal year 2018** based on the new methodology set by the committee of reviewing scientific research by-law, which was mandated by the UOP President. Thus, steps to be followed in selecting and funding research projects are listed hereunder:

1. Allocating specific amounts at the beginning of the fiscal year for research projects, conferences, scientific journals...etc.
2. Posting an announcement where proposals for new research projects will be received from teaching staff and lead researchers by the end of the second semester of every university year (**June**);
3. Setting a unified deadline for receiving proposals for new research projects (**i.e. September of every university year**);
4. Payment of financial allocations for approved projects starts in the beginning of **January** of every fiscal year;
5. All funded projects must be closed no later than **15th of November of every fiscal year**;
6. The deadline for submitting research funding proposals is announced at the end of the second semester and Scientific Research Committee (SRC) starts receiving proposals **during the period from June to September**;

7. SRC reviews proposals initially and administratively, receives missing documents, evaluates projects on the basis of clearly defined rules without considering financial costs and nominates distinctive projects for funding;
8. SRC reviews and compares the financial costs and timetables of the projects based on the allocated budget; The projects that continue for more than one year are divided to phases (one phase per year) and funds are reallocated according to the phases of the project after the lead researcher interview;
9. All nominated projects are brought before Scientific Research Board (SRD) **no later than December of every year**. In turn, SRD shortlists projects that are eligible for funding and rejects or delays other projects to the next year; Payment of the projects' allocations starts **at the beginning of January**;
10. Funded projects are announced **during December** and before the beginning of January and financial allocations are paid **at the beginning of January**;
11. When new projects are shortlisted, the priority will be given to multiple-phases projects, **provided that** the lead researcher **closed the initial phases of the project**;
12. Each lead researcher is requested to submit a semi-annual project report to the Deanship of Scientific Research and Postgraduate Studies before the beginning of **June** of every year;
13. The Deanship of Scientific Research and Postgraduate Studies reviews the status of projects to ensure that they can be closed on time in consultation with the lead researcher **in June of every year**;
14. In case the project can not be closed before the end of the current year, a decision is taken to suspend the project and close it before the end of September. Any unpaid allocated amounts are transferred to new projects before year-end.

Sincerely,

Prof. Marwan Muwalla

Dean of Scientific Research and Postgraduate Studies

(Signed)

University of Petra

(Accredited University)
Deanship of Research & Postgraduate Studies
Dean's Office



(جامعة معتمدة)
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Attachments: Work Mechanism

CC to:

The Higher Chancellor of University of Petra (UOP) and UOP Board of Trustees
Financial Manager
Director of Auditing Unit
Secretary and Liaison Officer of Scientific Research Board
President's Office

The following table outlines the work mechanism:

Month/ Tasks	June 2017	September 2017	December 2017	January 2018
1.	Initiation of receiving the proposals for next year research projects	Deadline of receiving the proposals for next year research projects	Shortlisting the next year funded projects after obtaining the approval of the Scientific Research Council	Paying financial allocations of funded projects, which were approved by the Scientific Research Council in December 2017.
2.	Receiving semi-annual reports from the lead researchers of the research projects that were approved in 2017.	<ol style="list-style-type: none"> 1. Evaluating new projects. 2. Reallocating the amounts of projects that cannot be closed in consultation with lead researcher and before the end of 2017. 	Announcing next year approved projects.	
3.	The Deanship of Scientific Research and Postgraduate Studies reviews the status of projects to ensure that they can be closed on time in consultation with the lead researcher.	Prioritizing upcoming phases of phased projects.	Closing all last-year approved projects financially and receiving all final reports.	

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4.	Taking a decision to suspend the and close projects that were not closed before the year-end.	Taking a decision to transfer any unpaid allocated amounts to new projects before year-end.		
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