



## Instructions for Supporting Scientific Research Projects at Al-Zaytoonah University of Jordan

Article (1): These instructions are called “Instructions for Supporting Scientific Research Projects at Al-Zaytoonah University of Jordan,” and they will be implemented as of the date of their approval.

Article (2): The following words shall have the meanings listed below unless the context indicates otherwise:

University: Al-Zaytoonah University of Jordan.

President: President of the University.

Council: Deans Council.

Dean: Dean of Scientific Research.

College: Any college at the university.

Department: Any of the academic departments at the university.

Article (3): Priority is given to scientific research projects supported by the university that address the following:

1. National research topics determined by the Supreme Council for Science and Technology and the Scientific Research Support Fund.
2. Local community problems and meeting their development needs.
3. Developing the industrial and service sectors through technology transfer and improving the quality of products and services.
4. Developing engineering systems to evaluate and maintain university buildings, facilities and infrastructure.
5. Developing computerized systems for the services provided by the university in the academic, administrative and financial fields.
6. Research projects that enhance joint scientific research between departments and colleges.
7. Scientific research projects that are not similar in their goals and contents.
8. Raising the level of graduate studies programs and supplying laboratories with advanced equipment and software.

Article 4: Include the results and recommendations of important and applicable research projects in the content of advanced courses in undergraduate programs and all courses in graduate programs.

Article (5): Two sessions will be held for scientific research projects. The first session will be during the first semester of the university year and the second session will be during the second semester of the university year. The president may agree to hold a third additional session during the academic year when needed and based on the recommendation of the dean.

Article (6): The university supports scientific research projects, according to the following procedures:

a. All requests to support scientific research projects are submitted on the “Request to Support a Research Project” form, provided that the project implementation period does not exceed two years from the date of the Council’s decision.

B. The principal investigator fills out a copy of the “Request for Support for the Research Project” form, all participating researchers sign it, and the application is submitted to the head of the relevant department.

C. The Department Council looks into the research project, and expresses its observations about the importance of the project, its objectives, and the capabilities available in the department (or college) that will be used in implementing the project (devices, equipment, materials, research assistants, graduate students, etc.). Dr.. The head of the department submits to the dean of the college the opinion of the department council regarding the research project, writing it down in the space provided for it in the “request for support for the research project” form, and keeping a copy of it in the department.

H. The college’s Scientific Research Committee looks into the research project, and its rapporteur submits the committee’s opinion to the college dean, recorded in the space designated for it in the support request form.

F. The Dean of the College shall transmit his opinion to the Dean, written in the space provided for it in the support request form, and shall keep a copy thereof in the College.

g. The Dean presents the research project to the Scientific Research Council, records the Scientific Research Council’s decision in the space designated for that in the support request, and submits it to the President for presentation to the Council.

H. The Council makes the final decision regarding whether to approve or reject support for the research project, and the President writes the decision in the space designated for that in the support request.

i. In special and justified cases, the sponsored research project may be extended for one time, not exceeding six months, and/or its allocations may be increased by a percentage not exceeding 20% of its budget, according to what the Scientific Research Council deems appropriate. The previous procedures in this article shall be applied to obtain the necessary approvals.

Article (7): A- It is not permissible for a faculty member to submit a research project alone

B- If researchers from more than one department or more than one college participate in one project, a copy of the support request form is submitted to the heads of departments and deans of the colleges concerned, and the opinions of the department heads and college deans are recorded separately in the spaces designated for that in the support request form.

Article (8): Scientific research projects are documented and their procedures are followed up according to the models approved by the Accreditation and Quality Assurance Office and the Council through the electronic scientific research system.

Article (9): Researchers must publish the results of supported research projects in peer-reviewed, specialized scientific journals and conferences accredited by the university, provided that they mention the entities supporting their research. It is permissible to exclude projects (applied service) that have received the Council's approval decision.

Article (10): A. The principal investigator prepares a periodic report on the progress of work in the following cases:

1. Every six months from the start date of the project
2. Extending the project duration or increasing its financial allocations
3. At the request of the Dean of the College

B- The principal researcher submits the report to the dean through the head of the department and the dean of the college, so that the report includes a presentation of the work that has been completed related to the completion of the project, a statement of the actual expenses, and any research that has been published or accepted for publication to date.

C. The Dean presents the periodic report to the Scientific Research Council for discussion and appropriate decision-making.

Article (11): Upon completion of the project, the principal researcher prepares a detailed final report that includes the results, recommendations, and a statement of actual expenses, and attaches the research that has been published or accepted for publication, and submits it to the dean through the head of the department and the dean of the college.

Article (12): The Dean presents the final report of the project to the Scientific Research Council, and the Dean submits the Scientific Research Council's decision to the President to present it to the Council.

Article (13): A- The Council shall take the appropriate decision regarding approval of the final report, closing the project, and disbursing the rewards allocated to researchers in accordance with Articles (11, 20, and 19) of these instructions.

B- The disbursement of financial rewards to researchers in scientific research projects is postponed until it is proven that the publication or publication of research through these projects has been accepted for a period not exceeding one year.

C- The researcher's reward will be canceled for the year in which he takes (unpaid) leave exceeding (90) days to spend it outside the Kingdom.

Article (14): A. The approved support for a scientific research project shall be suspended by a decision of the Council based on a recommendation from the Scientific Research Council in the following cases:

1. Failure to implement the stages of the research project as stated in the support request, without justification accepted by the Scientific Research Council, or if the researcher fails to carry out his work according to the approved timetable and based on a report from the Scientific Research Council.
2. Spending financial allocations for the project in ways other than those approved by the Council.

B. The value of the support is refunded, plus a 50% fine, in the event that the research is not completed for reasons other than death.

Article (15): It is permissible, by decision of the Council and the recommendation of the Scientific Research Council, to support a research project in which the university participates with one or more other institutions, provided that the principal researcher is from the university.

Article (16): A. The principal researcher or the co-researchers he delegates may travel abroad once after his research has reached a stage that requires travel with the approval of the Scientific Research Council, for the following:

1. Obtaining manuscripts or documents that are impossible to obtain without traveling. The manuscripts and documents that the researcher obtains or photographs with the support of the university become the property of the university.
2. Use of equipment and laboratories if the scientific equipment and capabilities are not available in Jordanian institutions, or if those institutions do not allow the researcher to use the equipment available to them.
3. Attending workshops and training courses related to the research project, with the aim of learning about advanced scientific research techniques, technology, or methodologies.

B. Support for travel related to the research project is limited to the following:

1. Visa fees and the price of an economy class ticket.
2. The cost of daily allowances for a period not exceeding one week, according to the transportation and travel instructions in effect at the university.
3. Fees for workshops or training courses.
4. In all cases, the total support amount allocated for foreign travel may not exceed three thousand dinars.

C. After returning from travel, the researcher submits a detailed scientific report to the Scientific Research Council through the head of the department and the dean of the college.

Dr.. The travel of researchers who have received support for their research from outside the university is supported as stated in the research project approved by the donor and the university.

Article (17): A. Research assistants and programmers may be appointed to work on scientific research projects under limited-term contracts signed by the president or his authorized representative and the researcher concerned. These contracts are renewed when needed at the request of the principal researcher and by a decision of the president and based on the recommendation of the dean.

B. Scientific research projects may be used to complete scientific theses for graduate students at the university, provided that they do not receive any wages or rewards for their work. This must be documented in the periodic and final reports of research projects and in the forms related to graduate students' theses.

Article (18): A- The number of research projects in which a faculty member participates does not exceed two (fully or partially supported by the university), with a maximum of one project as a principal investigator. It is not permissible to agree to support a third project except after closing one of the previously supported projects.

B- One of the members of the supported research project must be a principal researcher in at least one of the research resulting from these projects.

Article (19): A. In the budget of the research project, financial rewards are allocated to researchers in the amount of (3,000) three thousand dinars when the duration of the project is one year and (5,000) five thousand dinars when the duration of the project is two years, and in proportion to the number of months if the duration of the project is other.

B. If the project extension is approved, financial rewards will not be paid to researchers for the extension period.

C. Financial rewards are disbursed to researchers after the Council's decision to approve the final report and close the project.

B. In the event that one of the team members withdraws from the project, the percentages of the remaining participating researchers will be recalculated with an increase of their percentage of the amount of the reward for the withdrawing researcher, as in Article (20) A.

Article (21): These instructions apply to scientific research projects supported partially or completely from outside the university, unless the terms of support or agreements between the university and external parties stipulate otherwise.

Article (22): Financial support of no more than 250 dinars may be provided to each college at the university at the beginning of each semester to support one student's graduation project, provided that:

A- The project must be innovative

B- The number of students in the project should not be less than two

C- Each college should nominate only one project

D- Priority is given to joint projects between departments of the same college

E-H If students from more than one college participate in a graduation project, the support ceiling will be 500 dinars.

Article (23): Article 2 of the foundations for supporting scientific research at Al-Zaytoonah University of Jordan issued pursuant to Board of Trustees Resolution No. 4/2012 dated 5/28/2012 AD, and any decisions that conflict with these instructions, shall be cancelled.

Article (24): The President shall decide, based on the recommendation of the Scientific Research Council or the Dean, in cases not mentioned in these instructions.

