



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
Deanship of Scientific Research

عمادة البحث العلمي

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Instructions for Research Project Incentives and Bonuses at Al-Quds University

These instructions were approved by the University Council, session # 373/10/2019.

First: Research Projects' Incentives and Bonuses System

Research projects require a clear-cut, transparent, and flexible incentive system that considers the nature of the research projects, ensures its continuation, and participants' encouragement and sustainability. Research projects are one of the main academic pillars at Al-Quds University.

Second: The provisions of the research projects system are applied to the research projects and the capacity building projects and do not include construction projects.

Third: Projects are divided into three categories, as follows:

The first category:

- **Projects' budget that includes an item for incentives and bonuses**

1. Incentives and bonuses are disbursed as a monthly salary from the project budget to the researcher working on a project. The percentage of the incentive is calculated as half the net salary (maximum) in addition to his/her original salary from the University. The researcher can receive double the approved amount from the project budget in case he/she is working on two projects. If the amount stated in the salary budget of the project budget is less than that, he/she shall receive what is stated without any increase. The entire salary allowance in the project or projects is disbursed as a contribution from the project to the researcher's original salary.
2. If the researcher is granted an approval to lower his/her workload for the project, there shall be a deduction from the incentive value.
3. Generally speaking, the administrative employees do not receive any bonuses due to the nature and function of their tasks at the University, which implies managing such projects while receiving their salaries from the University. In the event that their work on the project requires overtime other than the official working hours, this is viewed as overtime to be calculated from the project budget within the policies in force at the University.
4. This system applies to everyone, whether the budgets are paid to the University or to the researcher or project manager directly from the funder under penalty of legal responsibility.
5. After obtaining the project, no employees are appointed to the project from outside the University if staff is available within the University, meaning that priority is given to those who work at the University if the funder conditions



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apply. In case the project proposal is formulated with people from outside the University, this condition does not apply to them. The application of this shall take into account the termination of contracts.

6. Working on a project outside the University with a fixed-term contract, regardless of the duration of the contract, whether it is annual, more or less, is deemed as a case of double-job, and the University provisions apply.
7. Working on a project outside the University with a part-time contract requires prior permission from the competent authority. The relevant provisions at Al-Quds University apply, including instructions for calculating additional work.
8. In the event that the project does not include indirect costs of no less than 10% of the project budget, a maximum of 30% of the value of salaries and bonuses allocated to the University shall be deducted so that the total percentage of indirect costs does not exceed 10% of the project budget.

The second category:

- Projects' budget that does not include a salary item and includes indirect expenses.

In the event that the project budget includes overhead costs and does not include salaries and bonuses, 30% of the overhead cost is allocated to the project manager and the researchers in the projects, in which the bonus does not exceed what was calculated for the researcher in the first category, point 1.

The third category:

- Projects' budget that does not include salaries and indirect expenses.

In this case, no bonuses will be disbursed, and researchers will be granted a reduction of the workload up to 3 credit hours per semester.

Supervision and Implementation

1. In the event of the aforementioned, the head researcher shall submit project progress reports twice annually to the faculty dean and Vice President for Academic Affairs to comply the implementation stage with the project objectives and activities. Thus, accordingly, what was disbursed as salaries, bonuses and incentives will be re-assessed by the Vice President for Administrative and Financial Affairs.
2. Following the adoption of the project instruction by the University Council, they shall be duly applied.
3. 3% of the indirect project expenses will be allocated to the scientific research budget, on condition to be approved duly.



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4. The rest of the budget expenses are allocated to the University budget after the completion of the project.
5. These instructions will be reviewed and re-assessed two years after their application.