

INTERNATIONAL UNIVERSITY OF SARAJEVO
Internacionalni Univerzitet u Sarajevu

BOARD OF TRUSTEES

Number: IUS-UO-08-6/16

Date: June 4, 2016

RULES AND PROCEDURES
OF THE PROJECT MANAGEMENT OFFICE
THE INTERNATIONAL UNIVERSITY OF SARAJEVO

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Pursuant to the Article 36, Clause 1, Item “o”, and Article 118 of the Higher Education Law – Revised Version (“Official Gazette of the Sarajevo Canton”, issue 42/13), the Board of Trustees of the International University of Sarajevo, at its regular session, which took place on June 4, 2016, established the following

RULES AND PROCEDURES

OF THE PROJECT MANAGEMENT OFFICE

THE INTERNATIONAL UNIVERSITY OF SARAJEVO

Article 1 (Definition)

These Rules and Procedures define responsibilities and procedures of **PROJECT MANAGEMENT OFFICE** at the International University of Sarajevo (hereinafter: PMO), which operates under the Research and Development Center (RDC).

Article 2 (Establishment of PMO)

Based on these Rules and Procedures, the PMO has been established as a sub-operational unit within the Research and Development Centre at IUS (RDC).

Article 3 (General responsibility)

PMO is the body that defines and maintains the standards and processes related to project management within IUS. It monitors the implementation of the projects by checking whether the project targets are met, commitments fulfilled, and budget spent accordingly. PMO is meant to serve as a centralized management structure for all IUS projects.

Article 4 (Project Management Office Staff)

The office is headed by Project Manager, who directly reports to the Manager of Research and Development Center, who will report to the Vice Rector for International Cooperation and Research.

Article 5 (Tasks and responsibilities)

The tasks and responsibilities of the PMO include, but are not limited to the following:

- a) Informing the faculty and staff about IUS application process and implementation of projects at IUS

- b) Developing policies, procedures, and guidelines in cooperation with the Legal Advisors and Finance Department in order to provide efficient and effective support to Principal Investigators and ensure all the contractual obligations are fulfilled
- c) Searching for and announcing external grant opportunities to IUS staff
- d) Monitoring the implementation of ongoing projects and requiring performance reports from all Principal Investigators/Project Coordinators at IUS (e.g. quarterly, biannual, yearly reports as specified in the contract)
- e) Tracking the budget of ongoing projects
- f) Establishing and maintaining the IUS Project archives; database of ongoing and completed projects and their assessment
- g) Organizing training sessions and seminars on project phases, processes and grant opportunities
- h) Presenting project data/reports to the Rectorate when needed, providing a yearly summary of ongoing projects (i.e., budget, successes, areas of growth)
- i) Performing other related duties as assigned by the Rectorate.

Article 6

(Project and Funding Announcements)

PMO conducts regular search for potential projects and sources of funding by:

- a) Researching available calls for domestic and international proposals, their guidelines and policies;
- b) Attending informational sessions and networking meetings organized by various organizations sharing information about funding opportunities.

Information collected by the PMO will be distributed to all IUS faculty and staff.

When the number of proposals from a single institution is limited, the PMO will ask all the faculty members to prepare own proposals and state their interest. The Rectorate will decide which projects will be prepared and submitted on behalf of IUS.

Article 7

(Project Management Phases)

PMO follows a strict procedure, consisting of the following phases:

- a) Initiation Phase
- b) Planning Phase
- c) Implementation Phase
- d) Monitoring and Controlling Phase
- e) Closure Phase.

A. The Initiation phase

- a) PMO requires all IUS faculty and staff members to submit the Request for a Project Proposal Approval form and supporting documents explaining the grant for which the Principal Investigator would like to apply for. The Principal investigators/ Project coordinators must clearly state type of benefits IUS would get from this project.

- b) The Project Management Office checks whether the form was filled properly and contains all relevant information. Afterwards, PMO delivers the project proposal to the Rectorate and shares information provided by the Principal Investigator.

B. The Planning phase

- a) The Rectorate decides whether the IUS as an institution would support this project and if so, gives permission to the Principal Investigator to submit application for the external grant. All parties put their initials on the form as a sign of approval at this phase of the application process
- b) If a principal investigator receives an approval from the Rectorate to apply for a specific grant, a principal investigator/project coordinator must provide a copy of the application for review to the PMO office before sending it to external funding agency.

C. The Implementation Phase

- a) If the Principal Investigator is able to secure an external grant, he/she must immediately inform and provide the PMO with the contract from the funding organization.
- b) The PMO's responsibility is to carefully read the contract and give it to the Legal Department for further evaluation of the contract's legal obligations. The Legal Department informs the Rectorate and the PMO if any specific or unusual terms and conditions are included in the contract.
- c) The Legal Department together with the Finance Department and Project Management Office discuss mutuality of obligation. Together, they create the Project Engagement Agreement, which is an agreement between the Principal Investigator and IUS, which specifies duties and responsibilities of Principal Investigator towards the funding agency and IUS. The Project Engagement Agreement also specifies IUS benefits from the project. Representatives from each department initial the document.
- d) The PMO delivers the proposed Project Engagement Agreement to the Rectorate for review. The Rectorate considers the offer and takes into account the Board of Trustees Decision (IUS-UO-13-1/2014). If satisfied with the Agreement, the Rectorate approves and signs it.

D. The Monitoring and Controlling Phase

- a) Principal Investigators/Project Coordinators are obliged to submit reports (e.g. quarterly, biannual, final - as specified in their contracts) to the PMO office prior to sending them to external funding agencies.
- b) Principal Investigators have to keep a detailed budget expense sheet and share it with PMO. The Finance Department and PMO will work together to ensure that all financial rules have been followed and payments justified.
- c) If the Principal Investigator fails to meet his/her contractual obligations (i.e., provide reports on time, budget, and implement scheduled activities), the PMO Office reports to the Rectorate.

E. The Closure Phase

Ensures that all project documents are submitted, archived, and projects finalized.

In order to successfully follow the phases of project implementation, the PMO establishes and implements IUS procedures for project application submission and project implementation once the grant has been secured. PMO will further establish and implement the following procedures:

- Reporting Procedure

- Budget Reporting and Payment Request Procedure
- Procurement Procedure
- Guidelines for internally supported projects

All the procedures will align with the requirements of IUS, funding agencies and governing laws and will create a supportive and thriving project environment at IUS.

In order to formalize the workload, the PMO will require the following forms:

- Project Timeline
 - Budget Tracking Form
 - Payment Request Form
 - Procurement and Use of Equipment Form
 - Graduate Students Support Form
 - Project Closure Form
- Additional forms may be required if needed.

Article 8

Amendments to these Rules shall be made in the manner and procedure of its adoption.

Article 9

These Rules and Procedures become effective once they have been rendered.

PRESIDENT OF THE BOARD OF TRUSTEES

Prof. Dr. Hasan Zuhuri SARIKAYA

Delivered to:

1 x Rector

1 x a/a