**Project Administration Request**

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| **Project** **information** | | |
| Project ID | ………. | |
| Project title | ………. | |
| PI name | ………. | |
| Partner’s name (Entity name) | ………. | |
| Partner’s legal representative | ………. | |
| Date | ………. | |
| **Offered services by SmartCI** | | |
| Be the focal point with the funding agency  Prepare and submit the change requests, according to the PI request  Monitor the budget and recommend changes, as needed  Prepare and electronically submit the financial settlements, to be approved from the partner and the PI  Help the partner in the equipment and supplies purchase process by providing templates, guidelines, suppliers’ names…etc.  Provide payment orders to the partner to issue the required checks | | |
| **The Partner’s obligations** | | |
| Be responsible of all the partner’s obligations as mentioned in the agreement with the funding agency  Review and approve the financial settlement documents prepared by SmartCI  Be responsible for the equipment and supplies purchase process  Issue the checks and money payments according to the center’s order  Be responsible to pick or deliver documents or checks related to the project  Be responsible to prepare the team members’ monthly salaries sheets  Follow the directions of the Center in the issues related to this project | | |
| **Signatures** | | |
| I, (… name of the person who signed the agreement ...) as the legal representative of the (...the entity name…), submit this request to SmartCI Research Center to help me in the award administration during the course of the project mentioned above. I confirm that I am committed to the partner’s obligations mentioned in this request. | | |
| The partner’s signature and stamp |  | |
| The PI’s signature |  | Date: |

**>> Directions:**

1. The PI and the partner are OBLIGATED to cover all the expenses of equipment, supplies, or documents delivery.
2. This form MUST be submitted as a hard copy.