

## Office of the Associate Dean for Research and Graduate Studies

PROCESS	DESCRIPTION	Dean	AD Academic Affairs	AD Research & Graduate Studies	AD Student Affairs	Finance Manager	Office of Research		Maya	Office of graduate studies	PLO	QUALITY ASSURANCE	PROGRAM COORDINATOR	
1	Serve as the link between the Office of Academic Research and faculty to facilitate the preparation of grant proposals, budgeting, and monitor/coordinate of the post-award administration to ensure compliance with budgeting, administrative policies, procedures, and overall funding agency requirements.	I		A		C	C	I	R	I				
	Follow up on faculty forms and requests related to grants and contracts.													
	Announce and follow up on submission deadlines for both internal and external funding opportunities.													
2	Review internal grants during submission and advise faculty regarding budget amendments required based on QU rules and regulations.			A			C	I	R	I				
3	Receive and review all forms related to purchase or travel expenditures for faculty on research grants and forward the forms to OAR or finance as applicable.			R				A	R					
4	Research and contact reviewers to evaluate submitted internal university grant proposals.	C		A					R					
5	Process research and grants related forms received by faculty and send them to OAR or Finance as needed.			R				A	R					
6	Conduct grants information sessions (for both internal and external funding opportunities ahead of their launch/application deadline).	A		A		I			R					
7	Process the Research Publication Rewards forms received from faculty and send them to OAR.			R	A			C	I					
8	Administer CAS Research Excellence Award and prepare the scores sheet for selecting winners.	A		R	A									
9	Collect applications for Teaching Load Reduction and prepare letters to notify the applicants of the decision.	A	R	R		I								
10	Coordinate the evaluation process of internal (University and Student) grants and prepare the final list.	I		A					R					
11	Prepare a list of posters for Student Research Poster Competition; highlight the shortlisted by the departments/programs for the competition. Follow-up with departments/programs as well CAS ER on deadlines and preparing logistical forms needed for the event. Assist in nominating and contacting judging panels (one for the Arts, one			R		C	I		R					

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	for the Sciences) and coordinate the evaluation process of student posters during and after the event,												
12	Coordinate meetings between the 2 centers in the college and assist in the preparation of action plans.	R	A										
	Collect annual reports received by centers at the end of the academic year for reporting purposes.			R		I							
13	Collect the list of applicants including scoring details and review them to confirm the admitted students to the Office of Graduate Studies.	C		A	R	C		R		R			
14	Prepare acceptance letters to be signed and send to admitted students by the Dean's Office.	A	I	A	C			R					
	Prepare the final list of enrolled students based on the offer acceptance received from the students via e-mail.												
15	Ensure quality assurance of courses by selection of assignments of faculty and cost effective delivery of courses		A	I			A			C	R		
16	Coordinate with the Graduate Programs and the Office of Graduate Studies to ensure timely submission of thesis/dissertation forms and other requirements.	I		R	C			R	A			C	I
	Provide guidance as applicable on forms requirements and procedures to faculty and students.												
	Process forms related to graduate students and send them to the Office of Graduate Studies.												
17	Follow up with the students to submit the TAD cleared Thesis after finishing the defense.			A	A				I			R	
18	Collect the QU digest (in both Arabic and English) for each graduating student and send them to the Office of Graduate Studies as part of graduation requirements.			A	I				C	I		R	
19	Assist in the evaluation of applications to Graduate Faculty Membership to appoint Graduate Faculty for each of the CAS graduate programs.	A	C	A	C				I			R	
20	Review applicants for graduate students' awards and send nominations to the Office of Graduate Studies.	I	I	A	C				I			R	
21	Coordinate with various programs for the vacant GTA positions and collect the applications for selected GTA candidates.	A	C	A				R	A			R	
	Send the recommended applications to the Office of Graduate Studies to communicate the offer to candidates.	I	I	A				R	A			I	
	Approve GTA assignments	R	I	R				I				I	
	Inform approved supervisors	I	R	I				I				I	

22	Organize the Annual Open House for Graduate Studies including all logistical arrangements.	A	C	R	A	C	R								R
23	Make sure that Graduate Students Orientation is held in each program and is followed by course registration	I	I	I	C	A	I								R

**Responsible**

- The person who carries out the Process or task assignment
- **Responsible to get the job done**

**Accountable**

- The person who is ultimately accountable for processor a task being completed appropriately
- **Responsible person(s) are accountable to this person**

**Consulted**

People who are not directly involved with carrying out the task, but who are consultants (stakeholders or subject matter expert)

**Informed**

Those who receive the output from a process or task, or who need to be informed