

# Research Employment Contract - F12A

To be completed by the **Principal Investigator (PI)**, in two original copies.

**Date of Application:** \_\_\_\_\_ (dd/mm/yyyy)

This Agreement is made between Sultan Qaboos University (SQU) represented by:

Dr. \_\_\_\_\_ Principal Investigator (PI) [1<sup>st</sup> party]  
and Mr/ Ms/Mrs/Dr \_\_\_\_\_, Employee [2<sup>nd</sup> party]

## A Personnel Details:

- a. Name:** \_\_\_\_\_ **ID / Passport No:** \_\_\_\_\_  
**b. Nationality:** \_\_\_\_\_ **College/Center:** \_\_\_\_\_  
**c. Visa required:** Yes  No  (Attach 2 photos and a Passport copy if visa required)  
**d. Qualification:** \_\_\_\_\_ (Attach C.V.)  
**e. Job title:** Post-doctor.  Consultant.  Research Assistant  Other \_\_\_\_\_  
**f. Address:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_  
**g. Bank Name:** \_\_\_\_\_ **Branch:** \_\_\_\_\_ **A/C. no:** \_\_\_\_\_  
(Specify Bank A/C. for which salary to be deposited)  
**h. Employment:**  
Full-Time\*  Part-Time\*\*  On-Request\*\*\*

\* Full-Time : - Working not less than 7 hrs/day, paid monthly fixed lump sum amount.

\*\* Part-Time : - Working defined hrs/day, or days/week, less than full time. Paid monthly fixed lump sum amount.

\*\*\* On-Request : - Working as required, unspecified hrs/day, (Normally SQU Students or non-Academic staff).

## B. Budget & Contract Period:

- a. Contract Period:** Start date: \_\_\_\_\_ End date: \_\_\_\_\_ (Max. one year)  
**b. Source of Funding:**  
**Research Project:** \_\_\_\_\_ (project number)  
\_\_\_\_\_  
\_\_\_\_\_ (project title)  
**Other Sources:** - \_\_\_\_\_ (Define source)

## C. Payments\*:

- i. Full-Time & Part-time\*:** (Fixed lump sum amount per month)  
R.O. .... Per Month

\* IG, CL & SR: Max. salary R.O. 380 for less BSc, R.O. 550 for BSc or H/Dip and R.O. 650 for MSc/MA. or above.

\* CR : depends upon agreement between both parties, and funds availability.

- ii. On-Request\*:**  
R.O. 2 / hour  R.O. 3 / hour  Others \_\_\_\_\_

\* IG, CL & SR : R.O. 2/ hr for less than BSc, R.O. 3/ hr for BSc or above.

\* CR : depends on agreement between both parties, and funds availability.

\* SQU Students or SQU non-Academic staff: Max involvement in 2 projects at the same period. Outside working hrs. Max. justifiable bonus R.O. 500/ Project for IG & CL. For SR & CR max. R.O. 150 /month.

CC:

1. Applicant.

2. Assist. Dean.

3. Project File.

**C. Terms & Conditions:**

**a. General:**

1. The 2<sup>nd</sup> Party undertakes to perform and deliver the works under the supervision of the 1<sup>st</sup> Party (PI and the co-investigators ), according to the responsibilities and time determined by the 1<sup>st</sup> party as described in Appendix D.
2. This contract will be valid for the period specified above with the possibility of further extension, if deemed necessary by the 1<sup>st</sup> Party.
3. The 2<sup>nd</sup> Party shall maintain the complete confidentiality of all the information and the data of the project and will not publish or release it to others. The 2<sup>nd</sup> Party will also sign the (SQU) Confidentiality and Intellectual Property Declaration.
4. Unless specified the 2<sup>nd</sup> Party shall be responsible for any travel, medical and or other Insurance during the period of Work and his/her stay in the Sultanate of Oman.
5. Unless specified No allowance or annual leave are applicable and no allowances, medical facilities or travel tickets will be provided for your spouse and children.
6. The 2<sup>nd</sup> Party shall comply with and respect all the rules and regulations in this concern and perform the duties related to the project requested by 1<sup>st</sup> Party at any time at any place in the Sultanate of Oman.
7. The 2<sup>nd</sup> Party shall carry out his/her duties faithfully and honestly.
8. The 2<sup>nd</sup> Party shall ensure safety of all SQU facilities (e.g.. labs, equipments,..etc) under the direct use of the 2<sup>nd</sup> Party.
9. If the 2<sup>nd</sup> Party fails to perform the works as required, he/she will be warned in writing by the 1<sup>st</sup> Party and if the same is repeated, the 1<sup>st</sup> Party shall have the absolute authority to terminate this contract without any further notice.
10. Both Parties have the right to terminate this contract at any time; but after informing the other in writing one month in advance.
11. The 2<sup>nd</sup> Party is not entitled to any other benefits or privileges than what is listed herewithin.

**b. Specific Conditions:**

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**D. Job Details:**

No.	Task	Hr/week

CC:

1. Applicant.

2. Assist.Dean.

3. Project File.

**E Signatures:**

**Research Assistant:**

Name: .....

Sign.: ..... Date:    /    / .....

**Principal Investigator:**

Name: .....

Sign.: ..... Date:    /    / .....

**Assist Dean For PSR:**

Name: .....

Sign & Stamp: ..... Date:    /    / .....

**Approval by Research & Innovation Affairs Department:**

Name: .....

Sign & Stamp: ..... Date:    /    / .....

CC:

1. Applicant.

2. Assist.Dean.

3. Project File.