

**Research partnership agreement
between**

**Al-Quds University, West Bank
(the host institution)**

and

**the University of Lausanne, Switzerland
(the home institution of the grant holder)**

Introduction

This bilateral Partnership agreement is complementary to the multilateral project agreement between applicants (Appendix 1), for the research project “Fostering pluralistic memories and collective resilience in fragile transitional justice processes”, funded by the Swiss National Science Foundation (SNSF), as a part of the Swiss programme for research on global issues for development (grant number 400240_146955). The multilateral project agreement is an integral part of this present bilateral agreement.

Article 1 Aim of the agreement

The aim of the present agreement is to establish a bilateral research partnership between the University of Lausanne and Al-Quds University defines the modes of cooperation between the two institutions and aims to clarify their respective responsibilities during the implementation of the research project, as well as the individual responsibilities of the grant holder, Guy Elcheroth, hosted by the University of Lausanne, and the local research coordinator, Mohammed Dajani Daoudi, hosted by Al-Quds University.

The research partnership will be guided by the scientific goals and conducted in accordance with the definitions laid down in the full research proposal accepted by SNSF, for the multi-site research project that starts on 1 January 2014 and lasts until 31 December 2016, or, in the case of a continuation of the project, until 31 December 2019. Joint scientific activities among the research partners will be designed, managed, and implemented in accordance with the research methodology, management scheme, and timeline defined in the research proposal.

Article 2 Responsibilities of the host institution of the local research coordinator

The host institution of the local research coordinator commits itself to:

1. Establish working contracts for the local collaborators hired on the research fund (one part-time local research coordinator, two full-time doctoral students, and one full-time communication officer). If a collaborator of the host institution leaves it, the host institution seeks to replace it by another competent collaborator with the consent of the grant holder.
2. Pay a monthly salary to the collaborators, of an amount specified in the working contract
3. Provide appropriate office space to all hosted collaborators, as well as access to communication infrastructures (internet and telephone), and library facilities
4. Provide access to common secretarial services to the local research team
5. Support the local research team in its communication with authorities or the public, in particular to grant fieldwork accesses
6. Take any required measures to shield the local research team against external pressures that might impede on their scientific integrity or personal welfare
7. Oversee the spending of funds transferred from the host institution of the grant holder and to appoint one senior accounting officer to verify all expenditures
8. Use the funds transferred from the host institution of the grant holder exclusively for financing activities spelled out in the research proposal, through expenditures authorised by double signatures from both the responsible senior accounting officer and the local research coordinator
9. Keep a detailed and transparent accounting record of all expenditures and to promptly provide all relevant accounting pieces upon request from the grant holder
10. Immediately alert the grant holder or his host institution if there are signs of concern regarding the security, welfare, or well-functioning of the local research team.

Article 3 Responsibilities of the local research coordinator

The local research coordinator commits himself to:

1. Plan, coordinate, and stimulate scientific activities of the local research team in order to achieve the research objectives defined in the research proposal, in close cooperation with the second local research coordinator, Sami Adwan, hosted by the Peace Research Institute in the Middle East.
2. Take all required initiatives to promote a stimulating and supportive scientific environment as well as constructive work relationships within the local research team
3. Provide, or ensure that another competent researcher provides, regular feedback to the doctoral students on their research, as a co-supervisor of their thesis
4. Carry out specific risk analyses before each fieldwork and take proactive measures to minimise risks for research collaborators and participants
5. Be transparent about difficulties arising during the fieldwork, solicit help from their hosting institution or the wider research consortium to overcome

difficulties, and follow the recommendations of the grant holder and scientific steering group

6. Regularly report on the progress of the fieldwork and other research activities to the grant holder and central coordinating team
7. Closely monitor the strict implementation by the local research team of all data protection provisions issued by the central coordinating team.

Article 4 Responsibilities of the host institution of the grant holder

The host institution of the grant holder commits itself to:

1. Host the central coordinating team according to standard conditions and SNSF regulations
2. Provide secretarial services for the administration of the research fund, and in order to facilitate the logistics of meetings between research partners
3. Provide access to IT services to the research partners, to enable them to organise the exchange and storage of internal data in a safe and efficient way
4. Support the central coordinating team in its communication with funding agencies and the general public
5. Host annual meetings and training workshops of the research consortium
6. Host doctoral students from the partner research group during short scientific stays in Switzerland
7. Oversee, through its grant office, the spending of the entire research grant, and to implement the transfer of funds to the host institution of the local research team
8. Oversee, through the ad hoc board of governance, the overall project management by the grant holder
9. Rapidly take measures in its power to provide assistance to the local research team when its security, welfare, or well functioning is threatened.

Article 5 Responsibilities of the grant holder

The grant holder commits himself to:

1. Facilitate and stimulate scientific exchanges between the local research team and the central coordinating team, as well as with other researchers involved in the project
2. Take all required initiatives to promote a stimulating and supportive scientific environment and constructive work relationships within the overall research consortium
3. Organise the transfer of research funds to the local hosting institution in a timely manner to cover the expenditures foreseen in the research budget
4. Ensure that doctoral students can rely on a Swiss supervisor who provides regular feedback on their research, and to facilitate exchanges between students and supervisors
5. Ensure that the doctoral students can benefit from a international training and mentoring program, organised by the project's scientific steering group

6. Provide appropriate guidelines for data management, protection, and documentation
7. Ensure that the central coordinating team adequately supports the preparation and implementation of fieldwork, as well as the data handling and analysis by the local research team
8. Provide constructive responses to progress reports from the local research coordinator, especially when difficulties are being communicated
9. Appropriately integrate information transmitted from the local research coordinator into overall progress reports for the review panel.

Article 6 Financial provisions

The approved budget is transferred by SNSF to the University of Lausanne, hosting the grant holder and the central coordinating team. The University of Lausanne will then gradually transfer the share of the contribution to the host institution according to the progress of the project as follows:

Following the entry into force of the Partnership agreement, an advance sum of 20'157 Swiss francs will immediately be transferred to the host institution of the local research coordinator, to ensure sufficient liquidities. This sum will later be subtracted from the amount of the last payments made.

The detailed research budget accepted by SNSF (Appendix 2) is part of the Partnership agreement. Amounts budgeted for years 1 to 3 (2014-16) apply, except for the case where SNSF would revise the amounts accepted for years 2 and 3 as a consequence of spending cuts decided by the Swiss federal authorities. Amounts for years 4 to 6 (2017-19) are merely indicative. In case of a positive decision on the continuation of the project over years 4 to 6, these amounts will automatically be replaced by the amounts accepted by SNSF in its funding decision for the second grant period.

Amounts foreseen for "survey" (last budget line of research funds) will not be paid to the local research team, but directly to the subcontracting survey agency. Amounts foreseen for communication and application activities (community interventions, media dialogue workshops, and multistakeholder briefings) will not be paid to Al-Quds University, but directly to two specialised organisations (Al-Wasatia and the Peace Research Institute in the Middle East). Amounts foreseen for the salaries of the two coordinating partner researchers will be split between the two respective host institutions: one part will be paid to Al-Quds University, and the second part directly to the Peace Research Institute in the Middle East.

Four times each year, on 31 March, 30 June, 30 September, and 31 December, the host institution of the local research coordinator will send to the host institution of the grant holder a detailed payment request for all expenditures spent during the previous 3-month period, and be reimbursed on that basis. The host institution according to its internal pay scales defines the precise amount of salaries, but they cannot exceed the budgeted amounts. A 10% overhead rate

will be added to all reimbursed expenditures. Upon mutual agreement, three-monthly payments can be replaced by six-monthly payments.

Expenditures for activities not explicitly mentioned in the research proposal, or expenditures that exceed amounts foreseen in the detailed project budget accepted by SNSF will not be reimbursed to the host institution of the local research team, unless the grant holder has previously accepted them in a written statement. Whenever it is questionable whether a specific expenditure is compatible with the research proposal or the research budget, the local research coordinator shall seek written agreement from the grant holder before authorising the expenditure. Similarly, expenditures made in a different budget line or in a different year than foreseen in the project budget can only be reimbursed if the grant holder has previously accepted these changes in a written statement.

Article 7 Applicable rules and decisions

The Partnership agreement rests on the funding decision by SNSF. In the case of a revision of the funding decision by SNSF, any provision of the Partnership agreement incompatible with the terms of the funding decision would automatically become void.

The Guidelines for the lifetime management of research projects (Appendix 3), issued by the Swiss National Science foundation, as well as the multi-lateral Project agreement between the applicants, are part of the Partnership agreement. In the case of disagreement between the different parties regarding the implementation of the Partnership agreement, they shall solve their disaccord following the principles and procedures laid out in the multi-lateral Project agreement.

The respective parties shall implement the provisions of the Partnership agreement with a particular consideration for the recommendations of the review panel appointed by SNSF to monitor and evaluate the research progress. Provisions that would impede the implementation of subsequent recommendations from the review panel shall be amended by mutual written agreement between the parties, in the shortest possible time.

Article 8 Place of jurisdiction

The place of jurisdiction for the Partnership agreement is Lausanne.

Article 9 Entry into force and duration

The Partnership agreement enters into force the day after its signature by all parties. Its duration is from that day to the 31 December 2016. In the case of a positive funding decision of SNSF for the second three-year period of the multilateral research project, the Partnership is tacitly renewed to the 31

December 2019, unless one party opposes the renewal in writing before 31 December 2016.

The cancellation of the multilateral project agreement (Appendix 1) includes the cancellation of the present agreement.

**On behalf of the University of
Lausanne**

On behalf of Al-Quds University

Dr. Guy Elcheroth
Grant Holder

Prof. Mohammed Dajani Daoui
Local research coordinator

Place and date

Place and date

Prof. Fabien Ohl
Dean of the Faculty of Social and
Political Sciences

Title and name
Head of Department/Faculty/Service

Place and date

Place and date

Prof. Dominique Arlettaz
Rector

Title and name
Rector/President/Vice-Chancellor

Place and date

Place and date