

Deadlines for Graduate Students
Conference, Research & Study-Abroad Grants Applications
2017-2018

Application Deadlines				
Student to Dept.	Dept. to School	School to DGS	Final Decision	Grants covering period
Sept. 20, 2017	Oct. 7, 2017	Oct. 22, 2017	Nov. 5, 2017	Nov. 12, 2017 - onwards
Nov. 12, 2017	Nov. 25, 2017	Dec. 10, 2017	Dec. 21, 2017	Dec. 28, 2017 - onwards
Feb. 11, 2018	Feb. 25, 2018	March 10, 2018	March 25, 2018	April 1, 2018- onwards
April 10, 2018	April 25, 2018	May 10, 2018	May 24, 2018	May 31, 2018 - onwards

If you have not yet received required supporting documents (such as a letter of acceptance for a conference presentation or letter of acceptance from the host institution for study abroad/exchange), **you can still apply, and approval of the proposal will be granted pending receipt of the missing documents.**

Please ensure that the supporting documents (support letter from your academic advisor or thesis supervisor at AUC, the acceptance letter to a conference, or from a host institution for study abroad/exchange, etc.) are issued in **your name**.

Students are requested to use the online system for application. **This system is accessible 10 days before the deadline of each cycle.** Students can access the system at: <https://www4.aucegypt.edu/grant/student/>

In case of approved support, please allow 12 working days from the date of receiving your support grant award letter for the cheque to be ready.

For more information, please contact the Office of the Dean of Graduate Studies, ext. 3993, email: graduategrants@aucegypt.edu

TYPES OF GRANTS

1. **Conference Grant:**

A maximum of \$2,000 for assisting with expenses for delivering a paper at a recognized conference about research work conducted while a graduate student at AUC.

2. **Research Grant:**

A maximum of \$3,000 for assisting with expenses for research conducted for an AUC master's thesis.

A maximum of \$5,000 for assisting with expenses for research conducted for an AUC PhD thesis.

The support can cover:

- (a) Supplies, services and/or data to be collected or purchased from external sources.
- (b) Publishing costs of reprints, page charges, and preparation of manuscripts for publishing.
- (c) Travel expenses where applicable.
- (d) Grants could be used for the purchase of minor equipment, but only with approval of the program director/department chair. Such equipment becomes the property of the program/department at the end of the grant period.

3. **Exchange/Study Abroad Grant:**

A maximum of \$5,000 for assisting with airfare, health insurance, accommodation, and living expenses abroad. The applicant must be accepted as a non-degree student or as a visiting scholar, for up to one semester, in an institution with transferable credits to AUC. This grant is to possibly support an exchange/study abroad opportunity that would contribute to the completion of the applicant's graduate degree requirements at AUC.

BUDGET PREPARATION

1. **Travel:** If support for air travel is requested, please give the flight route relevant to your project. Travel fare is calculated as Cairo-Destination-Cairo. **Your travel ticket will have to be issued by the AUC Travel Office.**
2. **Per diem:** Up to \$225 per day towards expenses for travel abroad (this is not applicable for study abroad/exchange grants).
3. **Estimated living expenses including accommodation for study abroad/exchange grants:** give the number of months and cost per month.
4. **Conference registration fees:** Basic conference registration fees (students' rate).
5. **Visa costs:** Cost of obtaining an entry visa.
6. **Cost of health insurance for study abroad/exchange grants:** as per the requirements of the host institution.
7. **Data processing and materials:** Applicants should explore the use of departmental and computer center personnel and facilities for data processing and materials. However, if funds are requested, a detailed breakdown of the cost is required.

Grant applicants are committed to the budget they include in their application.

ELIGIBILITY

All graduate students at AUC are eligible to apply for grants as per the following conditions:

- The minimum GPA required for applying to a conference grant is 3.0.
- The minimum GPA required for applying to a research grant is 3.0.
- The minimum GPA required for applying to a study abroad grant is 3.5.
- Students must have completed a minimum of 9 credits at the time of application to a grant. For PhD students, these 9 credits must have been completed after their start of the PhD program.
- A student having completed all credit requirements for his/her degree is not eligible for a research grant or a study abroad grant.
- For the application to a research grant, or a study abroad grant which involves thesis research conducted abroad, the formal approval of the thesis research proposal by the graduate program of study must have already taken place.
- Students can obtain a conference grant up to one calendar year from their graduation. In case of approved support, students must travel within the period of this one year.
- Students must have submitted reports on previous support grants obtained (refer to the “Reporting Guidelines” section below).

For MA/MSc students:

- Only up to one conference grant is allowed per academic year (July to June), with a maximum of two conference grants per study period inclusive of the period of one calendar year after graduation.
- Only up to one research grant per study period is allowed.
- Only up to one study abroad grant per study period is allowed.

For PhD students:

- Up to three grants are allowed per study period, two of which must be conference grants. The third grant can be a conference grant, a research grant, a study abroad grant, or a combination of a research and study abroad grant.
- Only up to one conference grant is allowed per academic year (July to June).
- In case of combined research and study abroad grant, the maximum support is \$5,000.

KINDLY NOTE

Retroactive support and/or reimbursement of expenses is not possible.

A master's student cannot hold a research grant and a study abroad grant concurrently.

An awarded conference grant is specific to the awardee, the conference to be attended, the paper to be presented. Reassigning conference grants is not possible. Any change in the awardee, the conference or the paper to be presented nulls the awarded grant.

Conference grants to more than one student delivering the same paper are not possible.

In case the awarded grant will not be used by the student, he/she must inform the Office of the Dean of Graduate Studies.

A student awarded a conference grant, who is not able to attend the conference for whatever reason, must reimburse the totality of the awarded support, with the exception of visa application fee.

Any unused funds must be returned to the Office of the Dean of Graduate Studies.

REPORTING GUIDELINES

Graduate students who receive a support grant are required to submit an online comprehensive technical and financial report to the program director/department chair for evaluation, within four weeks from the end of the activity, as specified in the award letter. The program director/department chair will evaluate the grant report which will then be forwarded to the relevant school dean, and the Dean of Graduate Studies for evaluation.

This online report must include justification of expenses. The following documents are required and must be uploaded onto the online system for the Conference / Research / Study Abroad Grant Reports:

- Copy of the grant award letter
- Copy of visa, or visa receipt
- Copy of the receipt of payment of conference registration
- Copy of ticket and boarding pass stubs
- Copy of accommodation booking and payment receipts
- Data collection / communication / translation and research assistance receipts

Grant reports will only be accepted if they are submitted online through the AUC Student Support Grant System: <https://www4.aucegypt.edu/grants/>

Please note that students will not be eligible for a new grant if a report on a previous used grant is missing.