

Guidelines for Graduate Students

Conference, Research and Study-Abroad Grants

2021-2022

[Download the Support Grants Guidelines](#)

Application Deadlines					
Student Grant Application Start Date	Student Grant Application Deadline to Department	Submission of Review from Department to School	Submission of Review from School to Dean of Graduate Studies	Final Decision	Grants Covering Period
Sept. 10, 2021	Sept. 20, 2021	Oct. 5, 2021	Oct. 20, 2021	Nov. 8, 2021	Nov. 18, 2021 - onwards
Nov. 1, 2021	Nov. 10, 2021	Nov. 22, 2021	Dec. 6, 2021	Dec. 23, 2021	Jan. 2, 2022 - onwards
Feb. 1, 2022	Feb. 10, 2022	Feb. 24, 2022	March 10, 2022	March 28, 2022	April 10, 2022 – onwards
April 1, 2022	April 10, 2022	April 21, 2022	May 10, 2022	May 26, 2022	June 8, 2022 – onwards

If you have not yet received the required supporting documents (such as a letter of acceptance for a conference presentation or a letter of acceptance from the host institution for the study-abroad/exchange program), **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 the conference or from a host institution for a study-abroad/exchange program, etc.) are issued in **your name**.

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

In case of approved support, payment of the support will typically take place through bank transfer to your bank account in Egypt. Please allow 10 working days from the date of signing your support grant award letter and providing your full and accurate bank account details for the bank transfer to be completed. Under certain circumstances, the awarded support is provided by cheque. In such cases, please allow 20 working days for the cheque to be ready.

Please note that payment of the awarded support is conducted by the Office of Students Accounts.

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 \$2,250 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 \$3,500 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:

- Supplies and services.
- Data to be collected or purchased from local/international sources.
- Publishing costs of reprints, page charges and preparation of manuscripts for publishing.
- Travel expenses where applicable, possibly including airfare, accommodation, and health insurance.
- Grants could be used for the purchase of minor equipment and/or software licenses, but only with the approval of the program director/department chair. Such equipment and/or licenses become 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 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.

For Yousef Jameel GAPP Public Leadership Fellows, study abroad support is provided through the fellowship program. For more information, please check:

<http://www.aucegypt.edu/admissions/fellowships/yousef-jameel-gapp-publicleadership>

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). Please give the total amount needed for per diem, including accommodation, in USD.
3. **Estimated living expenses including accommodation for study-abroad/exchange grants:** Please give the number of nights/weeks/months and the cost per night/week/month, including accommodation, in USD.
4. **Conference registration fees:** Basic conference registration fees (student rate).
5. **Visa costs:** Cost of obtaining an entry visa.
6. **A 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, including justifications, are required.

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

Eligibility

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

- The minimum GPA required for applying for a conference grant is 3.0.
- The minimum GPA required for applying for a research grant is 3.0.
- The minimum GPA required for applying for a study-abroad grant is 3.5.
- Students must have completed a minimum of 9 credits at the time of applying 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

Non-enrolled students are not eligible to apply for support grants.

- 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.
- No support would be provided for presenting the same paper at different conferences.
- The Office of the Dean of Graduate Studies can provide support letters to students for visa purposes if needed. However, all visa issuance queries are between the student and the embassy of relevance.
- In case the awarded grant will not be used by the student, he/she must inform the Office of the Dean of Graduate Studies to take the necessary actions.
- 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 six 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.

Failure to submit the report within six weeks from the end of the activity or submitting a report that is not approved by the different levels jeopardizes the award of any further support. In such cases, **the recipient of the grant is requested to reimburse the totality of the awarded support.**

Grant reports must be submitted online through the AUC Student [Support Grant System](#). Recipients of a support grant are requested to upload all the necessary records and documentations as per the section below.

The online report must include justifications and evidence of expenditure. The following documents are required and must be uploaded onto the online system:

For Conference Grant Reports:

1. A copy of the grant award letter.
2. A copy of the air ticket **and** boarding pass stubs.
3. A copy of accommodation booking **and** payment receipt. Providing booking confirmation only will **not** be accepted.

4. A copy of visa, or visa receipt.
5. A copy of the receipt of payment of conference registration.

For Research Grant Reports:

1. A copy of the grant award letter.
2. A copy of invoices used for purchasing items or services. Invoices must specify the items or services obtained **and** must be dated. Undated invoices will **not** be accepted.
3. For any **travel support**, the following must also be included in your Research Grant Report:
 - A copy of the air ticket **and** boarding pass stubs.
 - A copy of accommodation booking **and** payment receipt. Providing booking confirmation only will **not** be accepted.
 - A copy of visa, or visa receipt.
 - A copy of the health insurance (if applicable).

For Study Abroad Grant Reports:

1. A copy of the grant award letter.
2. A copy of the air ticket **and** boarding pass stubs.
3. A copy of accommodation booking **and** payment receipt. Providing booking confirmation only will **not** be accepted.
4. A copy of visa, or visa receipt.
5. A copy of the health insurance.

For grant reports to be accepted the above documents must be submitted.

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