Guidelines for Graduate Students
Conference, Research & Study-Abroad Grants

2016-2017

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<th>Application Deadlines</th>
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<td><strong>Student to Dept.</strong></td>
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*If the deadline falls on a holiday, then it will shift to the following working day*

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/](https://www4.aucegypt.edu/grant/student/)

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.

2. **Research Grant:** A maximum of $3,000 for assisting with expenses for:
   (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. **Study Abroad/Exchange Grant:** A maximum of $5,000 for assisting with airfare, health insurance, accommodation, and living expenses abroad. Applicants must be accepted as non-degree students or as visiting scholars, for up to one semester, in an institution with transferable credits to 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 expenses for accommodation for study abroad/exchange grants:** give the number of months and cost per month.
4. **Estimated living expenses for study abroad/exchange grants:** give the number of months and cost per month.
5. **Conference registration fees:** Basic conference registration fees (students' rate).
6. **Visa costs:** Cost of obtaining an entry visa.
7. **Cost of health insurance for study abroad/exchange grants:** as per the requirements of the host institution.
8. **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.

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

- Students must have completed a minimum of 9 credits at the time of application to a grant.
- 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. The minimum GPA required for applying to a conference grant is 3.0.
- Only up to one research grant per study period is allowed. The minimum GPA required for applying to a research grant is 3.0.
- Only up to one study abroad grant per study period is allowed. The minimum GPA required for applying to a study abroad grant is 3.5.

For PhD students:

- Up to three grants are allowed per study period, two of which must be conference grants.
- No more than one conference grant is allowed per year (July to June).
- A PhD research grant is up to a maximum of $5,000.
- A minimum GPA of 3.0 is required for a conference grant, a research grant, or a study abroad grant.

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.

**Retroactive support and/or reimbursement of expenses are not possible.**

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

**A graduate student cannot hold a research grant and a study abroad grant concurrently.**

**Reporting Guidelines**

Graduate students who receive a support grant are required to submit a 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 then submit the final report, together with his/her evaluation to the relevant school dean, with a copy to the Dean of Graduate Studies.

Grant reports will only be accepted if they are submitted on the official report forms, which can be found on the same page as the present document: [http://www.aucegypt.edu/academics/grad/resconf/Pages/default.aspx](http://www.aucegypt.edu/academics/grad/resconf/Pages/default.aspx)

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

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

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