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## **Teaching & Learning Enhancement Support Grant (TLE) Guidelines<sup>i</sup>**

AUC is committed to providing students with a high-quality, enriching university experience. Grants are competitively granted to support individual or group projects and are administered by the Office of the Vice Provost (OVP).

Teaching & Learning Enhancement Support Grants (TLESG) scheme to support teachers in their commitment to continually improving their teaching while sustaining high quality learning at AUC. TLESG supports innovative and creative initiatives and projects that seek to enhance teaching practices and education at AUC. Special emphasis may be given to projects designed to stimulate innovation in teaching and course delivery that might serve as useful models across the University.

**The maximum allowed fund** cannot exceed \$2,000 (or the equivalent in Egyptian Pounds) per faculty member per year. Proposals involving more than one faculty member must be submitted by the faculty member who will act as the lead faculty and/or Principal Investigator (PI). Three or more faculty may apply for joint annual funding of maximum \$5,000 (or the equivalent in Egyptian Pounds). Grants may be for a lower amount than requested based on funding availability, expenditure eligibility, and/or timeline. If a group application includes scholars from outside AUC, then AUC funds can only be used to support AUC faculty members' project. Applicant(s) may apply for longer term funding (up to 3 years), but funding is approved on a yearly basis.

Faculty members are encouraged to supplement AUC's funding with additional funding from other sources. However, any project funding from additional sources, whether internal or external must be stated and justified in the application form.

### **Principal Investigator (PI) Eligibility for a Teaching & Learning Enhancement Support Grant**

- 1- AUC Teaching and Learning Enhancement Grant funding is restricted to full time faculty members.
- 2- The applicant must have all final reports for any previously awarded internal grants on record as submitted and **approved**.
- 3- Faculty members on leave without pay shall not be funded for this grant type during their leave period. However, they may apply for funding prior to resuming their work at AUC. No funds will be dispersed until the faculty member resumes work at AUC.
- 4- Faculty members on paid medical leave are *ineligible* for Research Support Grants.
- 5- Deans and Associate Provosts are *ineligible* for any types of Faculty Support Grants, but shall request research funding from the Office of the Provost directly.

### **General Guidelines**

- 1- Faculty member may be part of only one Teaching and Learning Enhancement Support Grant at any point of time.
- 2- Faculty members may be the PI for only one proposal during a funding cycle.
- 3- Two faculty members applying for joint annual funding may be the PI and Co-PI for only one proposal during a funding cycle.

- 4- Duration of proposals can be approved for a maximum of three years, but funding is approved on a yearly basis.
- 5- Funds must be used as stated in the proposal.
- 6- Faculty must have submitted final reports for all previously awarded internal grants.
- 7- Projects that are proprietary in nature are subject to AUC's Intellectual Property Policy.
- 8- Proposals will not be considered from past recipients who failed to submit progress reports (for renewals) or final reports.
- 9- Research projects are *ineligible* for funding as Teaching & Learning Enhancement Grants.
- 10- Members of the University Research Board (URB) may submit their own proposals but must recuse themselves when the proposals are reviewed.
- 11- Faculty members who have received AUC support for a total of three (3) years, but who failed to submit research proposals for funding from external agencies, or who failed to receive funding from external sources, jeopardize their chances to receive any further AUC research funding.
- 12- After receiving three Teaching & Learning Enhancement grants, grantees must show evidence of publications resulting from AUC support, including acknowledgments of AUC funding.
- 13- All grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB).
- 14- Retroactive applications will **NOT** be considered. The definition of retroactive funding is any expenditure prior to the start date of the grant stated in the counter-signed agreement by the grantee and the Vice Provost. This means that an applicant is not allowed to perform any activity before the Vice Provost Office informs him/her that his/her Support Grant has been approved.

### **Types of Proposals**

Examples of proposals that could be funded are ones in which the applicant can:

- 1- Create innovative course designs or activities, in which digital course materials, tools, or learning objects are part of the innovation.
- 2- Create or use teaching methodologies in an innovative way to enhance students' learning experience.
- 3- Conduct a research-informed pilot study in order to evaluate/investigate the impact of a new or existing instructional method on students' learning.
- 4- Use online teaching tools and strategies to enhance courses.
- 5- Strengthen the quality of the academic offerings of a department or unit.
- 6- Create educational materials that can be easily updated for re-use in subsequent semesters at minimal cost.

### **Budget**

- 1- An adequate budget justification is required in each application. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided.
- 2- The budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why

- each position is necessary to the success of the project. Workload should be shown to justify the amount of time the person will be employed on the project.
- 3- For other items in the budget, the justification must clearly explain the need for requested expense. Whenever appropriate, numbers of units and unit costs should be explained.
  - 4- The grant fund will be annually transferred to a special WBS number created under the department's cost center.
  - 5- Teaching and Learning Enhancement Support Grant cannot be used for conference travel-related expenditure (including registration fees for conferences, workshops, training courses and/or professional society membership fees).
  - 6- Unless explicit authorization is given in the Grant Agreement, Teaching and Learning Enhancement Support Grant cannot be used to purchase major or minor equipment (including computers and accessories), books, and/or publication costs.
  - 7- All expenditures must follow AUC stated policies and procedures regarding personnel hire, purchases, and travel arrangements. All items purchased using AUC funds remain the property of AUC.
  - 8- All items purchased using AUC funds remain the property of AUC.
  - 9- Guidelines for hiring Research Assistants/Associates:  
Research Assistants/Associates participate in the research effort at AUC and enrich it by providing expertise and/or time that complement and assist our full-time faculty in their research endeavors. The following guidelines may be used by AUC full-time faculty in preparing the budget for a university-funded research grant.  
The levels of hourly compensation of Research Assistants/Associates are as follows:
    - Research Trainee (undergraduate student): Up to LE 16/hour (same as work study rate)
    - Research Assistant (B.A. or B.S.): Up to LE 25/hour (same as Graduate Assistant rate)
    - Research Associate (M.A. or M.S.): Up to LE 30/hour (same as Graduate Assistant rate)
    - Assistant Professor (Ph.D.): Up to LE 65/hour
    - Associate Professor (Ph.D.): Up to LE 85/hour
    - Professor (Ph.D.): Up to LE 120/hour
  - 10-Projects focusing on attending archive repositories should provide an explanation why it is necessary to visit the site directly, rather than utilize current technology (internet searches, digital archives, databases, or interlibrary loans)
  - 11-Per Diem towards expenses for travel abroad:
    - Duration of 1-10 days: Up to US \$ 225 per day
    - Duration of 11-15 days: Up to US \$ 175 per day
    - Duration of 16-30 days: Up to US \$ 120 per dayPer Diem may not be requested for summer travel coinciding with home leave if the location of the proposed activity is at the home leave destination (city) on record with the school Dean's Office.
  - 12- For domestic travel within Egypt, the following rates may be used as a guide for per diem rates:

- Travel not requiring overnight stay:  
Up to LE 150
- Travel requiring overnight stay but hotel accommodation isn't needed:  
Up to LE 250
- Travel requiring overnight stay and hotel accommodation is needed:  
Up to LE 600 (receipts required).

**The allowable expenditure items using AUC funds are:**

- 1- Personnel:  
Graduate Research Assistant (GRA), Research Assistant (RA), casual labor, or field worker. AUC full time faculty members cannot be hired as a part of personnel in this type of grant.
  - 2- Travel: (*shall not exceed 40% of the maximum allowed fund*):  
Travel must relate directly to the proposed development of teaching and student learning.
    - Travel and stay budget line includes: (air ticket, per diem, visa fees, etc...). Air Tickets shall be booked by the AUC Travel Office and only Economy class is allowed. Exceptionally, the Travel Office may approve purchase of a ticket for Business Travel other than through the Travel Office, if it is satisfied that the traveler can procure the ticket at a price cheaper than that available to the Travel Office after all discounts. Because the overall level of discounts obtained by the Travel Office is heavily dependent upon the annual volume of its business, minor improvements in ticket price will not be taken into account in determining whether it can be procured elsewhere.
    - If the faculty is on home leave, the grant will cover the roundtrip ticket cost from the home leave destination to the research destination and back, or from Cairo to the research destination and back, **whichever is cheaper.**
  - 3- Equipment and software, the purchase of which can be shown to be demonstrably outside the responsibility of the School/Deanship
  - 4- Other resources needed to improve the teaching and learning experience or education outcomes.
- All payments shall be processed through the responsible offices at AUC including, but not limited to: Travel Office, Supply Chain, Controller's Office, Print shop, etc., and shall abide by AUC policies and procedures.

**Elements of the Grant Proposal and Grant Renewals**

**A. New Proposals**

A new proposal must include the following elements:

- 1- **Title of the project.**
- 2- **Course Information**
- 3- **Rationale** (not to exceed 600 characters with spaces).
- 4- **Objectives:** Current student learning problem or challenge that needs to be addressed: (600 characters with spaces)
- 5- **Student Learning Outcomes:** (600 characters with spaces)
- 6- **Methods,** including how each specific aim will be investigated.
- 7- **Work Plan** which indicates the duration and plan of actions.

- 8- **Evaluation Plan**
- 9- **Future Funding/Sustainability**, which includes a detailed explanation of how this project can be sustained.
- 10- **Budget Sheet:** an Excel sheet is provided online on the following link <http://www4.aucegypt.edu/grant/faculty/> to itemize expenditures.
- 11- **Time commitment and role of the PI(s)** and, if applicable, co-investigator(s).
- 12- **References**
- 13- **Compliance:** Applicants are reminded that all projects involving human subjects require approval by AUC's Institutional Review Board (IRB) before funds are granted and the research can begin. Please view the AUC Institutional Review Board (IRB) page: [www.aucegypt.edu/research/research-administration/institutional-review-board](http://www.aucegypt.edu/research/research-administration/institutional-review-board) The applicant will be required to provide a copy of the approval notification or protocol number for approved projects and must bear the responsibility of following all necessary health and safety procedures.
- 14- **Curriculum Vitae (CV) of the PI(s) and, if applicable, of the Co-PI(s).** The CV should include: a list of pending and/or current external and internal funding including the title of the projects, start and end dates, and overlap with the present proposal if any; a list of previously awarded AUC grants; a list of publications identifying those that resulted from AUC grants received during the last three years; and evidence of seeking or receiving external funds during the last three years. (not more than 3 pages in pdf format)

## **B. Grant Renewals (for Multi-Year Projects)**

A request for the renewal of a current Teaching and Learning Enhancement Support Grant that was originally proposed as a multi-year project will normally be granted after submitting a detailed Progress Report to the online system on the project for which the grant was granted. The Report needs to be reviewed and approved by the Departmental Research Committee (DRC), the Dean, and the Office of the Vice Provost (OVP). Further funding from AUC is contingent upon receiving the approval of these reports and funding availability. **Renewals will not be permitted for grants that were not originally proposed as multi-year projects.**

## **No-Cost Extensions**

Office of the Vice Provost (OVP) may approve on a case-by-case basis No-Cost Extensions on current Teaching & Learning Enhancement Grants. A request for No-Cost Extension must be submitted online by the PI *at least two months* prior to the end of the grant period, and must include a budget showing the remaining amount, and a justification including: the progress of the project and the reason behind requesting a No-Cost Extension. Requests for No-Cost Extensions can only be submitted online for 1-year projects or at the end of the final year in multi-year projects. For multi-year projects, a Progress Report needs to be submitted with the extension request. Researchers who are granted a no-cost extension for longer than 2 months on their current grant cannot receive a new grant during the same year.

## Procedures for Applicants

Faculty members must adhere to the following procedures when preparing their grant applications:

1. Faculty shall use the online grant submission system at: <http://www4.aucegypt.edu/grant/faculty/>
2. Upon the submission of the application, the DRC shall receive it for review. If the proposal involves human subjects/participants, the faculty member shall apply to the Institutional Research Board (IRB) for project approval before or concurrent with the submission of the proposal to the OVP. The IRB requires all researchers using human subjects/participants to take a web-based course entitled: "Human Participant Protections Education for Research Teams." This requirement is part of an AUC's initiative to enhance compliance with international standards and regulations for the conduct of clinical and other research involving human participants. If the proposal is approved by AUC, the grant will not be released until the IRB also gives its approval. Please check the IRB website: [irb.aucegypt.edu](http://irb.aucegypt.edu)
3. The school Dean subsequent to DRC recommendations will review the application
4. The school Dean has the freedom to review the application him/herself, or to delegate a committee or his/her Associate Dean to do the review.
5. If the Dean's recommendation does not match that of the DRC, the application will be routed to the URB for a final recommendation.
6. The final decision will be then determined by the OVP.

## Evaluation Criteria

Applications will be assessed using the following criteria:

- 1- the potential for long-term impact on student learning, especially those that may be adapted for use by other programs/courses;
- 2- the feasibility of the project and the quality of its approach
- 3- the clear alignment of the rationale and approach of the project to the learning objectives for student learning
- 4- the quality of the project's evaluation processes
- 5- the inclusion of references to related literature and descriptions of methods to be used to measure the project outcomes;
- 6- the potential transferability to other parts of the University.

## Deadlines for Submission and Notifications\*

The University has established two cycles for Teaching & Learning Enhancement Support Grant for academic year 2016-2017. Applications for this grant should be submitted online and they will be automatically directed to the appropriate Departmental Research Committee (DRC) and Dean for review as per the below schedule.

| Faculty Online Submission    | DRC's Recommendation         | Dean's Recommendation        | URB's Recommendation         | OVP's Notification           |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| 10 <sup>th</sup> of November | 25 <sup>th</sup> of November | 10 <sup>th</sup> of December | 18 <sup>th</sup> of December | 31 <sup>st</sup> of December |
| 10 <sup>th</sup> of February | 25 <sup>th</sup> of February | 10 <sup>th</sup> of March    | 18 <sup>th</sup> of March    | 31 <sup>st</sup> of March    |

*\* If the deadline happens to be a holiday or a weekend, the deadline will shift to the following working day.*

## Grant Management and Oversight

The OVP is responsible for administering AUC grants. The OVP will monitor the project for administrative and financial compliance with the grant conditions. The OVP will also scrutinize research accounts to ensure timely use. Failure to expend funds in a timely manner may jeopardize eligibility for future AUC intermural grants.

## Reporting

1. Annual Progress Reports: (For Multi-Year Projects)
  - a. Technical Report: Grantee shall submit all Evaluation/Data/Reports using the online grants' system. Annual technical reports are due on the last day of each budget period (June 30<sup>th</sup>), unless otherwise specified.
  - b. Financial Report: Annual detailed expenditure reports are due on the last day of each budget period (June 30<sup>th</sup>) and will demonstrate use of grant funds as outlined in the annual project budget. Any uncommitted grant funds remaining shall be returned to AUC at the time the final report is submitted online.
2. Final Report: (For One-Year and Multi-Year Projects)
  - a. Technical Report: Grantee shall submit Final Evaluation/Data/Reports using the online grants' system. The final technical report is due within (60) days of the end of the Grant period, unless otherwise specified.
  - b. Financial Report: The final detailed expenditure report is due within (60) days of the end of the Grant period and will demonstrate use of grant funds as outlined in the annual project budget. Expenditure report on the per diem is not requested. Any uncommitted grant funds remaining shall be returned to AUC at the time the final report is submitted online. The financial reports should include proof of payments such as (but not limited to):
    - Personnel:
      - i. Contract signed by the hired person, the PI and the area head
      - ii. Proof of payment (unless the payment is done through AUC system)
    - Travel:
      - i. Original boarding passes (is requested if the grantee is provided Air Ticket and/or Per Diem)
      - ii. Air/Bus/Train tickets with receipts
    - Equipment, supplies, and services:

- i. Copies of the invoices supporting the costs claimed
- ii. Details of the physical location of the equipment items (Copy of the goods receipt)

For one-year projects, [Final Reports](#) must be submitted online maximum two months after the end date of the project.

For multi-year projects, an annual [Progress Report](#) must be submitted online by June 30<sup>th</sup>.

Under any circumstances, all [Final Reports](#) must be submitted online before a new application is considered.

The reports and their templates can be found at:

<http://www4.aucegypt.edu/grant/faculty/>

The offline templates are available at:

<http://www.aucegypt.edu/research/faculty-support-grants>

The grant recipient must make a presentation to the faculty members of his/her department with an extended invitation to CLT to attend such a presentation. Grant recipients will indicate when and where this presentation took place in their final report. CLT has the right to ask the PI to present his/her project at one of its functions.

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<sup>i</sup> All faculty support grants abide by AUC's policies and procedures.