



THE AMERICAN UNIVERSITY IN CAIRO  
الجامعة الأمريكية بالقاهرة

**Office of the Associate Provost for Research  
Innovation and Creativity**

**Guidelines**

**Conference Travel Support Grant  
(CTG)**

<b>Office Responsible</b>	<b>The Office of Research and Creativity Advancement</b>
<b>Last updated</b>	<b>August 2023</b>
<b>Reviewed and Recommended</b>	<b>The University Research Board</b>
<b>Approved</b>	<b>The Associate Provost for Research</b>

## **Table of Contents**

1. Introduction.....	3
2. Statement of Purpose.....	3
3. Eligibility Criteria .....	3
4. General Guidelines .....	4
5. Evaluation Criteria (as communicated to the reviewers) .....	5
6. Budget .....	5
7. Procedures .....	6
8. Deadlines .....	7
9. Grant Management and Oversight.....	7
10. Reporting .....	7

## Conference Travel Support Grant (CTG)

### 1. Introduction

AUC provides financial support to faculty for scholarly and creative presentations at major professional international meetings, conferences, and festivals. The goal of this grant type is to enhance the international visibility of AUC research activities and creative endeavors, allowing and promoting interactions within the relevant international communities of learning.

Consequently, the highest priority will be given to faculty who are personally invited to give keynote speeches, plenary presentations, or other major addresses, presentations, or performances. In addition to the type of intellectual output, the prestige and scope of the international meeting, conference, or festival will also be considered. Delivering a paper, leading a workshop, chairing a session, or exhibiting creative work at a recognized professional international meeting, a conference, or a festival, are fundable activities by this grant.

The maximum allowed funding for both Teaching and Learning Enhancement Travel and Conference Travel Grants shall not exceed \$3,800 (or the equivalent in Egyptian Pounds) per faculty member per academic year.

All decisions pertaining to funding are **final**, and the Office of the Associate Provost for Research, Innovation, and Creativity (AP-RIC) reserves the right to recommend funding of an application at any level, and up to the maximum of allowed funding.

### 2. Statement of Purpose

Conference Travel Grants (CTG) aim to enhance the university's reputation and visibility by presenting research and creative work to an international community of relevant audiences. This type of grant supports noteworthy representation of AUC in acknowledged reputable international meetings, conferences, and festivals. It also encourages publishing in indexed conference proceedings, where applicable.

### 3. Eligibility Criteria

1. AUC Conference Travel Grant funding is restricted to full-time faculty members.
2. The applicant must be employed by AUC as a full-time faculty member at the time of the funded travel.
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 this type of grant.
5. The applicant must have all due final reports for all previously awarded internal faculty support grants on record as submitted and approved.

**Office of the Associate Provost for Research, Innovation and Creativity**  
**The American University in Cairo**

6. Deans and Associate Provosts are ineligible for any type of Faculty Support Grants but shall request research funding from the Office of the Provost directly.
7. Associate Deans who are URB members are ineligible for any type of Faculty Support Grants but shall request research funding from the Office of the Associate Provost for Research, Innovation, and Creativity.

#### **4. General Guidelines**

1. Faculty members can apply for this type of grant **prior to obtaining an invitation or official acceptance letter**. Their application will be reviewed and evaluated; however, the final decision on possible funding will only be made after the provision of an official invitation and/or acceptance letter from the conference organizers addressed to the faculty member applying for the grant.
2. The successful applicant for a CTG must be (virtually or physically) either a presenter, a chair of a session, or a participant in a panel discussion. No funding can be awarded to applicants for only attending the conference.
3. AP-RIC Office will fund one faculty member per scholarly or creative output per international meeting, conference, or festival. In case a graduate student is involved with the concerned faculty member in presenting the scholarly or creative output and the student has submitted an application for the Graduate Student Conference Support grant to this end, preference will typically be given to the graduate student.
4. No support would be provided for presenting the same scholarly or creative output at different international meetings, conferences, or festivals.
5. Each presenter must submit an application. Under normal circumstances, preference is given to the principal presenter of the scholarly or creative output.
6. Applicants are encouraged to pursue all sources of funding for their travel. Applications for partial funding will be considered for CTGs that receive partial financial support from other external/internal funding sources. If awarded by AP-RIC and overlapping funding is subsequently obtained from another source for this travel, the applicant must notify the AP-RIC to discuss a management plan.
7. Eligible faculty member may combine CTG with home leave travel.
8. Faculty members can be funded for several Conference Travel and Teaching and Learning Enhancement Travel per year as long as the total awarded funds do not exceed the maximum allowed per academic year.
9. Retroactive applications and/or funding are NOT possible. Retroactive funding entails any expenditure prior to the start date of the grant stated in the

counter-signed agreement by the grantee and the AP-RIC. This means that an applicant cannot have supported by the grant any activity performed before being informed that the grant has been approved by the AP-RIC Office, signing the Agreement for acceptance, and having the Agreement counter-signed by the AP-RIC.

It should be noted however that if the faculty paid the registration fees, at his/her own risk, and his/her CTG application was approved, the faculty member may have reimbursed the registration fees, provide that these had been included in the approved budget sheet.

10. An awarded CTG is specific to the awardee, the meeting, conference, or festival to be attended, and the scholarly or creative output to be presented. Reassigning CTGs is not possible. Any change in the awardee; in the international meeting, conference, or festival; in the scholarly or creative output to be presented nulls the awarded grant.

## **5. Evaluation Criteria (as communicated to the reviewers)**

1. The significance of the international meeting, conference, or festival; this can include but is not limited to, the nature and size of the event, the event proceeding, and, how can it add to the visibility and reputation of AUC (30%)
2. Significance of the work presented as an intellectual output of AUC (30%)
3. Potential impact on the personal and professional development (30%)
4. The applicant's record of scholarly productivity, as evidenced by refereed publications or other discipline-specific scholarly activity, over the previous five years. (10%)

## **6. Budget**

1. Travel and stay budget lines may include airfare, per diem, and visa fee. In case testing and/or vaccinations are required for travel, the associated costs may also be included.
2. For travel requiring an air ticket, the budget justification must state the exact travel and arrival dates and the destination, as per the conference dates and location, and the air ticket cost in EGP as provided and/or approved by the AUC Travel Office. In case of issuing the air ticket elsewhere, the Travel Office's approval and price quotation shall be secured prior to issuing the ticket for reimbursement.
3. Air Tickets shall be booked by the AUC Travel Office and only economy class is allowed. Exceptionally, the Travel Office may approve the purchase of a ticket for travel other than through the Travel Office, if it is satisfied that the traveler can procure the ticket at a price significantly cheaper than that available to the Travel Office. Because the overall level of discounts obtained by the Travel Office is heavily dependent upon the annual volume of its business, minor improvements in the ticket price will represent an acceptable justification for purchasing the ticket elsewhere.
4. Granted airfare will be Cairo-international meetings, conferences, or festival destination-Cairo.

**Office of the Associate Provost for Research, Innovation and Creativity**  
**The American University in Cairo**

5. If the faculty is combining CTG with a home leave, the grant will cover the roundtrip ticket cost from the home leave destination to the international meeting, conference, or festival destination and back, or from Cairo to the international meeting, conference, or festival destination and back, whichever is less costly.
6. AP-RIC Office abides by the AUC monthly exchange rate.
7. The grantee is requested to finalize the airfare and all related travel expenses within **two weeks** after the Agreement is finalized. AP-RIC Office will not undertake any possible changes in the exchange rate or the airfare cost.
8. The per diem rate is up to \$250 per day towards expenses for staying abroad. For travel to the Americas or the Far East, per diem is allowed for two days of transit beyond the actual international meeting, conference, or festival period. For other international travel, per diem is allowed for one day transit beyond the actual international meeting, conference, or festival period.
9. The per 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 at AUC.
10. Ground transportation to and from airports is not covered and can only be requested if the international meeting, conference, or festival location doesn't have an airport.
11. Any unused funds must be returned to the Office of AP-RIC.
12. The CTG cannot be rolled over to a subsequent fiscal year.

**\*\*If the grant activity starts after the first of July, the grant will be funded from the applicant's maximum allowed fund for the corresponding fiscal year.**

➤ **All payments shall be processed through the responsible offices at AUC including, but not limited to: Travel Office, Controller's Office, etc., and shall abide by AUC policies and procedures**

## **7. Procedures**

Full-time faculty members must adhere to the following procedures when preparing their grant applications:

1. Faculty member submits the application using the online grant submission system:  
at: <https://lfweb.aucegypt.edu/forms/>
2. DRC members receive the submitted applications for review and evaluation within the DRC deadline.

**Office of the Associate Provost for Research, Innovation and Creativity**  
**The American University in Cairo**

3. The School Dean receives the submitted applications and the DRC reviews for his/her recommendations within the Dean's deadline.
4. The School Dean can review the application him/herself or delegate his/her Associate Dean to conduct the review.
5. If the Dean's recommendation does not match that of the DRC, the application is routed to the URB for a final recommendation within the URB deadline. The URB may assemble a committee to evaluate the application in case it doesn't fall within the area(s) of their expertise.
6. Any additional clarifications about the application that might be requested by the AP-RIC Office from the concerned faculty member must be addressed, and this within a period of 5 working days from receiving the request. Failing to do so would jeopardize the final approval of the application which may then be terminated.
7. The final decision will be then determined by the AP-RIC.

## **8. Deadlines**

There are four (4) application cycles for CTG as per the following deadlines:

Cycle	StartDate	Submission Deadline	DRC Recommendation	Dean Recommendation	URB Recommendation	APRIC Approval
1	Aug 21	Sept 20	Oct 8	Oct 24	Oct 31	Nov 13
2	Oct 10	Nov 12	Nov 26	Dec 14	Dec 21	Jan 4
3	Jan 15	Feb 12	Feb 29	Mar 17	Mar 27	Apr 15
4	Mar 10	Apr 7	April 24	May 16	May 23	Jun 5

## **9. Grant Management and Oversight**

AP-RIC Office is responsible for administering AUC Grants. AP-RIC monitors the project for administrative and financial compliance with the Grant conditions. AP-RIC also scrutinizes Grant accounts to ensure timely use. Failure to expend funds in a timely manner may jeopardize eligibility for future AUC intermural grants.

## **10. Reporting**

### Final Report:

- a. Technical Reporting: The grantee shall submit all final evaluations/data/reports. The final technical report is due within (30) days of the end of the conference unless otherwise specified.
- b. Financial Reporting: The final detailed expenditure report is due with the technical report. The financial report should demonstrate the use of grant funds as outlined in the grant agreement.

### **Expenditure reporting on the granted per diem is not requested.**

Any unspent/uncommitted grant funds shall be returned to AP-RIC Office at the time the final report is submitted online.

The financial reports should include proof of payments such as (but not limited to):

- ***Travel:***

- i. Clear scanned copy of boarding passes (requested if the guarantee is provided Air Ticket and/or Per Diem)
- ii. Clear scanned copy of Air/Bus/Train tickets with prices/receipts, where applicable.

- ***Conference Registration:***

- i. The international meeting, conference, or festival registration fees receipt

- ***Entry Visa:***

- i. Entry visa receipt

**All due Final Reports must be submitted and approved before any new faculty support grant application is considered.**

The reports are submitted on the same grants system <https://lfweb.aucegypt.edu/forms/>

- It is the responsibility of the grantee, with the help of the finance person at the department, to provide all financial documents of each funded item and present them to AP-RIC Office in clarity.
- All faculty support grants abide by AUC policies and procedures.