



## Office of the Provost

### Policies and Guidelines

#### Conference Travel Support Grant (CTG)

Prepared by:	ORCA	<i>Shams AlBatraawy</i>
Revised by:	URB	<i>[Signature]</i>
Approved by:	AUC Provost	
Office responsible for update:	Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC Office)	

Table of Content

1. Introduction ..... 3

2. Eligibility Criteria..... 3

3. General Guidelines..... 4

4. Evaluation Criteria (as communicated to the reviewers) ..... 4

5. Budget ..... 4

6. Procedures ..... 5

7. Deadlines ..... 5

8. Grant Management and Oversight..... 6

9. Reporting ..... 6

Issued on	08/2021	Pol-Prov-Res-001-R0	Next revision by	08/2024
-----------	---------	---------------------	------------------	---------

## Conference Travel Support Grant (CTG)

### 1. Introduction

AUC provides financial support to faculty for scholarly and creative presentations at major professional international meetings and conferences.

The maximum allowed fund for both Teaching and Learning Enhancement Travel and Conference Travel Support Grants shall not exceed \$3,500 (or the equivalent in Egyptian Pounds) per faculty member per year. The goals of the grant are to enhance the international visibility and prestige of research activities and creative presentations conducted at or by AUC, and to encourage interaction with international colleagues.

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 presentation, the prestige and scope of the conference will also be considered. Delivering a paper, leading a workshop, chairing a session, or exhibiting creative work at a recognized professional conference, university, or cultural center are fundable activities by this grant.

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 the applications at any level up to the maximum of allowed funding.

### 2. Statement of purpose

Conference Travel Grants (CTG) program is devised to enhance the university's reputation, visibility and ranking via presenting research and creative work to an international community of relevant audiences. The program extends to cover significant representation of AUC in acknowledged reputable conferences, such as in keynote speeches and plenary sessions. It also encourages publishing in indexed conference proceedings.

### 2. Eligibility Criteria

1. AUC Conference Travel Support Grant funding is restricted to full time faculty members.
2. The applicant must have all final reports for any previously awarded internal grant on record as submitted and **approved**.
3. The applicant shall not apply for more than one CTG per cycle.
4. The applicant shall not have available funding for the requested travel fund described in the application from any other sources.
5. The applicant must be employed by AUC, in his/her current position, at the time of the funded travel.
6. 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.
7. Faculty members on “Paid Medical Leave” are *ineligible* for this type of grant
8. Faculty members who leave the university or accept a position elsewhere prior to the conference travel date, will forfeit the grant Agreement.

## **Office of the Provost – The American University in Cairo**

9. 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.
10. 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 and creativity

### **3. General Guidelines**

1. Applications that do not include an invitation or official acceptance letter will be reviewed; however, the final decision will be made upon the submission of the official 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 personally) either a presenter, a chair of a session, or a participant in a panel discussion. In other words, no applications will be approved for applicants who plan only to attend but have no other role.
3. AP-RIC Office will fund one faculty member per paper per conference.
4. Each presenter must submit an application. Under normal circumstances, preference is given to the principal author and presenter of the paper or creative presentation.
5. Applicants are encouraged to pursue all sources of funding for their trip. Applications for partial funding will be considered for Conference Travel Support Grants 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 trip, the applicant must notify the AP-RIC to discuss a management plan.
6. Eligible faculty member may combine conference travel with home leave travel.
7. All Conference Travel Grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB).
8. Faculty members can be funded for an unlimited number of Teaching and Learning Enhancement Travel and Conference Travel Grants per year, as long as, the total fund does not exceed the maximum allowed fund.
9. 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 AP-RIC. This means that an applicant is not allowed to perform any activity 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 own risk, and then the grant was approved, the faculty member may reimburse the registration fees, provide that it has been included in the approved budget sheet.

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

1. The significance of the conference; this can include but not limited to, the nature and size of the conference, the conference proceedings, how can it add to visibility and reputation of AUC (30%)
2. Significance of the work presented as an IO 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 past five years. (10%)

### **5. Budget**

1. Travel and stay budget line may include air ticket, per diem, visa fees and ground transportation.
2. For travel requiring 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

## **Office of the Provost – The American University in Cairo**

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 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 considered in determining whether it can be procured elsewhere.
4. If the faculty is on home leave, the grant will cover the roundtrip ticket cost from the home leave destination to the conference destination and back, or from Cairo to the conference destination and back, whichever is cheaper.
5. AP-RIC Office abides by the AUC monthly exchange rate.
6. The grantee is requested to finalize the air ticket and all related travel expenses maximum within one week after the Agreement is finalized, because AP-RIC Office will not undertake any possible changes in the exchange rate or the ticket price.
7. The Per Diem rate is up to \$225 per day towards expenses for stay abroad. For travel to the Americas or the Far East, per diem is allowed for two days transit beyond the actual conference period. For other international travel, per diem is allowed for one day transit beyond the actual conference period.
8. If the conference registration fees include meals, US \$25 per meal will be deducted from the per diem.
9. 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 with the school Dean's Office.
10. Ground transportation to and from airports is not covered and can only be requested if the conference location doesn't have an airport.

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

## **6. 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://www4.aucegypt.edu/grants/Home.aspx>
2. DRC members receive the submitted applications for review and evaluation within the DRC deadline.
3. School Dean receives the submitted applications and the DRC reviews for his/her recommendations within the Dean deadline.
4. School Dean can review the application him/herself or delegate his/her Associate Dean to do 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 board may assemble a committee to evaluate the application in case it doesn't fall within the area of their expertise.
6. The final decision will be then determined by the AP-RIC.

## **7. Deadlines**

AUC established three (3) cycles for Conference Travel Support Grant. Applications for this grant are submitted online and they are automatically directed to the appropriate Departmental Research Committee (DRC) and Dean

## Office of the Provost – The American University in Cairo

for review, followed by University Research Board (URB), if needed, till they reach AP-RIC level for final decision as per the below schedule:

Cycle Name	Start Date	Submission Deadline	DRC Deadline	Dean Deadline	URB Deadline	VPR/DGS Deadline
CTG1	15-Aug	20-Sep	5-Oct	21-Oct	8-Nov	15-Nov
CTG2	23-Sep	11-Nov	22-Nov	6-Dec	20-Dec	3-Jan
CTG3	14-Nov	10-Feb	25-Feb	14-Mar	28-Mar	11-Apr
CTG4	13-Feb	11-Apr	26-Apr	9-May	23-May	2-Jun

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

### 8. Grant Management and Oversight

AP-RIC 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.

### 9. Reporting

#### Final Report:

- Technical Report: Grantee shall submit all final Evaluation/Data/Reports. The final technical report is due within (30) days of the end of the conference, unless otherwise specified.
- Financial Report: The final detailed expenditure report is due with the technical report. The financial report should demonstrate use of grant funds as outlined in the grant agreement. 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):

#### - **Travel:**

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

#### - **Conference Registration:**

- Conference registration fees receipt

#### - **Entry Visa:**

- Entry visa receipt

#### - **Ground Transportation:**

- Proof of payment that shows dates, destinations, and cost

Under any circumstances, all Final Reports must be submitted before a new application is considered.

The reports and their templates can be found at: <https://www4.aucegypt.edu/grants/Home.aspx>

The grant recipient must make a presentation to the faculty members of his/her department with an extended invitation to other concerned faculty and the Dean and the Associate Deans of his/her school to attend such a presentation. Grant recipients will indicate when and where this presentation took place in their final report.

- **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.**