



THE AMERICAN UNIVERSITY IN CAIRO

الجامعة الأمريكية بالقاهرة

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

### Guidelines

#### Mini Grant (MG)

<b>Office Responsible</b>	<b>The Office Research and Creativity Advancement</b>
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<b>Reviewed and Recommended</b>	<b>The University Research Board</b>
<b>Approved</b>	<b>The Associate Provost for Research</b>

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## **The Mini-Grant (MG)**

### **1. Introduction**

The Mini-Grant is a grant with no specific timing or deadlines, meant to provide support to faculty members to catalyze the growth in quality and quantity of scholarly activities being conducted by faculty that is not covered by other types of grants through a quick and agile process.

AUC provides Mini-Grants of two Types:

- **Type A:** Assist with expenses such as the costs of reprints (for a limited number of articles, but not for books), page charges, charges for preparation of manuscripts for publishing, such as copyediting or indexing, supplies, and services, the cost of data that must be purchased from external sources, small materials costs related to research and teaching enhancement, etc. Mini Grants can also be used to fund the organization of multidisciplinary series of Meetings/Symposia/Seminars between at least two AUC departments (preferably from two different schools). The AUC grants a maximum of \$2,000 (or the equivalent in Egyptian Pounds) per faculty member per academic year for this purpose-
- **Type B:** Support university faculty towards the publication of quality intellectual output in top-tier journals (Q1 & Q2 / A\* & A) and publishers. The maximum allowed fund for that is \$5000 (or the equivalent in Egyptian pounds) per faculty member per academic year. A faculty member can apply as many times as he/she wishes up to the updated maximum of 5,000 USD (the APRIC team will keep a counter of awarded amounts per faculty each year).

Mini-Grants applications are accepted on a rolling basis. Small amounts of requested funding do not in themselves constitute a Mini-Grant. For example, if you are planning a project that requires using research assistants, this expense should be budgeted as part of a Research Grant. Mini-Grants will not be awarded for general-use consumer equipment, such as laptop computers, tape recorders, external hard drives, cameras, and so forth.

### **2. Eligibility Criteria**

1. AUC Mini-Grant funding is restricted to full-time faculty members.
2. The applicant must have all due final reports for any previously awarded internal grants on record as submitted and approved.
3. The applicant must be employed by AUC, in his/her current position, at the time of the funded request.
4. Faculty members on "Leave without Pay" shall only be funded for the Type B Mini-Grant during their leave period.
5. Faculty members on "Leave without Pay" may apply for funding for the Type A Mini-Grant before resuming their work at AUC. No funds will be dispersed until the faculty member resumes work at AUC.
6. Faculty members on "Paid Medical Leave" are eligible for the Type B Mini-Grant.

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7. 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.
8. 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.

### **3. General Guidelines**

1. The grant fund will be transferred to a special WBS number created under the department's cost center, and the payments will be processed and handled by the department.
2. All grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB). For Associate Deans who are members of the URB, please refer to the eligibility criteria section above.
3. 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.

### **4. Eligible Expenses**

- **Type A:**

1. Costs of reprints (for a limited number of articles, but not for books);
2. Page charges, charges for preparation of manuscripts for publishing, such as copyediting or indexing;
3. Supplies, and services;
4. Cost of data that must be purchased from external sources;
5. Small materials costs for research;
6. Small costs for resources for innovative and creative activities for teaching and learning leading to enhancing students' learning experience; better achieving course(s) learning outcomes; and/or innovative course designs and/or activities;
7. The organization of multidisciplinary series of Meetings/Symposia/Seminars between at least two AUC departments (preferably from two different schools).

- **Type B:**

1. Publication fees for publishing in top-tier journals (Q1 & Q2 / A\* & A) and/or publishers as identified by relevant discipline.

### **5. Ineligible Expenses**

1. Travel;
2. Stipend for Research Assistants;
3. AUC faculty salaries or any other form of compensation;
4. AUC full-time staff compensation;
5. Any costs that should be budgeted as part of the conference, research, teaching, and learning enhancement travel, teaching and learning enhancement, or organization of a conference grant;
6. Publishing fees other than what is specified above;
7. Books – this might possibly be ordered through the AUC Library and be part of the Library collection.

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**6. Procedures**

1. Faculty member submits the application using the online grant submission system at: <https://lfweb.aucegypt.edu/forms/>
2. Associate Deans for research will receive the application for their review against the eligibility criteria and budget before approval/ declining
3. The approved applications move to the AP-RIC office for review and approval
4. An agreement is set by the AP-RIC office and signed by the applicant
5. Fund is transferred to the assigned WBS

**7. Deadlines**

Mini Grants have no deadlines.

**8. 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 on time may jeopardize eligibility for future AUC faculty support grants.

**9. Reporting**

- 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 the use of grant funds as outlined in the awarded budget. 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):

Proof of payment for any of the funded items stated in the Agreement, on the condition that they comply with the faculty support grants guidelines and that all receipts and invoices abide by the AUC policy and procedures.

**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 grant system <https://lfweb.aucegypt.edu/forms/>

- It is the responsibility of the grantee, with the help of the finance person at the grantee's 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.