



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Office of the Associate Provost for Research Innovation and Creativity

Guidelines

Mini-Grant (MG) and Publication fees

Office Responsible	The Associate Provost for Research
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Mini-Grant (MG)

i. Introduction

The Mini-grant is a grant with no specific timing or deadlines, meant 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, relatively 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 year for this purpose. This fund is eligible for a departmental match of a maximum of \$2,000.
- **Type B:** Support university faculty towards the publication of quality intellectual output in top-tier journals and publishers (**Q1& Q2 / A*&A**). The maximum allowed fund for that is \$5000 (or the equivalent in Egyptian pounds) per faculty member per 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 generally not be awarded for general-use consumer equipment, such as laptop computers, tape recorders, external hard drives, cameras, and so forth.

ii. Eligibility Criteria

1. AUC Mini-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. 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 (**publication Expenses**) during their leave period.
5. Faculty members on "Leave without Pay" may apply for funding for the **first purpose** before resuming their work at AUC. No funds will be dispersed until the faculty member resumes work at AUC.

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6. Faculty members on “Paid Medical Leave” are eligible for the second purpose (**publication fees**)
7. Faculty members who leave the university, or accept a position elsewhere before the organization of the conference, will forfeit the grant or change the PI of the grant.
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.

iii. General Guidelines

1. Mini-Grant **for the Type A** is subject to matching funds from the department; they are costs shared by the department. Departments are highly encouraged to add this matching component to their respective annual budget.
 2. 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.
 3. All grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB).
- **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.

iv. Eligible Expenses

1. Costs of reprints (for a limited number of articles, but not for books);
2. Page charges, expenses related to the preparation of manuscripts for publishing such as copyediting or indexing charges;
3. Supplies and services;
4. Cost of data that must be purchased from external sources, relatively small materials costs related to research and teaching enhancement, etc. References must be open and accessible to the university community.
5. Publication fees, provided that the journal paper or book is published in top-tier journals and publishing houses as identified by relevant discipline (**Q1&Q2/ A*&A**)

v. Ineligible Expenses

1. Travel;
2. Stipend for Research Assistants;
3. 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 Potential to contribute to the university's stature and prestige.
4. Publishing fees of other than the discipline-identified list of Journals and publishers

vi. Procedures

1. At the beginning of each academic year, Associate Deans for Research from all schools submit to the AP-RIC office a list of the target journals and publishing houses for each field/discipline

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under tier respective schools. Those lists will be the reference used in the evaluation process by the school and the AP-RIC office.

2. Faculty member submits the application using the online grant submission system at: <https://www4.aucegypt.edu/grants/Home.aspx> 2.
3. Associate Deans for research will receive the application for their review against the eligibility criteria and budget before approval/ declining
4. The approved applications move to the AP-RIC office for review and approval
5. An agreement is set by the AP-RIC office and signed by the applicant
6. Fund is transferred to the assigned WBS

vii. Deadlines

Mini Grants have no deadlines

viii. 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 intermural grants.

ix. Reporting

- a) Technical Report: Grantee shall submit Final Evaluation/Data/Reports using the online grants' system. The final technical report is due within (30) days of the end of the Grant period unless otherwise specified.
- b) Financial Report: The final detailed expenditure report is due within (30) days of the end of the Grant period and will demonstrate the 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. 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.

Note: submission of all Final Reports of completed projects/grants is a prerequisite for any new intramural faculty support grant application.

The reports and their templates can be found at: <http://www.aucegypt.edu/research/faculty-support-grants>

- **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.**

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