Office of the Provost

Policies and Guidelines

Mini-Grant

(MG)

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Mini-Grant (MG)

1. Introduction

AUC provides Mini Grants to 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 maximum allowed fund cannot exceed $1,000 (or the equivalent in Egyptian Pounds) per faculty member per year.

There are no deadlines for Mini-Grants; applications are accepted on a rolling basis. The application may be submitted before or after the expenses occur (see retroactive grant policy below).

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.

2. 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 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.
5. Faculty members on “Paid Medical Leave” are ineligible for this type of grant.
6. Faculty members who leave the university, or accept a position elsewhere prior to 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.

3. General Guidelines

1. Mini Grants are subject to matching funds from the department; they are cost shared by the department.
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. Faculty must have submitted final reports for all previously awarded internal grants.
4. 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 of the corresponding fiscal year.
3. Eligible Expenses

1. Costs of reprints (for a limited number of articles, but not for books);
2. Page charges, expenses related to 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.

4. Ineligible Expenses

1. Travel;
2. Stipend for Research Assistants;
3. Any costs that should be budgeted as part of conference, research, teaching and learning enhancement travel, teaching and learning enhancement, or organization of a conference grants Potential to contribute to the university’s stature and prestige.

5. Procedures

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. If the proposal involves human subjects/participants, faculty member shall contact the Institutional Research Board (IRB) for project approval before or concurrent with the submission of the proposal to the AP-RIC Office. 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
4. School Dean receives the submitted applications and the DRC reviews for his/her recommendations within the Dean deadline.
5. School Dean can review the application him/herself, or delegate his/her Associate Dean to do the review.
6. 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.
7. The final decision will be then determined by the AP-RIC.

9. Deadlines

Mini Grants have no deadlines

10. 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.
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11. Reporting

Final Report:

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 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):

- 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.

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://www.aucegypt.edu/research/faculty-support-grants

➢ 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.