

Mini Grant Guidelinesⁱ

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.

Principal Investigator (PI) Eligibility for Faculty Mini Grants

- 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- Faculty members who will be on leave for more than one semester during the grant award period will not be eligible for AUC funding in that cycle.
- 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 Research Support Grants.
- 6- Deans and Associate Provosts are *ineligible* for any types of Faculty Support Grants, but shall request research funding from the Office of the Provost directly.

General Guidelines

- 1- Mini Grants are subject to matching funds from the department.
- 2- The grant fund will transferred to a special WBS number created under the department's cost center.
- 3- Members of the University Research Board (URB) may submit their own Mini-Grant proposals but must recuse themselves when the proposals are reviewed.

- 4- All Mini Grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB).

Eligible Expenses (examples)

- 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- The cost of data that must be purchased from external sources, relatively small materials costs related to research and teaching enhancement, etc.

Ineligible Expenses (examples)

- 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

Procedures for Applicants

Faculty members must adhere to the following procedures when preparing their Mini Grant applications:

1. Submit an online application at any time: <http://www4.aucegypt.edu/grant/faculty/>
2. Though Mini Grants have no deadlines, all applications must be submitted online to get the Departmental Research Committee's (DRC) approval, followed by the Dean's approval.
3. If the Dean's recommendation does not match that of the DRC, the application will be routed to the URB for a final recommendation.
4. The final decision will be then determined by the Office of the Vice Provost (OVP).
5. Mini-Grants can be retroactively applied for. However, applications should be prepared and submitted within two months from the completion date of the activity. Receipts for expenses should be submitted with retroactive applications.

Deadlines

Mini Grants have no deadlines.

Grant Management and Oversight

The OVP is responsible for administering AUC grants. The OVP will monitor the project for administrative and financial compliance with the grant conditions. The OVP will also scrutinize research accounts to ensure timely use. Failure to expend funds in a timely manner may jeopardize eligibility for future AUC intermural grants.

Reporting

- All expenditures and payments shall be processed through the responsible offices at AUC including, but not limited to: Supply Chain, Controller's Office, Print shop, etc., and shall follow AUC stated policies and procedures.
- Only those costs set forth in the approved project budget are allowed.
- The applicant needs to provide a 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.

Final Report:

- a. Technical Report: Grantee shall submit all final Evaluation/Data/Reports. The final technical report is due within (30) days of the end of the project, unless otherwise specified.
- b. 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 and should include proof of payments. Any uncommitted grant funds remaining shall be returned to AUC at the time the final report is submitted online.

[Final Reports](#) must be submitted online maximum **two months** after the end date of the project.

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://www4.aucegypt.edu/grant/faculty/>

The offline templates are available at:

<http://www.aucegypt.edu/research/faculty-support-grants>

ⁱ All faculty support grants abide by AUC policies and procedures.