THE AMERICAN UNIVERSITY IN CAIRO

Policies and Guidelines

Organization of Conference and Academic Events Grant (OCAEG)

Office Responsible	The Associate Provost for Research
Last updated	August 2022
Reviewed and Recommended	The University Research Board
Approved	The Provost

<u>Table of Contents</u>

Contents

[Type here]

Organizing Conferences and Academic Events Grant

Introduction

AUC provides financial support to foster excellence in research and creative endeavors. Conferences and other types of academic events are important elements of the research and creativity process, as they provide a venue for the dissemination of new information and for the exchange of ideas which are essential parts of the research and creative process.

The maximum allowed fund shall Vary according to the type of activity and is listed in detail in the general guidelines. The Organization of a Conferences and Academic Events Grant (OCAEG) provides supplemental funding for the planning and implementation different events that can promote the innovative and creative environment at AUC, ranging from workshops, digital forums to international conferences.

Eligibility Criteria

1. AUC Organization of a Conference and Academic Events Grant funding is restricted to full time faculty members.
2. The applicant must have all final reports for any previously awarded intermural grants on record as submitted and approved.
3. The applicant shall not apply for more than one OCAEG per cycle.
4. The applicant shall not have an active OCAEG on the time of application.
5. The applicant must be employed by AUC, in his/her current position, at the time of the funded event.
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 AUC, or accept a position elsewhere prior to the conference date, will forfeit the grant Agreement or change the Pl of the grant.
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.

[Type here]

Categories and Budget

International Conferences:

Providing a venue (Physical or Virtual) to attract international and local scholars to present their research papers/creative research output in panel discussions, workshops, poster sessions, etc., hosting above 100 overseas as well as local participants, with at least 30% overseas participants, resulting in conference proceedings based on peer review (internal and/or external). In this category, leveraging international conferences hosting at AUC is highly encouraged.

Local Conferences:

Providing a venue (Physical or Virtual) to attract scholars of the same field for dissemination of knowledge, exchange of ideas and possible collaboration in workshops, hosting above 100 participants.

Workshops:

Allowing a platform to facilitate the visibility of research/creative endeavor that is work-in-progress, peer-reviewed and will eventually be published, and that results in delivering a specific pre-stated academic output.

Exhibition Curation and Performances:

Holding exhibitions (physical or virtual) to present extracurricular pieces of art including, but not limited to, music, photography, painting, for display, feedback, and exposure.

Webinar Series (3-6):

Addressing challenges in a specific research area through a well-designed number of episodes, a minimum of 3 and a maximum of 6 webinars, with a defined topic and a field-authority presenter for each webinar, involving and interacting with local and international scholars

Evaluation Criteria {as communicated to the reviewers)

1. Alignment with the department's strategic priorities.
2. Potential to contribute to the university's stature and reputation
3. Potential to contribute to the individual and collective missions of the department/school/s and/or AUC
4. Potential to expose faculty and students to research and creative scholarship
5. Potential to attract wider faculty and students' participation
6. Degree to which the conference or Academic Event meets a specific need or takes advantage of an unusual opportunity (as opposed to regular annual conferences)
7. Demonstration of cost effectiveness
8. Degree to which conference or Academic Event is original and innovative in concept and/or approach.
9. Clarity and soundness of objectives/hypotheses, methods, budget, and budget justifications
10. Adherence to the application guidelines
11. Degree and breadth of support from all sources (include sponsorship)

General Guidelines

- Faculty member may be the Pl for only one proposal during a funding cycle.
- Funds must be used in accordance with the budget breakdown stated in the proposal.
- Conferences or Academic events must be open and accessible to the university community.
- All funding sources (for example gifts, sponsorships, registration fees, etc.) for this type of grant must be disclosed in the budget.
- If other funding is obtained for the same expenses covered by this grant, the applicant must notify the AP-RIC Office to discuss a budget management plan.

Grant Period and Funding

Funding limit (maximum) of this grant will depend on the type of academic event and the nature of interaction, whether F2For virtual), as follow

a) *International conference:*

Face to face: from a maximum of 200,000 EGP to a maximum of 300,000 EGP
Virtual: from a maximum of 120,000 EGP to a maximum of 180,000 EGP
(b) *Local conference:*
Face to Face: from a maximum of 100,000 EGP to a maximum of 150,000 EGP
Virtual: from a maximum of 60,000 EGP to a maximum of 90,000 EGP
(c) *A workshop:* from a maximum of 60,000 EGP to a maximum of 90,000 EGP
(d) *Exhibition curation or performance:* from a maximum of 100,000 EGP to a maximum of 150,000 EGP
(d) *Webinar series:* from a maximum of 20,000 EGP to 30,000 EGP

- This grant fund is event-specific and must be used for the approved event during the specific approved conference dates.
- At the end of the grant period, unused funds will be "swept back" to be used to fund future grants.
- 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.

Eligible Expenses

Funding may be used for:
- Travel for keynote speakers:
  - Round trip economy class air ticket from and to his/her hometown on the dates of the activity plan, or the equivalent cost for reimbursement as quoted by AUC Travel Office;
  - Accommodation for international candidates, for the exact dates of activity plan plus only one extra night; o Up to$ 1000 Honorarium;
  - Up to LE 500 per day for local expenses, for the exact dates of activity plan plus only one extra day, including hotel bills other than room accommodation (such bills are not covered by AUC).
- Administrative support
- Conference facilities and special equipment
- Printing/postage/communication

[Type here]

- Publications
- Digital promotion and marketing

*The breakdown of the assigned budget is restricted and is non-transferable to other budget items

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.

Ineligible Expenses

Funding from this grant cannot be used for food and beverage expenses. Applicants may seek sponsorships or use event registration fees for these expenses.

Procedures

1. Faculty member submits the application using the online grant submission system at:
2. https://www4.aucegypt.edu/grants/Home.aspx
3. DRC members receive the submitted applications for review and evaluation within the DRC deadline.
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.

Deadlines

AUC established one cycle for Organization of a Conference Support Grant. Applications for this grant are submitted online and they are automatically directed to the appropriate Departmental Research Committee (DRC) and Dean 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	start date	submission deadline	DRC recommendation	Dean Recommendation	URB recommendation	APRIC approval
1	15-Aug	20-Sep	6-Oct	24-Oct	1-Nov	9-Nov
2	10-Oct	10-Nov	28-Nov	15-Dec	23-Dec	4-Jan
3	10-Jan	12-Feb	27-Feb	17-Mar	25-Mar	3-Apr
4	10-Mar	10-Apr	1-May	19-May	27-May	5-Jun

Grant Management and Oversight

AP-RIC office is responsible for administering AUC Grants. AP-RIC office monitors the project

[Type here]

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.

Reporting

- **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.

  KPl's that needs identification and quantification for this type of grant, both in the proposal phase and in the reporting phase, include:

  - Viewership (likes and subscriptions)
  - No of attendees
  - Proceedings (production of an academic output)
  - Publications (as a result of the event, such as books, policy briefs, case studies, etc.)
  - Flourishing area of research and creativity (according to Scopus database)
  - Relevant academic community attraction and participation by academic reputable institutions
  - Intellectual Output and its impact

- **Financial Report:** The final detailed expenditure report is due within (60) 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):
  - *Personnel:*
    Contract signed by the hired person, the Pl and the area head ii. Proof of payment (unless the payment is done through AUC system)
  - *Travel:*
    i. Clear scanned copy of boarding passes (requested if the guarantee is provided Air Ticket and/or Per Diem)
    ii. Clear scanned copy of Air/Bus/Train tickets with prices/receipts

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.

[Type here]

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.**