Office of the Provost

Policies and Guidelines

Organization of a Conference Support Grant

(OCSG)

<table>
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Organization of a Conference Support Grant (OCSG)

1. Introduction

AUC provides financial support to foster excellence in research and creative activity. Conferences are an important part of the research and creative process because they provide a venue for the dissemination of new information and provide a forum for the exchange of ideas.

The maximum allowed fund shall not exceed EGP 100,000 per faculty member per year. Organization of a Conference Support Grant (OCSG) provides supplemental funding for the planning and implementation of national and international conferences in order to both enhance the research and creative environment at AUC and bring prestige and recognition to AUC and Egypt.

All decisions pertaining to funding are final, and the Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC) reserves the right to recommend funding applications at any level up to the maximum allowed funding.

N.B. Peer-Reviewed International Conferences’ organization is regulated in a separate policy.

2. Eligibility Criteria

1. AUC Organization of a Conference Support 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 shall not apply for more than one OCSG per cycle.
4. The applicant shall not have an active OCSG 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 PI 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.

3. General Guidelines

1. Faculty member may be the PI for only one proposal during a funding cycle.
2. Funds must be used as stated in the proposal.
3. Conferences must be open and accessible to the university community.
4. All funding sources for this conference must be disclosed in the budget.
5. There must be no overlapping funding for conference expenses from any other source before or during the term of the grant.
6. If other funding is obtained for the same expenses covered by this grant, the applicant must notify the AP-RIC Office to discuss a management plan.
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7. All grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB).

8. Retroactive applications will NOT be considered. The definition of retroactive funding is “any expenditure prior to the start date of the grant stated in the counter-signed agreement by the grantee and the AP-RIC. This means that an applicant is not allowed to perform any activity before being informed that the grant has been approved by the AP-RIC Office, signing the Agreement for acceptance and having the Agreement counter-signed by the AP-RIC.”

4. 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 prestige
3. Potential to contribute to the individual and collective missions of the department/school/s and/or university
4. Potential to expose faculty and students to research and creative scholarship
5. Potential to include faculty and student participation
6. Degree to which the conference 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 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 documentation)

5. Grant Period and Funding

1. Recipients have to hold the conference and finalize its payments no later than June 30.
2. This grant fund is event-specific and must be used for the approved conference during the specific approved conference dates.
3. Extensions will NOT be considered.
4. At the end of the grant period, unused funds will be “swept back” in order to be used to fund future grants.
5. Guarantees will receive instructions pertaining to the documents to be submitted. These instructions will allow the guarantee to establish a chart field to charge the expenses, meet final report requirements, and acknowledge the support of AUC in publications.
6. 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.

6. Eligible Expenses

Funding may be used for:

1. 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;
   - 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).
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*The breakdown of the assigned budget is restricted and is non-transferable to other budget items*

2. Administrative support
3. Conference facilities and special equipment
4. Printing/postage/communication
5. Publications
   - 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.

7. Ineligible Expenses

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

8. 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

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:

<table>
<thead>
<tr>
<th>Faculty Submission</th>
<th>DRC Recommendation</th>
<th>Dean Recommendation</th>
<th>URB Recommendation</th>
<th>AP-RIC Final Decision</th>
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<tr>
<td>20-Sep</td>
<td>5-Oct</td>
<td>20-Oct</td>
<td>5-Nov</td>
<td>15-Nov</td>
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*If the deadline happens to be a holiday or a weekend, the deadline will shift to the following working day*

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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.

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 (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 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:
  i. Contract signed by the hired person, the PI 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

- Equipment, supplies, and services:
  i. Copies of the invoices supporting the costs claimed
  ii. Details of the physical location of the equipment items (Copy of the goods receipt)

- 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](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.