

Organization of a Conference Support Grant (OCSG) Guidelinesⁱ

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 cannot exceed EGP 60,000 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 the university and Egypt.

All decisions pertaining to funding are final, and the Office of the Vice Provost (OVP) reserves the right to recommend funding applications at any level up to the maximum allowed funding.

Conference Eligibility

- 1- Conferences must be open and accessible to the university community.
- 2- All funding sources for this conference must be disclosed in the budget.
- 3- There must be no overlapping funding for conference expenses from any other source before or during the term of the grant.
- 4- If other funding is obtained for the same expenses covered by this grant, the applicant must notify the OVPR to discuss a management plan.

Eligibility Criteria

1. AUC Organization of a Conference 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 may not apply for more than one OCSG in the current funding cycle.
4. The applicant must not have an active OCSG on the time of application.
5. 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.
6. Faculty members on paid medical leave are *ineligible* for Organization of a Conference Support Grants.
7. Faculty 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.
8. 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. All OCSG applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB).
2. All things being equal, priority may be given to applicants who have limited financial resources or who have not received an OCSG in the past.

Evaluation Criteria (as communicated to the reviewers)

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

Grant Period and Funding

- 1- Recipients have 12-months from the Agreement date to hold the conference.
- 2- These funds are event-specific and must be used for the approved conference during the specific conference dates approved. Extensions will not be considered.
- 3- At the end of the grant period, unused funds will be "swept back" in order to be used to fund future grants.
- 4- 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.
- 5- Retroactive applications will **NOT** be accepted. 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 Vice Provost. This means that an applicant is not allowed to perform any activity before the Vice Provost Office informs him/her that his/her Support Grant has been approved.

Allowable Costs

Funding may be used for:

- 1- Travel (economy class), honoraria, per diem for invited speakers
- 2- Administrative support
- 3- Conference facilities and special equipment
- 4- Printing/postage/communication

5- Publications

Unallowable Costs

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

Procedures for Applicants

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

1. Faculty shall use the online grant submission system at: <http://www4.aucegypt.edu/grant/faculty/>
2. Upon the submission of the application, the DRC shall receive it for review.
3. The school Dean subsequent to DRC recommendations will review the application
4. The school Dean has the freedom to review the application him/herself, or to delegate a committee or his/her Associate Dean to do the review.
5. If the Dean's recommendation does not match that of the DRC, the application will be routed to the URB for a final recommendation.
6. The final decision will be then determined by the OVP.

Deadlines for Submission and Notifications*

The University has established two cycles for Organization of a Conference Support Grant (OCSG) for academic year 2016-2017. Applications for this grant should be submitted online and they will be automatically directed to the appropriate Departmental Research Committee (DRC) and Dean for review as per the below schedule.

Faculty Online Submission	DRC's Recommendation	Dean's Recommendation	URB's Recommendation	OVP's Notification
10 th of November	25 th of November	10 th of December	18 th of December	31 st of December
10 th of February	25 th of February	10 th of March	18 th of March	31 st of March

** If the deadline happens to be a holiday or a weekend, the deadline will shift to the following working day.*

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.