THE AMERICAN UNIVERSITY IN CAIRO
الجــامــعة الأمــريكيــة بالقــاهـرة

Office of the Associate Provost for Research Innovation and Creativity

Guidelines

Teaching and Learning Enhancement Support Grant (TLE)

Office Responsible	The Office Research and Creativity Advancement
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Approved	The Associate Provost for Research

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Teaching and Learning Enhancement Support Grant (TLE)

1. Introduction

AUC provides grant support for teaching and learning enhancement activities as part of its commitment to the quality of education. Grants are competitively awarded to support individual or group projects and are administered by the Office of the Associate Provost for Research, Innovation, and Creativity (AP-RIC office).

Teaching and Learning Enhancement Support Grants (TLE) aim to support faculty members in continually improving their teaching and sustaining high-quality learning at AUC. TLE supports innovative and creative projects that stimulate innovation in teaching and course delivery, with an emphasis on projects that would serve as useful models across the University.

The maximum allowed fund cannot exceed $2,000 (or the equivalent in Egyptian Pounds) per faculty member per academic year. Proposals involving more than one faculty member must be submitted by the faculty member who will act as the lead faculty and/or Principal Investigator (PI). Three or more faculty may apply for joint annual funding of a maximum of $ 5,000 (or the equivalent in Egyptian Pounds). Grants may be for a lower amount than requested based on funding availability, expenditure eligibility, and/or timeline. If a group application includes scholars from outside AUC, then AUC funds can only be used to support AUC faculty members' projects.

Faculty members are encouraged to supplement AUC funding with additional funding from other sources. However, a single project scope cannot be funded by two sources (internal or external), as the segregation of scopes covered by each source will be needed.

2. Eligibility Criteria

1. AUC Teaching and Learning Enhancement Support Grant funding is restricted to full-time faculty members.

2. The applicant must be employed by AUC as a full-time faculty member at the time of the funded travel.

3. 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. Approved applications will remain active on the system for only one semester after which they are automatically canceled.

4. Faculty members on "Paid Medical Leave" are ineligible for this type of grant.

5. The applicant must have all due final reports for all previously awarded internal faculty support grants on record as submitted and **approved**.

6. The main applicant shall not apply for more than one TLE per cycle.

7. Faculty members can apply for another TLE while they have an active one. However, no funds will be dispersed until the faculty member submits the final report of the active RG. Approved applications will remain active on the system for only one semester after which they are

automatically canceled.

8. 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.

9. Associate Deans who are URB members are ineligible for any type of Faculty Support Grants but shall request research funding from the Office of the Associate Provost for Research, Innovation and Creativity.

3. General Guidelines

1. The evidence of a significant intellectual output from previously received TLE is an important evaluative criterion.

2. Faculty members may be PI of only one TLE at any point in time.

3. Faculty members may be the PI for only one proposal during a funding cycle.

4. Applicant(s) may apply for longer-term funding (up to 3 years), but awarded funds transfer is subject to the approval of an annual progress report, demonstrating the delivery of the outputs of the elapsed year.

5. Funds must be used as stated in the proposal. PI can submit a request for the reallocation of funds to the AP-RIC for approval. The reallocation of funds between awarded expenditure types in USD and expenditure types in EGP is not possible.

6. The PI must apply to a "request for change" for any changes in the awarded funding, as specified in the countersigned award agreement. The change cannot entail exceeding the funding limit(s). In case the change falls within a 20% limit of the total awarded funds, the PI may submit the request directly to the AP-RIC for approval.

7. Projects that are proprietary in nature are subject to AUC's Intellectual Property Policy.

8. Teaching and Learning Enhancement projects are ineligible for funding as RSG.

9. All grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB). For Associate Deans who are members of the URB, please refer to the eligibility criteria section above.

10. Retroactive applications and/or funding are NOT possible.
Retroactive funding entails 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 cannot have supported by the grant any activity performed 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. Types of Proposals

Examples of proposals that could be funded are ones in which the applicant can:

1. Create innovative course designs or activities, in which digital course materials, tools, or learning objects are part of the innovation.

2. Create or use teaching methodologies innovatively to enhance students' learning experience.

3. Conduct a research-informed pilot study to evaluate/investigate the impact of a new or existing instructional method on students' learning.

4. Use online teaching tools and strategies to enhance courses.

5. Strengthen the quality of the academic offerings of an academic department or unit.

6. Create educational materials that can be easily updated for re-use in subsequent semesters at a minimal cost.

5. **Evaluation Criteria (as communicated to the reviewers)**

   Applications will be assessed using the following criteria:

   1. Clarity of the academic scholarly objectives and how they address an existing challenge.

   2. Project design for stimulating innovation in teaching, learning, and course delivery

   3. Sound pedagogical practices or current learning theories.

   4. Clear and founded work methodology.

   5. Student learning outcomes identified and aligned with the project objectives.

   6. Potential transferability to other disciplines in AUC.

   7. Organized work plan with clear dependencies among different tasks and resources allocation

   8. Clear justifications for budget line items and solid budget assumptions.

6. **Elements of New Proposals and Grant Renewals**

A New Proposals

A new proposal must include the following elements:

   1. Project title.

   2. Course information.

   3. Rationale.

   4. Innovation in design/course delivery.

   5. Objectives: Current student learning problems or challenges that need to be addressed.

   6. Student Learning Outcomes.

   7. Methodology specifying how each specific objective will be investigated and addressed.

   8. Work Plan: The duration and plan of actions over quarters and year(s) showing tasks and resource allocations with dependencies.

   9. Justifications of budget line items and budget assumptions.

10. Budget Sheet and work plan templates are downloaded from the application as an Excel Sheet

11. Time commitment and role of the PI(s) and, if applicable, CO-PI(s).

12. References.

13. Project outcomes Evaluation Plan.

14. Compliance: Applicants are reminded that all projects involving human subjects require approval by AUC's Institutional Review Board (IRB) before funds are granted and the research can begin. Please view the AUC Institutional Review Board (IRB) page:https://www.aucegypt.edu/research/institutional-review-board

15. The applicant will be required to provide a copy of the approval notification or protocol number for approved projects and must bear the responsibility of following all necessary health and safety procedures.

16. Curriculum Vitae (CV) of the PI(s) and, if applicable, of the CO-PI(s). The CV should include: a list of pending and/or current external and internal funding including the title of the projects, start and end dates, and the overlap with the present proposal if any; a list of previously awarded AUC grants; a list of publications identifying those that resulted from AUC grants received during the last three years; and evidence of seeking or receiving external funds during the last three years. (not more than 3 pages in pdf format).

B. Grant Renewals (for Multi-Year Projects)

A request for the renewal of a current Research Support Grant that was originally proposed **as a multi-year project, or run across two fiscal years** will normally be granted after submitting a **detailed Progress Report to the online system** on the project for which the grant was awarded. The technical and financial report have to be aligned with the deliverables promised in the submitted workplan and the budget and/or any deviations explained. The Report needs to be reviewed and approved by the Departmental Research Committee (DRC), the Dean, and AP-RIC. Further funding from AUC is contingent upon the approval of the Progress Report and funding availability. Renewals will not be permitted for grants that were not originally proposed as multi-year projects.

7. No-Cost Extensions

A request for No-Cost Extension must be submitted by the PI **at least one month prior to the end of the grant period**, and must include a budget showing the remaining amount, and a justification including: the progress of the project and the reason behind requesting a no-cost extension. Such requests may be approved by the AP-RIC on a case-by-case basis. AP-RIC may seek feedback from the URB on specific cases where he/she deems this as needed.

Requests for No-Cost Extensions for multi-year projects are only possible during the last year of the project.

Researchers who are granted a No-Cost Extension for longer than 2 months on their current grant cannot receive a new grant during the same year.

8. Other Funding Sources

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Principal Investigators (PI)s may apply to more than one funding source for the same research project and budget; however, the other requests for support must be disclosed at the time of applying for this funding. If the PI is granted an AUC's Research Support Grant prior to the release of the other funding source(s) results, AUC funds will not be dispersed until the results from the other funding source(s) are made available. If the PI is successful in receiving support from an external funding source, then the AUC Research Support Grant will be terminated, and the allocated funds will be returned to the AP-RIC Office.

9. Budget

1. For personnel, the budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why each position is necessary for the success of the project. Workload should be shown to justify the amount of time the person will be employed on the project. All the requested personnel fund has to be provided using the following formula: [amount in EGP per hour **X** no. of hours per week **X** no. of weeks].

2. The levels of Research Assistants' hourly compensation are as follows:

   - Research Trainee (Undergraduate student): Up to EGP 55/hour

   - Research Assistant (B.A. or B.S.): Up to EGP 90/hour

   - Senior Research Assistant (M.A. or M.S.): Up to EGP 100/hour

   - Research Fellow (Ph.D. – up to 10 years of experience): Up to EGP 160/hour

   - Senior Research Fellow (Ph.D. – Over 10 years of experience): Up to EGP 205/hour

   The maximum allowed workload for RAs is 30 hours/week.

3. Travel and stay budget lines may include air tickets, per diem, visa fees, and ground transportation. In case testing and/or vaccinations are required for travel, the associated costs may also be included.

4. For travel requiring an air ticket, the budget justification must state the exact travel and arrival dates and the destination, and the air ticket cost in EGP as provided and/or approved by the AUC Travel Office. In case of issuing the air ticket elsewhere, the Travel Office's approval and price quotation shall be secured prior to issuing the ticket for reimbursement.

5. Air Tickets shall be booked by the AUC Travel Office and only economy class is allowed. Exceptionally, the Travel Office may approve the purchase of a ticket for travel other than through the Travel Office, if it is satisfied that the traveler can procure the ticket at a price significantly cheaper than that available to the Travel Office. Because the overall level of discounts obtained by the Travel Office is heavily dependent upon the annual volume of its business, minor improvements in the ticket price will represent an acceptable justification for purchasing the ticket elsewhere.

6. If the faculty is on home leave, the grant will cover the roundtrip ticket cost from the home leave destination to the conference destination and back, or from Cairo to the conference destination and back, whichever is cheaper.

7. Granted airfare will be Cairo-destination-Cairo.

8. AP-RIC Office abides by the AUC monthly exchange rate and will not undertake any possible

changes in the exchange rate or the ticket price after the signature of the Grant Agreement.

9. For travel requiring per diem, the budget justification must state the exact dates requested for per diem and the breakdown of the requested amount, following the price quotation.

10. For travel to the Americas or the Far East, per diem is allowed for two days' transit beyond the actual period of stay. For other international travel, per diem is allowed for one-day transit beyond the actual period of stay

11. Per diem towards expenses for travel abroad:

    - Duration of 1-10 days: Up to US $ 250 per day

    - Duration of 11-15 days: Up to US $ 195 per day

    - Duration of 16-30 days: Up to US $ 130 per day

12. For **domestic travel within Egypt**, the following rates may be used as a guide for per diem rates:

    - Travel not requiring overnight (day travel): Up to LE 300 per day

    - Travel requiring overnight but hotel accommodation is not needed: Up to LE 800 per day

    - Travel requiring overnight and hotel accommodation is needed: Up to LE 2,500 (receipts required) per day

13. Per Diem may not be requested for summer travel coinciding with home leave if the location of the proposed activity is at the home leave destination (country) on record with AUC

14. Ground transportation to and from airports is not covered and can only be requested if the travel location does not have a near airport.

15. For supplies and equipment, unless explicit authorization is given in the Grant Agreement, this type of grant cannot be used to purchase major or minor equipment (including accessories), and/or books. Computers cannot be purchased through TLE.

16. All expenditures must follow AUC-stated policies and procedures regarding personnel hiring, purchases, and travel arrangements.

17. All items purchased using AUC funds remain the property of AUC.

18. For multi-year projects, the grant fund will be transferred at the end of each fiscal year to a special WBS number created under the department's cost center, upon submitting the progress report and having it approved.

19. In the case of one-year project funding will be granted in two installments subject to the submission of a detailed progress report.

20. Any unused funds must be returned to the Office of AP-RIC.

**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.

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> **All payments shall be processed through the responsible offices at AUC including, but not limited to: Travel Office, Supply Chain, Controller's Office, print shop, etc., and shall abide by AUC policies and procedures.**

10. **Eligible Expenses**

    1. Personnel:

        - To hire Research Assistant, casual labor, or field worker to participate in the research effort at AUC and enrich it by providing expertise and/or time that complements and assists our full-time faculty in their research endeavors.

    2. Travel: (shall not exceed 40% of the requested fund):

        - Travel must relate directly to the proposed development of teaching and student learning.

        - For projects focusing on attending archival repositories/libraries, etc., <u>applicant shall provide a justification</u> as to why it is necessary to visit the site directly, rather than utilize remote technology/sources (digital archives, databases, or interlibrary loans)

        - For access to special equipment at other universities that is not available at AUC, to population samples, or to special sites, <u>applicant shall provide an official invitation letter</u> from the visited institute/entity to the invitee for the planned visit stating the exact visit dates and the visit purpose.

    3. Expenses listed below <u>shall not exceed 40% of the requested fund</u>:

        - Online access to specialized archives.

        - Microfilm / microfiche orders.

        - Testing services

        - Software that is justified and for which AUC does not have a license (IT hardware may be approved only in specialized projects and on an exceptional basis). Computers cannot be purchased through TLE.

        - Equipment with prior special approval from the AP-RIC.

        - Supplies and materials.

    4. Journal publication fees for top tier journals (Q1 & Q2 / A* & A) and publishers.

    5. Printing (<u>shall not exceed 10% of the requested fund</u>).

    6. Office supplies and postage (<u>shall not exceed $100</u>).

11. **Ineligible Expenses**

    1. AUC faculty salaries - AUC full-time faculty cannot be compensated under this type of grant.

    2. AUC full-time staff compensation

3. Honoraria.

4. Costs (including travel costs) for participating in collaborative meetings, workshops, learned societies, or other association meetings.

5. Costs (including travel costs) of conference-related expenditure (including registration fees for conferences, workshops, training courses, and/or professional society membership fees).

6. Dissemination of research.

7. Hospitality.

8. Binding.

12. Procedures

Full-time faculty members must adhere to the following procedures when preparing their grant applications:

1. Faculty member submits the application using the online grant submission system at: https://lfweb.aucegypt.edu/forms/

2. Office of Research and creativity advancement (ORCA) is responsible for checking the alignment of the submitted details with the guidelines.

3. DRC members receive the submitted applications for review and evaluation within the DRC deadline.

4. 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 AUC webpages.

5. The School Dean receives the submitted applications and the DRC reviews for his/her recommendations within the Dean deadline.

6. The School Dean can review the application him/herself or delegate his/her Associate Dean to do the review.

7. 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. The URB may assemble a committee to evaluate the application in case it doesn't fall within the area(s) of their expertise.

8. For projects of interdisciplinary nature, relevant members of the URB will assess and provide feedback to The Office of Research and Creativity Advancement (ORCA), which is part of the APRIC on the value of the proposed interdisciplinarity.

9. Any additional clarifications about the application that might be requested by the AP-RIC Office

from the concerned faculty member must be addressed, and this within a period of 5 working days from receiving the request. Failing to do so would jeopardize the final approval of the application which may then be terminated.

10. The final decision will be then determined by the AP-RIC.

13. Deadlines

There are four (4) application cycles for Research Support Grants, as per the following deadlines:

Cycle	StartDate	Submission Deadline	DRC Recommendation	Dean Recommendation	URB Recommendation	APRIC Approval
1	Aug 21	Sept 20	Oct 8	Oct 24	Oct 31	Nov 13
2	Oct 10	Nov 12	Nov 26	Dec 14	Dec 21	Jan 4
3	Jan 15	Feb 12	Feb 29	Mar 17	Mar 27	Apr 15
4	Mar 10	Apr 7	April 24	May 16	May 23	Jun 5

14. Grant Management and Oversight

AP-RIC Office 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.

15. Reporting

Progress Reports: (For Multi-Year Projects or projects across 2 fiscal years)
a. Technical Reporting: The Grantee shall submit all reports using the online grants system. Annual technical reports are due one month before the end of the fiscal year (May 31), unless otherwise specified.

b. Financial Reporting: Annual detailed expenditure reports are due one month before the end of the fiscal year (May 31), unless otherwise specified, and shall demonstrate the use of grant funds against the outlined in the agreement.

Final Report: (For One-Year and Multi-Year Projects)
a. Technical Reporting: Grantee shall submit final evaluation/data/reports using the online grants' system. The final technical report is due within (60) days after the end of the grant period unless otherwise specified.
b. Financial Reporting: The final detailed expenditure report is due within (60) days after the end of the grant period and will demonstrate the use of grant funds as outlined in the annual project budget. Expenditure reporting on the per diem is not requested.
  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, where applicable.
- 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.

Any unspent/uncommitted grant funds shall be returned to AP-RIC Office at the time the final report is submitted online.

All due Final Reports must be submitted and approved before any new faculty support grant application is considered.

All reports are submitted on the intramural grants system: https://lfweb.aucegypt.edu/forms/

➢ **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.**