



THE AMERICAN UNIVERSITY IN CAIRO

Office of The Provost

Policies and Guidelines

Teaching and Learning Enhancement Support Grant (TLESG)

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Teaching and Learning Enhancement Support Grant (TLE)

1. Introduction

AUC is committed to providing students with a high-quality, enriching university experience. Grants are competitively granted to support individual or group projects and are administered by the Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC).

Teaching and Learning Enhancement Support Grants (TLE) scheme to support teachers in their commitment to continually improve their teaching while sustaining high quality learning at AUC. TLE supports innovative and creative initiatives and projects that seek to enhance teaching practices and education at AUC. Special emphasis may be given to projects designed to stimulate innovation in teaching and course delivery that might 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 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 maximum \$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' project. Applicant(s) may apply for longer term funding (up to 3 years) however, funding however will be transferred annually subject to approval of an annual progress report.

Faculty members are encouraged to supplement AUC's funding with additional funding from other sources. However, any project funding from additional sources, whether internal or external, must be stated and justified in the application form.

2. Eligibility Criteria

1. AUC Teaching and Learning Enhancement Grant funding is restricted to full time faculty members.
2. The applicant must have all final reports for any previously awarded Teaching and Learning Enhancement grants on record as submitted and **approved**.
3. The applicant shall not apply for more than one TLE per cycle.
4. The applicant shall not have an active TLE 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.
10. Associate Provosts, who are also URB members, are ineligible for any type of Faculty Support Grants but shall request research funding from the APRIC office directly

3. General Guidelines

1. Proposals will not be considered from past recipients who failed to submit progress or final reports.
2. Faculty member may be part of only one Teaching and Learning Enhancement Support Grant at any point of time.
3. Faculty members may be the PI for only one proposal during a funding cycle. funding however will be transferred annually subject to approval of an annual progress report.
4. Two faculty members applying for joint annual funding may be the PI and Co-PI for only one proposal during a funding cycle.
5. Duration of proposals can be approved for a maximum of three years; funding will be transferred annually subject to approval of an annual progress report.
6. Funds must be used as stated in the proposal.
7. Projects that are proprietary in nature are subject to AUC's Intellectual Property Policy.
8. Research projects are *ineligible* for funding as Teaching and Learning Enhancement Grants.
9. All grant applications for Associate Deans and Chairs will be reviewed by the school Dean and the University Research Board (URB).
10. 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. 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 in an innovative way to enhance students' learning experience.
3. Conduct a research-informed pilot study in order 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 a department or unit.
6. Create educational materials that can be easily updated for re-use in subsequent semesters at minimal cost.

5. Evaluation Criteria (as communicated to the reviewers)

Applications will be assessed using the following criteria:

1. Clarity of the academic work objectives and how it addresses an existing challenge.
2. Projects designed to stimulate innovation in teaching and course delivery that might serve as useful models across the University.
3. The proposal is drawn from sound pedagogical practices or current learning theory.
4. Clear and founded work methodology.
5. Student learning outcomes are clearly identified and aligned with the Objective.
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

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A new proposal must include the following elements:

1. Project title
2. Course Information
3. Rationale (not to more than 600 characters with spaces)
4. Innovativeness in design/ course delivery.
5. Objectives: Current student learning problem or challenge that needs to be addressed (not more than 600 characters with spaces)
6. Student Learning Outcomes: (not to more than 600 characters with spaces)
7. Methodology: How each specific aim will be investigated and addressed
8. Work Plan: The duration and plan of actions over months and year/s with clear dependencies among different tasks and resources allocation
9. Evaluation Plan
10. Project Future funding: The budget sheet must include detailed description, explanation and justification in units and cost per unit of all the requested items to avoid arbitrary decisions on the appropriate level of funding.
11. Budget Sheet: an excel sheet is provided online to itemize expenditures at the following link <http://www.aucegypt.edu/research/faculty-support-grants>
12. Time commitment and role of the PI(s) and, if applicable, CO-PI(s).
13. References
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: www.aucegypt.edu/research/research-administration/institutional-reviewboard
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.
15. 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 will normally be granted after submitting a detailed Progress Report to the online system on the project for which the grant was granted. The Report needs to be reviewed and approved by the Departmental Research Committee (DRC), the Dean, and the Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC). Further funding from AUC is contingent upon receiving the approval of these reports and funding availability. Renewals will not be permitted for grants that were not originally proposed as multi-year projects.

7. No-Cost Extensions

Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC) may approve on a case-by-case basis No-Cost Extensions on current research grants. A request for No-Cost Extension must be submitted online by the PI at least two months 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. Requests for No-Cost Extensions can only be submitted online for one year projects or at

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the end of the final year in multi-year projects. For multi-year projects, a Progress Report needs to be submitted with the extension request. 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. 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.

8. Other Funding Sources

Principal Investigators (PI)s may apply to more than one funding source for the same Teaching and Learning Enhancement 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 by AUC's Teaching and Learning Enhancement 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 Teaching and Learning Enhancement Support Grant will be terminated and the allocated funds will be returned to the Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC).

9. Budget

1. The budget sheet must be filled based on the details, break down and justification of the requested amount for each fiscal year in separate columns (Year 1), (Year 2) and (Year 3), in case of multi-year projects, noting that all the requested activities and payments for each year shall follow the fiscal year starting 1 July and ending 30 June, since the fund is provided each fiscal year.
2. 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 to 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].
3. The levels of Research Assistants hourly compensation are as follows:
 - Research Trainee (Undergraduate student): Up to to EGP 45/hour
 - Research Assistant (B.A. or B.S.): Up to EGP 80/hour
 - Senior Research Assistant (M.A. or M.S.): Up to EGP 85/hour
 - Research Fellow (Ph.D. – up to 10 years of experience): Up to EGP 140/hour
 - Senior Research Fellow (Ph.D. – Over 10 years of experience): Up to EGP 180/hour
 - An incentive of 10% can be offered if the RA is registered for a postgraduate, masters or doctorate, degree where the PI is an official advisor to his/her thesis.
4. Travel and stay budget line may include air ticket, per diem and visa fees.
5. For travel requiring air ticket, the budget justification must state the exact travel and arrival dates and the destination, as per the research activity dates and location, 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.
6. Air Tickets shall be booked by the AUC Travel Office and only economy class is allowed. Exceptionally, the Travel Office may approve 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 cheaper than that available to the Travel Office after all discounts. Because the overall level of discounts obtained by the Travel Office is heavily dependent upon the annual volume of its business, minor improvements in ticket price will not be considered in determining whether it can be procured elsewhere.
7. 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.

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8. AP-RIC Office abides by the AUC monthly exchange rate.
9. The grantee shall finalize the air ticket purchase and all related travel expenses soon after after the Agreement is finalized, because AP-RIC Office will not undertake any possible changes in the exchange rate or the ticket price.
10. 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.
11. For travel to the Americas or the Far East, per diem is allowed for two days' transit beyond the actual conference period. For other international travel, per diem is allowed for one-day transit beyond the actual conference period.
12. 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
13. 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 LE185.
 - Travel requiring overnight but hotel accommodation is not needed: Up to LE 700.
 - Travel requiring overnight and hotel accommodation is needed: Up to LE 2,500 (receipts required).
14. 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 (city) on record with the school Dean's Office.
15. Ground transportation to and from airports is not covered and can only be requested if the travel location does not have a near airport.
16. 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 computers and accessories), books, and/or publication costs.
17. All expenditures must follow AUC stated policies and procedures regarding personnel hire, purchases, and travel arrangements.
18. All items purchased using AUC funds remain the property of AUC.
19. The grant fund will be annually transferred to a special WBS number created under the department's cost center, upon submitting the progress report and having it approved.

****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.**

➤ ***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 complement and assist our fulltime faculty in their research endeavors.
2. Travel: (shall not exceed 40% of the maximum allowed fund):
 - Travel must relate directly to the proposed development of teaching and student learning.
 - For projects focusing on attending archival repositories/libraries - (restricted to Humanities, Social Sciences and Arts) – applicant shall provide an explanation as to why it is necessary to visit the site

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directly, rather than utilize current technology (internet searches, 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, applicant shall provide an official invitation letter from the visited institute/entity to the invitee for the planned visit stating the exact visit dates and the visit purpose. Projects focusing on attending archive repositories should provide an explanation as to why it is necessary to visit the site directly, rather than utilize current technology (internet searches, digital archives, databases, or interlibrary loans)
3. Equipment and software, the purchase of which can be shown to be demonstrably outside the responsibility of the School/Deanship
 4. On-line access to specialized archives
 5. Other resources needed to improve the teaching and learning experience or education outcomes.

11. Ineligible Expenses

1. AUC faculty salaries.
2. Research Time Stipends (for AUC Faculty);
3. Honoraria.
4. Cost of preparing a paper for presentation;
5. Travel to collaborative meetings, workshops, learned societies or other association meetings.
6. Travel for conference travel-related expenditure (including registration fees for conferences, workshops, training courses and/or professional society membership fees).
7. Dissemination of research.
8. Hospitality; and
9. Editing and 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://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. 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.

13. Deadlines

AUC established four cycles for Research 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

14. Grant Management and Oversight

Associate Provost for Research and Creativity (APRIC) office is responsible for administering AUC Grants. ORCA monitors the project for administrative and financial compliance with the Grant conditions. APRIC office 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

Annual Progress Reports: (For Multi-Year Projects)

a. Technical Report: Grantee shall submit all Evaluation/Data/Reports using the online grants system. Annual technical reports are due on the last day of each budget period (June 30th), unless otherwise specified.

b. Financial Report: Annual detailed expenditure reports are due on the last day of each budget period (June 30th) and shall demonstrate use of grant funds as outlined in the annual project budget. Any uncommitted grant funds remaining shall be returned to AUC at the time the final report is submitted online.

The technical and financial report must be aligned with the deliverables promised in the submitted workplan and the budget. annual Progress Report must be submitted online by June 30th.

Final Report: (For One-Year and Multi-Year Projects)

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

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- 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.

For one-year projects, Final Reports must be submitted online maximum two months after the end date of the project. The technical and financial report have to be aligned with the deliverables promised in the submitted workplan and the budget.

Under any circumstances, all Final Reports must be submitted online before a new application is considered.

The reports and their templates are available at: <http://www.aucegypt.edu/research/faculty-support-grants>

The grant recipient must make a presentation to the faculty members of his/her department with an extended invitation to the Dean and the Associate Deans of his/her school and other concerned faculty to attend such a presentation. Grant recipients will indicate when and where this presentation took place in their final report.

- **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.**