

## Teaching & Learning Enhancement Travel Support Grant (TLET) Guidelines<sup>i</sup>

AUC provides financial support for faculty's involvement in the scholarship of teaching and learning to connect faculty with highly innovative or research-based programs that support engaging, effective, inclusive, or scholarly approaches to teaching and learning.

**The maximum allowed fund** cannot exceed \$3,500 (or the equivalent in Egyptian Pounds) per faculty member per year. The goals of the grant are to fund presentations on the scholarship of teaching and learning at conferences/workshops that develop faculty's pedagogical skills. Other funded activities of this grant may include: delivering a paper, leading a workshop, chairing a session, or exhibiting creative work but solely related to the enhancement of teaching and learning. TLET grant does not fund travel to demonstrate disciplinary research nor to present or learn about materials for course content.

Consequently, the highest priority will be given to faculty who are personally invited to give keynote speeches, plenary presentations or other major addresses, presentations, or performances related to pedagogy. In addition, to the type of the presentation, the prestige and scope of the conference will also be considered.

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

### Eligibility Criteria

1. AUC Teaching and Learning Enhancement Travel Grant funding is restricted to full time faculty members.
2. The applicant must be employed by AUC, in his/her current position, at the time of the conference funded travel.
3. The applicant must not have available funding for the travel described in this application from any other sources.
4. The applicant must have all final reports for any previously awarded internal grant on record as submitted and **approved**.
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 Conference Travel Support Grants.
7. 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- Applications that do not include an invitation or official acceptance letter will be reviewed; however, the funds will only be dispersed upon the approval of

- the grant application and the submission of the official acceptance letter from the conference organizers addressed to the faculty member applying for the grant.
- 2- The successful applicant for a TLET must be (virtually or personally) either a presenter, a chair of a session, or a participant in a panel discussion. In other words, no applications will be approved for applicants who plan only to attend but have no other role.
  - 3- The Office of the Vice Provost (OVP) will fund one faculty member per paper per conference.
  - 4- All things being equal, priority may be given to applicants who will present a paper at a high impact conference, have junior status, have limited financial resources, or who have not received a TLET in previous year/cycle (s) (in that order). Junior faculty members are identified as Assistant Professors within 5 years of their initial appointment at AUC, or Associate Professors within the first two years of their initial appointment at AUC.
  - 5- Each presenter must submit an application. Under normal circumstances, preference is given to the principal author and presenter of the paper or creative presentation.
  - 6- If a student and a faculty apply for funding for the same presentation, priority will be given to the student.
  - 7- Faculty who leave the university, or accept a position elsewhere prior to their travel, will forfeit the Grant Agreement.
  - 8- Applicants are encouraged to pursue all sources of funding for their trip. Applications for partial funding will be considered for Teaching and Learning Enhancement Travel Support Grants that receive partial financial support from other external/internal funding sources. If awarded by OVP and overlapping funding is subsequently obtained from another source for this trip, the applicant must notify the OVP to discuss a management plan.
  - 9- Eligible faculty may combine Teaching and Learning Enhancement Travel with home leave travel.
  - 10- All Teaching and Learning Enhancement Travel Grant applications for Associate Deans and Chairs will be reviewed by the school dean and the University Research Board (URB).
  - 11- Faculty shall be funded for an unlimited number of Teaching and Learning Enhancement Travel Grants per year as long as the total fund does not exceed the maximum allowed fund.
  - 12- 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.

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

- 1- Potential importance of the presentation to the visibility and reputation of AUC in the area of teaching and learning enhancement.
- 2- International scope of the conference.
- 3- Nature of the invitation.

- 4- Type of presentation (e.g., keynote, plenary, moderator, round table, session speaker, workshop, poster, exhibit, demonstration, performance).
- 5- Potential contribution to the applicant's professional development as an educator.
- 6- Clarity and soundness of objectives and rationale for attending the conference.
- 7- Adherence to the application guidelines and quality of documentation.
- 8- Reputation of the conference and the presentation's potential impact on the applicant's teaching performance, professional career, and the university benefit.

## Budget

- 1- Travel and stay budget line includes: (air ticket, per diem, visa fees, etc...). If support for air travel is requested, the applicant must provide the flight route relevant to the conference. The applicant must also provide a cost estimate for the ticket in the budget sheet. Ground transportation to and from airports is not covered, but should be paid using the per diem award.
  - 2- 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 Business 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 taken into account in determining whether it can be procured elsewhere.
  - 3- 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**.
  - 4- All travel expenses will be paid in Egyptian Pounds. This is a longstanding AUC financial policy. The OVP abides by the AUC quarterly exchange rate.
  - 5- The Per Diem rate is up to \$225 per day towards expenses for stay abroad. 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.
  - 6- 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.
  - 7- If the conference registration fees include meals, US \$25 per meal will be deducted from the per diem.
  - 8- For domestic travel within Egypt, the following rates may be used as a guide for per diem rates:
    - Travel not requiring overnight stay:  
Upto to LE 150
    - Travel requiring overnight stay but hotel accommodation isn't needed:  
Upto LE 250
    - Travel requiring overnight stay and hotel accommodation is needed:  
Upto LE 600 (receipts required).
- All payments shall be processed through the responsible offices at AUC including, but not limited to: Travel Office, Controller's Office, etc., and shall abide by AUC policies and procedures.

## 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 four cycles for Teaching & Learning Enhancement Travel Support Grant 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
20 <sup>th</sup> of September	7 <sup>th</sup> of October	22 <sup>nd</sup> of October	5 <sup>th</sup> of November	15 <sup>th</sup> of November
10 <sup>th</sup> of November	25 <sup>th</sup> of November	10 <sup>th</sup> of December	18 <sup>th</sup> of December	31 <sup>st</sup> of December
10 <sup>th</sup> of February	25 <sup>th</sup> of February	10 <sup>th</sup> of March	18 <sup>th</sup> of March	31 <sup>st</sup> of March
10 <sup>th</sup> of April	25 <sup>th</sup> of April	10 <sup>th</sup> of May	18 <sup>th</sup> of May	31 <sup>st</sup> of May

*\* 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 Grant accounts to ensure timely use. Failure to expend funds in a timely manner may jeopardize eligibility for future AUC intermural grants.

## Reporting

1. 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 conference, 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. 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):

- Travel:
  - i. Original boarding passes that align with the funded conference dates and location (is requested if the grantee is provided Air Ticket and/or Per Diem)
  - ii. Air/Bus/Train tickets receipts
- Conference Registration:
  - i. Conference registration fees receipt
- Entry Visa:
  - i. Entry visa receipt

[Final Reports](#) must be submitted online maximum **one month** after the end date of the conference.

Under any circumstances, all [Final Reports](#) must be submitted 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>

The grant recipient must make a presentation to the faculty members of his/her department with an extended invitation to other concerned faculty and the Dean and the Associate Deans of his/her school to attend such a presentation. Grant recipients will indicate when and where this presentation took place in their final report. CLT has the right to ask the PI to present his/her project at one of its functions.

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<sup>i</sup> All faculty support grants abide by AUC policies and procedures.