



THE AMERICAN UNIVERSITY IN CAIRO

الجامعة الأمريكية بالقاهرة

Office of the Provost

Policies and Guidelines

Off-Cycle Contingency Support Funds

(OCCF)



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Off-Cycle Contingency Support Funds (OCCF)

1. Introduction

The Off-Cycle Contingency Support Funds (OCCF) are intended to support:

- Travel to conferences at which faculty have been invited to present research or other creative activities which arise outside the regular funding cycles and
- Unforeseen research/teaching and learning enhancement opportunities which arise outside the regular funding cycles.

Applications for Off-Cycle Contingency Support Funds will be reviewed by members of the Departmental Research Committee in every department (DRC) and a recommendation will be made to the Dean and the Associate Provost for Research, Innovation and Creativity (AP-RIC).

Off-Cycle proposals should include an explanation of the unforeseen contingency or travel circumstance. This type of exceptional fund can be applied to the following grant types:

- Research Support Grant
- Teaching and Learning Enhancement Support Grant
- Organization of a Conference Support Grant
- Conference Travel Support Grant
- Teaching and Learning Enhancement Travel Support Grant

2. General Guidelines

1. The applicant has to check with the Dean on the availability of fund before applying through the online system.
2. All rules and regulations of each grant type are applied in this grant. So when applying, please refer to the guidelines and eligibility for the requested grant type.
3. The faculty member who consumed the maximum allowed fund for a certain grant type is *ineligible* to apply for an Off-Cycle Contingency Support of the same grant type.
4. Rejected proposals through the regular support grant system can't be considered in the Off-Cycle Contingency Support Funds.
5. 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.”
6. Similar to the regular grant support system, a final report (technical and financial) must be submitted. Please refer to the section about reporting in every grant type.
7. The allocated fund for each school is very limited.

****If the the grant activity starts after the first of July, the grant will be funded from the applicant's, as well as the school's maximum allowed fund of the corresponding fiscal year.**

- **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.**