



THE AMERICAN UNIVERSITY IN CAIRO

الجامعة الأمريكية بالقاهرة

Office of the Associate Provost for Research Innovation and Creativity

Guidelines

Off-Cycle Funds (OCF)

Office Responsible	The Office Research and Creativity Advancement
Last updated	October 2023
Reviewed and Recommended	The University Research Board
Approved	The Associate Provost for Research

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Off-Cycle Funds (OCF)

1. Introduction

The Off-Cycle Funds (OCF) are intended to exceptionally provide support outside the regular funding cycles for:

- Participation in conferences to which faculty members would have been invited to present research outputs or creative activities, with the date of the invitation not allowing an application in one of the regular funding cycles;
- Justifiably unforeseen research/teaching and learning enhancement opportunities that arise outside the regular funding cycles.

This funding mechanism is not meant as backup for missed regular application cycles.

This type of exceptional funds may 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

The objective of the OCF means that this funding mechanism would be resorted to sparingly.

2. Eligibility Criteria

1. AUC Off-Cycle Funds are 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 activity.
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.
4. Faculty members on “Paid Medical Leave” are ineligible for this type of funding.
5. The applicant must have all due final reports for all previously awarded internal faculty support grants on record as submitted and **approved**.
6. Faculty members can apply for another OCF while they have an active one. However, no funds will be dispersed until the faculty member submits the final report of the active OCF.
7. 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.
8. 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. All rules and regulations of each grant type are applied in this grant. So, when applying, please refer to the guidelines and eligibility of the requested grant type.
2. The faculty member who consumed the maximum allowed fund for a certain grant type is ineligible to apply for an Off-Cycle Fund of the same grant type.
3. Rejected proposals through the regular support grant system shall not be considered for the Off-Cycle Funds.
4. 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.
5. 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.

4. Procedures

Full-time faculty members must adhere to the following procedures:

1. Prior to submitting an OCF application, a faculty member shall seek the approval of the AP-RIC for submitting an OCF application through the submission of an online request for an OCF using the online grant submission system at: <https://lfweb.aucegypt.edu/forms/>
The request must include a strong justification for the need for an OCF, and the approval of this request is needed to proceed with an OCF application through the online grant submission system.
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 application for review and evaluation.
4. If the proposal involves human subjects/participants, the 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 web pages.
5. The School Dean receives the submitted application and the DRC reviews for his/her recommendation.

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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. 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 an 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, 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.

If the grant activity starts after the first of July, the grant will be funded from the applicant's maximum allowed fund for 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 the AP-RIC Office in clarity.**
- **All faculty support grants abide by AUC policies and procedures.**