Section 1 - Introduction

AUB offers faculty development grants to full-time professorial faculty members to support their development as researchers. Both, short and long-term faculty development grants, are administered by the dean’s office in each faculty/school. Short-term grants (maximum 7 days) support travel by faculty members presenting research results at international conferences, symposia, or meetings. Long-term grants (2-8 weeks) support faculty travelling to conduct research during the summer months (June 1- August 31). Both, short-term and long-term grants, are from unrestricted funds.

Section 2 - Eligibility

Each faculty member is only eligible for one kind (either short or long-term) of faculty development grant per fiscal year. In the same fiscal year, a faculty member who receives a faculty development grant cannot benefit from a paid research leave, and vice versa. It is the responsibility of each respective dean’s office to ensure that faculty members do not benefit from both types of leave in a given year. Faculty members who apply to attend a conference without giving a research presentation will not be funded. Part-time and visiting faculty members (with contracts of less than two years) are not eligible for faculty development grants.

Section 3 - Policy

1. Short-Term Faculty Development

These grants are designed to support individual faculty members travelling to international conferences to present papers (or other scholarly work). AUB offers to cover the ticket cost, airport transportation, conference registration, and a per diem for the duration of the conference as per the rates published by the Comptroller’s Office. The ceiling for short-term faculty development grants is $2,500 for travel to the MENA and Europe, and $3,000 for travel elsewhere. Requests exceeding the above set ceiling arising from unexpected situations will require extensive justification accompanied by supporting receipts for all expenses to be approved by the dean following the return of the faculty member.

2. Long-Term Faculty Development

These grants are designed to support individual faculty members travelling to conduct research during the summer months (June 1- August 31). AUB offers to cover the ticket cost and a per diem of $3000 per 30 calendar days, pro-rated. The duration of support ranges from two to eight weeks. Applications for long-term grants should reach the dean’s
office by March 31. Faculty members must wait 22 months after receiving a long-term grant before benefiting from another long-term award which is monitored by the dean’s office.

For both, short-term and long-term faculty development grants, the faculty member is required to return all or part of the allowance received if the trip is cancelled, duration of stay reduced, or if costs are to be covered by another funding body.

Section 4 - Application Process

Applications for short-term grants should reach the dean’s office at least five weeks prior to the date of the proposed travel. For summer travel (June 1 to August 10), applications must be received by March 31. No applications will be accepted after the deadline. Those who have early acceptance to present at a conference are encouraged to apply as soon as possible, as early registration and bookings may reduce costs significantly.

1. Applications for all faculty development grants should include the following elements: CV (or link to an electronic CV).

2. A Faculty Development Grant Application Form which includes the departmental chair’s evaluation.

3. An explanation or evidence of research output from previous faculty development awards, where applicable.

4. A clear statement of whether additional funds from university or external sources have been received or sought.

5. Request and Authorization for Official University Travel Form approved by the departmental chair: [http://www.aub.edu.lb/HR/FORMS/Pages/forms.aspx](http://www.aub.edu.lb/HR/FORMS/Pages/forms.aspx).

6. Leave Request and Approval Form approved by the departmental chair: [http://www.aub.edu.lb/hr/forms/Documents/misc/Leave_Request_Form.pdf](http://www.aub.edu.lb/hr/forms/Documents/misc/Leave_Request_Form.pdf).

A. Short-Term Faculty Development Grants

Applications for short-term faculty development grants should also include:

a. A brief statement explaining why this travel is important for the faculty member’s professional development and the significance of the research he/she intends to present.
b. A letter or statement of acceptance for the research to be presented from the conference or symposium organizers.

c. An itemized list of estimated expenses including ticket and registration fee (and late fee if applicable). Specify the AUB per diem rate for the destination city. If costs are to be fully or partially covered by another funding body, this should be clearly indicated.

d. An explanation if the total cost of the travel is expected to exceed $2,500 for travel to the MENA and Europe, and $3000 for travel elsewhere approved by the dean.

B. Long-Term Faculty Development Grants

Applications for long-term faculty development grants should also include:

a. An abstract (200 words or less) and a detailed description of the proposed research travel explaining why it is important for the faculty member’s professional development and the significance of the research that he/she intends to pursue.

b. If the grant involves cooperation with host institutions, a copy of each letter of invitation.

Section 5 - Procedures

1. Short-Term Faculty Development Grants

For short-term faculty development grants, AUB offers to cover ticket cost, transportation from/to the airport in the destination country, conference registration cost, and per diem (for accommodation, meals, and incidental costs). The grant for short-term faculty development may not exceed $2,500 for travel to the MENA and Europe, and $3000 elsewhere.

a. Ticket Cost and Airport Transportation: Faculty members must channel their economy ticket purchase through the Travel Office. If the ticket is purchased by the Travel Office, a boarding pass is needed for submission upon return. If, however, the traveler is able to secure a cheaper ticket compared to the Travel Office price, the faculty member may go ahead and purchase it and get reimbursed upon presenting a receipt and a boarding pass. The grant also covers the reasonable cost of round-trip ground transportation from the airport in the destination country (airport shuttle service, local train, taxi, etc.) to the intended destination, e.g., conference, upon the presentation
of a receipt.

b. **Conference Registration Cost:** Faculty members may pay for the conference registration fees themselves and be reimbursed against a receipt.


The total per diem equals the maximum daily allowance multiplied by the actual conference days. For conferences held outside Europe and the MENA, an additional day is granted. No settlement of per diem (presentation of documents) is required.

2. **Long-Term Faculty Development Grants**

a. **Ticket Cost and Airport Transportation:** Faculty members must channel their economy ticket purchase through the Travel Office. If the ticket is purchased by the Travel Office, a boarding pass is needed for submission upon return. If, however, the traveler is able to secure a cheaper ticket compared to the Travel Office price, the faculty member may go ahead and purchase it and get reimbursed upon presenting a receipt and a boarding pass.

b. **Per Diem (for Accommodation, Meals, and Incidental Costs):** For long-term faculty development, the per diem is $3,000 per 30 calendar days, pro-rated. No settlement of per diem (presentation of documents) is required.