

February 13, 2008

**From:** Provost  
**To:** Academic Deans and All Full-Time Faculty  
**Subject:** Junior Faculty Research Grant

AUB invites applications for one semester of paid research leave from junior faculty members who in the next academic year (2009-2010) will be entering their third or fourth year in rank as an Assistant Professor. Faculty awarded this grant may use it for research and writing in Beirut or for travel for research purposes.

The deadline for applications to be sent to the Dean's office is April 3, 2009 and April 17, 2009 to be received by the Provost's office. The process of approval follows the general guidelines of application for paid research leave and is as follows:

Applicants must present a written research plan to their Dean, through the appointee's Department Chairperson by the announced deadline (April 3).

The plan must indicate in detail the proposed scholarly activities to be undertaken and how these will contribute towards the appointee's academic and professional improvement, with special emphasis being given to any benefits that will be derived by the appointee's Department. The plan must also state the amount and source of any remuneration or travel allowances to be received as a result of the proposed activities from any source other than AUB. In general the format of the required proposal is similar to that of a request for paid research leave.

The Dean is responsible for the initial reviewing and approving or disapproving all Paid Research Leave plans after considering the recommendations of the appropriate Department Chairperson, and the Faculty Advisory Committee. The Dean forwards to the Provost for consideration by the Board of Deans, only those leave plans that are approved. The President retains the authority for granting final approval of any proposed leave plan that is approved by the Board of Deans.

The appointee must sign a statement accepting all terms and conditions upon which the Paid Research Leave is granted. If the faculty member's research plan includes a trip, he/she must submit to the Provost's office, a month prior to the trip, a RAOUT in order to receive a payment

according to the duration of the trip. *Please note that the air ticket is provided to the faculty member ONLY and not to his/her entire family members.*

Upon conclusion of the Leave, he/she must submit to the Provost, appropriate Department Chairperson and Dean a report describing how the Leave was spent and what was accomplished and an expense report detailing the financial status. *Should research plans change significantly, such changes must be approved by the respective Dean.*

All Paid Research Leaves are treated as a Leave with Pay, so that normal salary and benefits, including educational benefits, continue in effect during the Leave period.

**Please note that each faculty member on leave is allowed up to ONE grant per year, either Junior Faculty Research (conducted either in Lebanon or abroad) or short/long Faculty Development grant.**

**Expenses incurred by attending a conference (whether to participate or to present a paper/poster) during a Junior Faculty Research, will not be covered from the budget of a Junior Faculty Research Grant.**