

Policy Title	Selection for and Administration of Awards
Responsible AIU Office (Higher Management/Directorate) (Accountability Office)	Office of the VP for Research Affairs
Policy Owner (Executive Department/Office) (Administrative Responsibility Office)	The Awards Committee
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

I. SCOPE OF POLICY

This policy provides the necessary framework to guide all efforts pertaining to the selection of Faculty applicants for intra-mural and extra-mural research awards. Compliance with this university policy/procedure extends to all Academic, and Administrative Staff involved in application for and administration of application for different award competitions.

II. DEFINITIONS

There are no definitions for this policy.

III. POLICY STATEMENT

As it aspires to join the ranks of global research intensive universities, AIU takes every possible step to encourage scientific research. AIU Board of Trustees approves a number of periodical and name awards for outstanding AIU researchers in different disciplines. As well, a dedicated campus-wide Awards Committee is formed to solicit applications and undertake a structured evaluation of applicant to select awardees. Moreover, The said committee disseminates the various announcements and rules and regulations for extra-mural research awards, such as those offered by the National Academy of Scientific Research and Technology or the Supreme Council of Culture among others, among the AIU community to seek applications and prepare priorities for recommendations for nomination by AIU President.

IV. RESPONSIBILITIES

- AIU President delegates the application review and the authority for application selection to the Awards Committee
- The Awards Committee is the primary party responsible for execution of this policy
- The Awards committee is composed of an odd number of membes selected from Faculty Members in Professorial ranks and appointed annually at the beginning of every academic year

- by the VP Academic Affairs from representatives from the different disciplines in AIU nominated by their respective deans
- The Awards Committee decisions are considered effective with a simple majority (50%+1 vote)

V. POLICY STANDARDS AND PROCEDURES

1. At the beginning of every academic year, deans of different faculties representing different research disciplines in AIU nominate one faculty member per discipline to the VP Academic Affairs for appointment on the Awards Committee for a one-year term
2. The VP selects the members from the nominees as s/he finds fit and appoints the necessary number to ensure the membership is an odd number.
3. The committee is chaired by the most senior member academically.
4. At the beginning of each term, the committee surveys the award landscape in different disciplines represented in the committee and prepares a calendar for the deadlines of applications to intra- and extra-mural awards, and sets internal deadlines for the required duration for internal review.
5. The committee secretary announces these deadlines to the faculty at large three months ahead of time.
6. For intramural grants, The Awards committee prepares and updates the application form to collect the pertinent information required for the adjudication process (See Forms).
7. For extra-mural grants, the Awards Committee collates and maintain an updated collection of relevant application forms to share with the faculty at large with the announcement of a given award.
8. After applicants submit the required documentation by the stipulated deadline, the Awards committee meets to adjudicate the applications should there be more than one applicant for a given award or award recommendation thereof.
9. The adjudication process takes place according to an Evaluation Checklist (See Forms) that is accessible to the applicants. For technical evaluation, the Awards Committee may resort to delegate file review to subject matter experts from other Egyptian and International Universities.
10. Should the situation arise where two applicants share the same evaluation score based on the Checklist and external reviewers, the selection is to be conducted by a vote. Committee representatives from the corresponding disciplines to the applicants will be recused from the voting process. In case of an even split, the vote of the Committee Chair (or the most senior voter should the Chair be recused) outweighs the other votes.
11. Following the selection, the Awards Committee makes recommendations to the AIU President and BOT for granting an intra-mural award or for official nomination to an extra-mural award.

VI. FORMS/INSTRUCTIONS (if applicable)

- Intramural grants application form
- Faculty Applicant Evaluation Checklist

VII. APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII. RELATED POLICIES

VIV. CONTACT INFORMATION

Chair, Awards Committee

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.