Faculty Publication Grant Application Guidelines

I. OVERVIEW

The Senate Scholarly Activities Committee (SSAC), elected by the University Senate, awards grants based on the merits of the proposal, the merits of the project, and the availability of funds. This application form is to be used to request publication grants only; other SSAC forms are available to request research and travel funding.

Program Objectives ~ The SSAC awards grants to faculty and staff to assist them in paying publication costs (i.e., "page charges") for articles. It also provides partial subsidies related to the cost of publishing scholarly books or research monographs.

Limitations ~ The total funds available to the Committee for publication grants depends on the amount of funds made available to the SSAC; these funds are derived from indirect cost monies received by the University through externally supported research programs and projects.

While there are no specific limits on the amount of funds that can be requested by a faculty member for a given project, past awards have ranged from $50 to $1000. Awards in the upper range are only made in unusual circumstances.

The Committee will not consider more than one publication application from an individual at any one meeting.

Only one publication grant will be awarded during an academic year. However, such awards may be requested concurrent with an active SSAC research or travel grant.

Final reports for all completed previous SSAC research grants must be on file with the SSAC before new proposals will be considered for funding.

Publication costs related to the improvement of a faculty member's teaching will not be considered by the SSAC. Support for such projects should be requested from the Office of Instructional Development.

The Senate Scholarly Activities Committee will consider applications for publication costs at those times when the funds available to the Committee exceed those needed to meet all approved requests for SSAC research grants.
II. ALLOWABLE COSTS

- Generally, the SSAC will fund professional publications (e.g., peer-reviewed) for which an invoice has been received. The invoice must be submitted during the next available funding period.

- The SSAC will consider requests for 100 percent of the costs for a single-author paper if funds are available. Costs should be equitably distributed among multiple authors if some of them are from other institutions.

- The SSAC will consider requests for page charges.

- The SSAC will consider requests for indexing for which an invoice has been received. The invoice must be submitted during the next available funding period.

- The SSAC will consider requests to subsidize publication costs of scholarly and/or creative books, monographs or other media.

- The SSAC will consider costs for electronic publication, including fees for open access of the publication.

III. UNALLOWABLE COSTS

- Normally, the SSAC will not pay for overcharges (i.e., for pages over the publisher's set limit).

- Charges for rapid publication are not allowable.

- The SSAC will not pay charges for reprints.

IV. ELIGIBILITY REQUIREMENTS

All faculty members of the University of North Dakota are eligible to apply for and receive grants subject to the limitations indicated in Section I, B. However, individuals whose full-time responsibility at the University is in administration are eligible for SSAC support only if their proposal pertains to work in their academic field.

Because the main purpose of SSAC grants is to encourage and develop the scholarly expertise and professional reputation of UND faculty, applicants who receive an award and subsequently find they will be leaving the University must notify the Committee chairperson and discuss possible termination of the grant.

V. AWARD CRITERIA

The Committee will review the following factors in considering an application:

- Merits of publication request.

- Academic rank of applicant (preference is given to junior rank).
VI. APPLICATION AND AWARD PROCESS

Proposal Requirements ~ To apply for a publication grant, complete the attached form. Include the title of the journal or book and the source(s) for support of the research or creative activity. Include, where applicable, the abstract, a copy of the publisher's invoice, a copy of the "Instructions to Authors" page of the periodical, evidence that the article or book has been accepted for publication, and provide evidence that the charge is not for rapid publication, is a mandatory charge for publication, and is not for reprints.

The original application (with original signatures) and twelve (12) copies should be submitted to the SSAC prior to the published deadline. Where appropriate, supplemental pages can be appended, but twelve (12) copies of all materials should accompany the application form.

All proposals must be signed by the applicant, the Department Chairperson, AND the College Dean.

Deadlines ~ Application deadlines are set by the SSAC each year. Generally, there are several competitions. The actual deadlines for submitting proposals will be announced in the University Letter and on RD&C’s homepage.

Completed applications must be submitted to RD&C by 4:30 p.m. on the specified deadline and an electronic copy sent to Julie.solheim@research.und.edu.

VII. REVIEW AND NOTIFICATION

Committee Action ~ Applications received by the deadline will be reviewed and acted upon by the SSAC at its first scheduled meeting after a given deadline. Applications may be:

• Approved

• Approved contingent on modifications

• Rejected

• Deferred for future action.

Faculty will receive a letter from the Chairperson soon after the Committee's deliberations, indicating the decision of the SSAC. In cases of approval with modification, rejection or deferral, the letter will indicate the reasons for the Committee's action and any additional information required to complete action on the application. For those projects approved by the Committee, a Notification of Award specifying the amount and duration of the award will accompany the letter. A copy of the award letter will be sent to the chair of the department and the dean of the college.
Grant Period ~ Awards are made for periods of up to one year but are generally for shorter time periods. The exact dates will be specified on the Notice of Award. Unexpended funds from individual grants will revert to the general research account unless a written request and justification (with a current financial report) is submitted and authorized by the SSAC at least one month prior to the termination date.

Faculty desiring a time extension should file a request with the SSAC. The letter should specify the requested new termination date and a current financial report should be appended. In no instance will an extension be permitted for more than one year beyond the original termination date.

Deviations from Approved Budget ~ Because the funds available to the Senate Scholarly Activities Committee are limited, any over-expenditure of SSAC accounts will be the responsibility of the awardee. In unusual circumstances and with the prior approval of the Committee, arrangements may be made to cover unanticipated expenses.

Publication awards may be used only for the purposes indicated in the approved application, and may not be diverted to other types of research expenses. Any over-expenditures are the responsibility of the faculty member.

In general, awards are made for a specific project and the scope of work described. If, in unusual circumstances, there is a surplus of money, use of awards funds for purposes outside of those listed in the approved budget can only occur after approval of a formal request for budgetary revision. Requests for budgetary revisions must be accepted by the Chair or full committee of the SSAC.

VIII. ADMINISTRATION OF AWARD

In the case of publication awards, appropriate University forms must be completed and sent through RD&C for approval.