

## **Publication Fund – Reynolda Campus**

The Publication Fund is intended to help faculty publish their work and thereby achieve recognition for their scholarship and of the institution.

Awards are made to the faculty of the College and of the Graduate School of Arts and Sciences on the Reynolda campus in order to support two kinds of expenses; namely, those associated with

- a) the publication of completed work (books, articles, monographs, recordings, etc.),
- b) the preparation for publication of work based upon completed research.

Awards will not be made to cover the preparation or publication of textbooks, manuals, and syllabi or other course materials, nor to support the preparation of graduate student theses and dissertations. Persons holding appointments as endowed chairs have their own professional development funds and hence are not eligible to apply for such awards.

Applications to the Publication Fund are handled separately for

- 1) faculty in departments with graduate programs or who regularly participate in graduate programs as chairs or members of student thesis or dissertation committees, and
- 2) for faculty in departments without graduate programs.

The same application form is used but those in the first category are to submit their application for funding to the Dean of the Graduate School whereas those in the second category are to submit their requests to the Associate Dean for Faculty Development. In all cases, the faculty member must first use funds available to support the cost of publication or production costs from sources of funding available to the faculty member individually or the department collectively from grants, indirect cost accounts or other sources of support for research or creative activities. Applications must include the signature of the applicant's Department Chair who assures that "local" (individual faculty or department-related) sources of funding are not available for supporting the publication request. Applications for funding within a given fiscal year must be submitted no later than May 15 of that fiscal year. Applicants are normally notified of a decision within two weeks.

In accepting money from the Publication Fund to subsidize the publication of books or any other potentially revenue-producing material, the recipient accepts the obligation to use the revenue obtained to help repay the Publication Fund up to, but not exceeding, the amount of the subsidy received.

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### APPLICATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

If you participate in other departments or programs, list those here: \_\_\_\_\_

Email: \_\_\_\_\_ Campus Extension: \_\_\_\_\_

Rank:  Professor  Associate Professor  Assistant Professor  Lecturer  Instructor

Status:  Tenured  Tenure Track  Lecturer or Senior Lecturer (>1 year appt)  
 Visiting or Temporary (date appointment expires: \_\_\_\_\_).

Semester during which the work on this publication will be done (fill in all that apply):

Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ (ending June 30) Summer 20\_\_\_\_ (beginning July 1)

Receipts and invoices for work completed through June 30 must be submitted to the Office of the Dean of the College or Office of the Graduate School of Arts and Sciences by July 8.

Please describe the project for which the publication funds are being requested:

Please state the total amount being requested and a breakdown of the categories of specific expenses, indicating what other sources of funds are available for covering these expenses:

Did you receive other university funds for creating this project?  Yes  No

If yes, what fund? \_\_\_\_\_ what year? \_\_\_\_\_ how much? \_\_\_\_\_

Have you previously received support from the Publication Fund? If so, please indicate the year and the dollar amount.

\_\_\_\_\_. If repayment has been made to the Publication Fund, please indicate this as well \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Signature (Dean of the College or of the Graduate School)

Approved for \$ \_\_\_\_\_  Denied

Approved for Fiscal Year \_\_\_\_\_

Please submit **this form** and **a copy of your current curriculum vita or FIF form** to either the College or the Graduate School of Arts & Sciences Office, Reynolda Hall.