



## Publishing Subvention Grant Guidelines

### Publications Fund

#### Instructions

- Applicants are encouraged to consult the STM Research and Academic Program Administrator, Laura Mitchell, before submitting their applications.
- Please complete the following electronic form using clear language for a non-specialist audience.
- Grants will be administered through the Finance Office. Please make arrangements before April 30<sup>th</sup> of the year following the awarding of the grant for the payment of funds; otherwise the money will revert to the College's general funds. Receipts must be provided except for per diem expenses.
- Grants must be spent on the projects for which they are awarded.
- Grant holders will be asked to complete a **brief grant outcomes form** summarizing their work.
- Successful applicants must hold an appointment with STM. Termination of employment with STM will result in the termination of the grant. Funds unused at the termination of employment with STM will revert back to the General Research Fund. Grants must be spent on the projects for which they are awarded.
- Submit a completed and signed copy to: **Laura Mitchell, Research and Academic Program Administrator, [lmitchell@stmcollege.ca](mailto:lmitchell@stmcollege.ca)**.
- **Deadlines:** May 1<sup>st</sup> and October 1<sup>st</sup>.

#### Criteria

1. Tenured, tenure-track, term appointees with a minimum of six months remaining in their contract, and sessional lecturers currently teaching at STM are all eligible to apply. Sessional applicants must have secured a teaching appointment for the time covered by the grant. Sessional or other contract faculty may receive one Subvention Grant per 12 credit units taught for the College.
2. In order to be eligible faculty **must** have confirmation from the publisher that the work has been accepted for publication. Requests for publishing subventions without a copy of an agreement to publish will not be funded.
3. For book subvention requests a copy of the formal subvention request from the publisher must also be included.
4. Grants are awarded up to \$5,000.



5. The committee will respond to all applicants, both successful and unsuccessful, with the reasons for their decision.

## Eligible Expenditures

Publication costs associated with the direct act of publishing are eligible. All requests must be accompanied by a copy of the publisher invoice outlining costs associated with the following:

- **Journal Article** open access fees
- **Book Publication Subventions** for applications that include an explanation of planned use of funds and a letter from the publisher indicating the detailed budget for the book.
- **Other Scholarly and Creative Works** including: art catalogues and collections for which the applicant is the artist or senior editor; non-print media such as the production of a film/video or the production of a master recording; digital/electronic media such as the digitalization of collections defined such that all of the content of the entire collection is freely available online; literary works such as a poem, play, or screen play; and publication of a composition of music.

## Ineligible Expenditures

- Preparation costs;
- Journal reprint costs;
- Page fees;
- Colour printing or reproduction costs;
- Non-refereed publications such as in-house publications, newsletters, and other personally self-published works;
- Professional development or the creation of teaching curriculum;
- Honoraria for authors or editors;
- In instances where the scholarly bona fides of the chosen publishing venue are questionable as documented on the University Library webpage:  
<http://libguides.usask.ca/predatorypublishers>



# ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

## Publishing Subvention Grant Application

### Publications Fund

#### Contact Information

<b>Name:</b>		<b>Telephone:</b>	
<b>Email:</b>		<b>Academic Appointment:</b>	Choose an item.
<b>Department:</b>			
<b>Total Amount Requested:</b>			

#### Required Signatures *(Must be obtained prior to submission):*

<b>Applicant:</b>		<b>Date:</b>	
<b>Dept Head:</b>		<b>Date:</b>	

*Applications from Department Heads must be signed by the Associate Dean.*

#### Project Information

<b>Publication title:</b>	
<b>Publication type:</b>	Choose an item.

#### Attachment Checklist

##### Publication Subvention Costs

Evidence the book has been accepted for publication  
(i.e. copy of the agreement/letter from publisher) Attached

Copy of the formal subvention request from publisher Attached

Peer reviews/assessors' reports Attached

##### Publication Costs

Copy of the publisher's invoice or receipt indicating  
the detailed direct costs of the publishing work Attached



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1. Provide a brief description in lay language of the scholarly work to be published. (Limit of 1,000 characters, including spaces).

2. Please justify your costs requested in the budget table using the same category sub-headings as listed in the table. For personnel costs, describe in detail the nature of the work required including a list of duties. (Limit of 1,000 characters, including spaces).

3. Have you received funding from the Publications Fund previously?      Yes      No

If Yes, please indicate the award date, category awarded, and type of publication. Please briefly describe the benefit of the funding.



4. Is this scholarly or creative work peer-reviewed? Yes No

If Yes, please briefly describe the peer review process. If No, please explain.

5. Provide rationale to the choice of publishing venue. Please include a validation indicator (i.e. impact factor, science citation index) to speak to the quality of the publisher/journal.

6. Is this published work an outcome of funded research? Yes No

If yes, please explain why your awarded grant/contract did not cover this expense.



7. Do you have other funding available to support these expenses? Yes No

If yes, please list all internal and external funding resources available.

### Budget Guidelines

**Provide a clear, detailed list of all anticipated expenditures by type and amount for which you are requesting Publication Fund monies to pay for (*please add categories and/or lines in the table below if required*).**

- Please review the guidelines prior to completion for a further description of the funding categories, eligible expenses and maximum funding available.
- Please include costs in Canadian Funds only. For invoices/receipts in foreign currency, the current rate of exchange at competition deadline date will be used for award purposes.
- For personnel costs (*other than that of the applicant*) directly related to the production of the work, please include total salary and benefits (if applicable) to be paid and identify the number of hours to be worked and the rate of pay (\$/hr). Where graduate students are employed, the applicant must use the graduate student salary rate.
- For STM standard rates of pay for undergraduate students, see the HR + Payroll tab on the Policies, Forms, and Resources SharePoint.
- For STM standard rates of pay for undergraduate and graduate students, see the HR + Payroll tab on the Policies, Forms, and Resources SharePoint. Please contact Kerry Stefaniuk for any questions about student pay rates.



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## UNIVERSITY OF SASKATCHEWAN

EXPENSE CATEGORY	Projected Expenses (Current Fiscal Year)
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### Salaries (include benefits)\*

Technical Editor	\$
Copy Editor	\$
Translator	\$
Graduate Student support (see above link)	\$
Other (specify)	\$

### Preparation

Typing/word processing	\$
Photocopying/printing (\$.05/page B&W; \$.15/page Colour)	\$
Courier costs	\$
Other (specify)	\$

### Publishing Subvention

Fee colour prints for journal publishing	\$
Open Access journal submission fee	\$
Publishing costs:	\$
Copyrights	\$
Cover Design	\$
Printing	\$
Design & Layout	\$
Other (specify)	\$
<b>Total funding requested (shall not exceed \$5,000)</b>	\$



Authorization of the Research Committee

Amount Recommended:			
Chair Research Committee		Date:	

Authorization of the Dean

Dean		Date:	
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