

Memorial University of Newfoundland – Research Grant and Contract Services
Publications Subvention Program Competition

DEADLINES: MARCH 15 & NOVEMBER 15 by 5 p.m.

Contact your Academic Unit to confirm their internal deadlines

If the deadline falls during a weekend or University closure day, the deadline shall be the first working day following the deadline.

Description of Competition:

This program provides financial assistance to scholarly publishing from within the university community. While all forms of scholarly publication are eligible for support, priority will be given to original book-length manuscripts of merit. Book chapters and journal articles will be considered where funds permit.

Assistance may be requested towards:

- 1) Top-up funds to a publisher where the publisher makes this a condition of publication or publication costs where no other possible subvention exists
- 2) the cost of illustrative material after a manuscript has been accepted by a publisher
- 3) Cost of Indexing

Term of Award:

- 18 months from the date on the award letter.
- No timeframe extensions will be entertained.

Eligibility:

1. Any member of the university community.
2. Funds are limited and their allocation will be competitive in keeping with normative criteria of scholarly excellence.

Contractual Obligations

1. Recipients of a subvention from the Committee are obligated to re-pay 50% of any royalties up to the amount of the subvention. All re-payments will be deposited with the Publications Subvention Program.
2. Acknowledgement in the published work of the subvention(s) received.
3. Deposition of one copy of the published work with the University Library.

Application Process:

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rpresources.mun.ca>. Once submitted, the application will pass through the principal investigator's department (if applicable) and faculty approvers. The Researcher will be able to view the status of the file anytime.

Applications should be completed using the attached PDF form fillable application package and must be submitted using the Memorial Researcher Portal to arrive at RGCS by the published deadline. **The complete application package must be submitted as 1 pdf file.** If the deadline falls during a weekend or University closure, the deadline shall be the first working day following the deadline.

Submitted application package must be completed using the English language.

Unless otherwise specified, all information must be completed on the PDF fillable application package. Only the most up-to-date application package will be accepted into the competition. Adherence to the guidelines will have an impact on the adjudication of the application.

To ensure fairness in what is becoming a very competitive environment for internal awards and to achieve the shortest turnaround time possible for announcement of awards, the complete signed application package must arrive at RGCS by the specified deadline date.

Submission Process:

Applications should be completed using the attached PDF form fillable application package and must be submitted using the [Memorial Researcher Portal](https://rresources.mun.ca/), <https://rresources.mun.ca/> to arrive at RGCS by the published deadline.

Complete application package consists of 1 pdf file with the following:

- 1) PDF form fillable application- Section 1-7,20 plus applicable sub-sections
- 2) Free form pages– see applicable sections

Notification of Receipt of Application:

Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Notification of Results of Application:

The Principal Applicant will be notified of the results of their application by e-mail, via their MUN e-mail account as provided in the application. The anticipated notification time period will be approximately 8 weeks from the competition close date.

Accessing Your Award:

An invoice is to be submitted to the attention of Internal Grants Coordinator, RGCS at internalgrants@mun.ca. RGCS will make arrangements for payment of the invoice.

Access to Information and Protection of Privacy

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the Publications Subvention Program. If you have any questions about the collection and use of this information contact Research Grant and Contract Services, at rgcs@mun.ca.

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Please Note:

- 1) Submitted Portal Application must be completed using the English language.
- 2) Complete applications must be submitted using the Memorial Researcher Portal and arrive by the Program Deadline in order to be considered in the program adjudication process.

All applicants must complete sections 1 through 7 and 20. In addition appropriate sections of the form are to be completed for the following categories:

- a) Publication costs – complete sections 8 through 10
- b) Costs for illustrative material (e.g. maps, photos, figures) incurred *after* the manuscript has been accepted by a publisher – complete sections 11 through 15
- c) Indexing costs – complete sections 16 through 19

Note: Attach additional pages if more space is required.

General Information:

1. Applicant's Name: _____

Academic Unit: _____

Appointment Term, (if applicable):

Start Date: _____ End Date: _____

2. MUN E-mail: _____ MUN Telephone: _____

3. Publisher's Name, Address, Telephone, Fax, E-mail:

4. Total Amount of funds requested (please estimate in Canadian dollars): _____

5. Date of acceptance of work by the Publisher: _____

Documentation included: Yes No
(If no, please explain below)

6. Title and 100-word description of manuscript. In multi-authored manuscripts, a complete table of contents must be supplied.

Title:

Description:

7. Include copies of reviews or evaluations if the manuscript or proposal has been subjected to reader evaluations, peer reviews or any other review process. If the manuscript has not been evaluated, please explain why not.

SUBVENTION TOWARDS PUBLICATION COSTS – SECTIONS 8 THROUGH 10

8. Provide a budget breakdown from publisher showing itemized publication, distribution, size of print run, projected retail price and advertising costs, and expected revenue (please enclose relevant correspondence).

9. Statement of publisher's financial conditions of publication (please enclose relevant correspondence):

10. Please detail your efforts and/or the publisher's to obtain subventions in support of your work, and why these were unsuccessful:

20. Signatures:

Applicant:

Name: _____ Date: _____

Publisher: (for subvention towards publication costs)

Name: _____ Date: _____

OR

Person/organization named in No. 11 (above) for Illustrative Materials:

Name: _____ Date: _____

Person/organization named in No. 16 (above) for Indexing costs:

Name: _____ Date: _____

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