



# **PROGRAM GUIDELINES**

## **- Publication Subvention Program –**

**RIS DEADLINE: March 15 by 5:00 P.M.**

**\*Contact your Academic Unit to confirm their internal deadlines\***

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### **DESCRIPTION OF COMPETITION**

This program provides financial assistance to scholarly publishing from within the university community. Priority will be given to original book-length manuscripts of merit. Book chapters will be considered where funds permit.

### **ELIGIBILITY OF EXPENSES**

#### **Eligible Expenses:**

- 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) Cost of Indexing

**Non-Eligible Expenses:** Open access fees for the publication of Journal Articles

### **TERM OF AWARD**

- 24 months from the date on the letter of notification of award.
- No timeframe extensions will be entertained.

### **ELIGIBILITY OF APPLICANT**

#### **Eligible Applicants:**

- ✓ All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts (regular term and teaching term) are eligible as long as the applicant maintains their affiliation with Memorial University for the term of the grant.
- ✓ Professors Emeritus, Honourary Research Professors are eligible as long as the applicant maintains their affiliation with Memorial University for the term of the grant.
- ✓ Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.

#### **Non-eligible Applicants:**

- Persons on leave without pay from the university for non-academic reasons.



- Adjunct Professors

#### VALUE OF AWARD

Total award funding will not exceed \$3,000 per publication.

#### CONTRACTUAL OBLIGATIONS

- 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.
- Acknowledgement in the published work of the subvention(s) received.
- 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://rresources.mun.ca/>. Once submitted, the application will pass through the principal investigator's department and faculty approvers. The Researcher will be able to view the status of the file anytime.

Applications must be completed using the attached PDF form fillable application package and submitted using the Memorial Researcher Portal to arrive at RIS by the published deadline. If the deadline falls during a weekend or University closure, the deadline shall be the first working day following the deadline.

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.

Submitted application package must be completed using the English language. **Late and incomplete applications will not be considered.**

#### ADJUDICATION PROCESS

For each competition, a review committee will be constituted by the Vice-President (Research) to select candidates. Applications will be assessed based on the stated need. Priority will be given to full length books, book chapters and then all other requests.

#### SUBMISSION PROCESS

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

Completed application packages consist of:

- 1) PDF form fillable application- completed sections A1, A2, A3, A4, A5, A6 and D



- 2) Additional Pages - free form pages (page limitations – see applicable section)
  - a) Section B
  - b) Section C

**Notification of Receipt of Application:**

The Principal Applicant will be notified of receipt of the application at RIS by email, via their MUN email as provided in the application.

If the Principal Applicant has not received confirmation of receipt within two business days of the application deadline, please contact Michelle Butt [mbutt@mun.ca](mailto:mbutt@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. It is anticipated that for this competition that applicants will be notified whether their application has been successful by January 15, 2021. Detailed comments about individual applications will not be provided.

**Accessing Your Award:**

An invoice is to be submitted to the attention of Internal Grants Coordinator, RIS at [internalgrants@mun.ca](mailto:internalgrants@mun.ca). RIS 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 at Scholarly Conferences Program. If you have any questions about the collection and use of this information, contact Research Initiatives & Services at [ris@mun.ca](mailto:ris@mun.ca).

# APPLICATION FORM

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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](mailto:internalgrants@mun.ca) immediately.

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

### A) General Information (see Guidelines):

1. Applicant's Name: \_\_\_\_\_  
Academic Unit: \_\_\_\_\_  
Appointment Term, (if applicable):  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
  2. MUN E-mail: \_\_\_\_\_ MUN Telephone: \_\_\_\_\_
  3. Publisher and/or Indexer 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/ Indexer: \_\_\_\_\_
- 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:

**B) Additional Information Required:**

**For Publication Subvention Costs:**

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.

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).

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

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

**C) For Indexing Costs**

- Name, address, contact information (tel., fax, email) and qualifications of the individual/organization that is to do the work:
  
- Attach an itemized statement of costs, preferably from the party who will be undertaking the work or publisher's or your own best estimates.
  
- If applicable, please provide a full statement regarding publisher's contribution (financial or in-kind) to the work specified above:
  
- Additional information you deem relevant to the subvention of costs incurred by the indexing the manuscript:



D) Signatures: I have read and acknowledge the Contractual Obligations as outline on page 1

**Applicant:**

Signature: \_\_\_\_\_

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

**Publisher:**

Signature: \_\_\_\_\_

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

**Indexer:**

Signature: \_\_\_\_\_

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

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