

**PUBLICATION GRANT GUIDELINES**  
*ELECTRONIC SUBMISSION ONLY VIA ROMEO RESEARCH PORTAL*

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**OBJECTIVE**

To enable UNBC faculty to disseminate the results of their research findings in the form of peer reviewed articles and/or through a venue respected by the discipline. The UNBC Publication Grant is to be applied only towards the costs of publishing research results.

**1. CRITERIA**

1.1. Merit of the publication. The application must address how the intended publication will support the academic field of the applicant. Application may be made for funds to support a non-traditional form of publication (i.e. web pages, DVD).

**2. ELIGIBILITY/PRIORITY**

2.1. Faculty members in tenured, tenure track or regular term appointments as designated in article 14.20 of the Faculty Association Agreement, Librarians in continuing appointments, Senior Lab Instructors and post-doctoral fellows are eligible to apply.

2.2. Peer-reviewed publications will be given priority in most cases, but disciplinary norms will be considered.

2.3. Priority will be given to publications by Faculty and/or Librarians that are co-produced with graduate and/or undergraduate students enrolled at UNBC.

2.4. When requests exceed funding availability, priority will be given to applicants who have not recently received funding from this award.

**3. PUBLICATION GRANT EXPECTATIONS**

3.1. Funding requests shall not exceed \$5,000. The award may be used to fund publication-related expenses such as page charges, typing, translation, creation of camera-ready copy, permission fees, copying, editing, cartographic or transcription assistance, as well as other related expenses associated with preparation and publication.

3.2. An explanation for why an avenue of publication has been chosen and the value to both your research and your field is required.

- 3.3. The following must be submitted:
  - 3.3.1. If a book, the application must include a copy of the contract with the publishing house and a statement as to how this publication will enhance the knowledge in the field and who the readers will be.
  - 3.3.2. If a journal article, the application must include a letter (or e-mail) of acceptance, and indicate that page charges are mandatory.
  - 3.3.3. If a book manuscript, the application must include a letter of confirmation from Publisher of readiness for publication as well as the table of contents.
  - 3.3.4. If the article is being submitted to an open access journal, the application must provide the cost and indicate if the process includes peer review.
- 3.4. Publication Grants are to be utilized within one year of the date of the signed approval letter. Under exceptional circumstances this period may be extended with permission from the Vice-President, Research.
- 3.5. Applicants MUST electronically submit their Publication Grant Application through the Romeo Research portal with supporting documentation attached. <https://www.unbc.ca/research/romeo>
- 3.6. The Adjudicating Committee will meet twice a year to review submissions in March and September.
- 3.7. Incomplete applications will not be considered by the Adjudicating Committee.

If you have any questions, please contact Melanie Noullett, Research Support Officer, at 250-960-5796 or email [melanie.noullett@unbc.ca](mailto:melanie.noullett@unbc.ca). A review of your application is available upon request if submitted through the Romeo Research Portal two weeks prior to the deadline.