

PUBLICATION GRANT GUIDELINES

ELECTRONIC SUBMISSION ONLY

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 publication (peer-reviewed publications will be given priority in most cases, but disciplinary norms will be considered).
- 1.2. Merit of publisher.
- 1.3. Application may be made for funds to support a non-traditional form of publication (i.e. web pages, DVD). In this case, the application must address how the intended publication will support the academic field of the applicant and how it is connected to peer-reviewed research.

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. To those who demonstrate that they have investigated and exhausted external/internal opportunities for funding.
- 2.3. 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 normally 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. The following must be submitted:
 - 3.2.1. 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.
 - 3.2.2. If a journal article, the application must include a letter (or e-mail) of acceptance, and indicate that page charges are mandatory.
 - 3.2.3. If a book manuscript, the application must include a letter of confirmation from Publisher of readiness for publication, a copy of the publisher's printed catalogue (if available), as well as the table of contents.
 - 3.2.4. If the article is being submitted to an open access journal, the application must provide the cost and indicate if the process includes being peer reviewed.
- 3.3. Publication Grants are to be utilized within one year of the signed approval letter. Under exceptional circumstances this period may be extended with permission from the Vice-President, Research.
- 3.4. Applicants MUST electronically submit their Publication Grant Application to research@unbc.ca. Please fully complete the application form and provide supporting documentation. Only applications on the current form will be accepted. The application forms can be found at www.unbc.ca/research/internal-funding-opportunities.
- 3.5. The Adjudicating Committee will meet twice a year to review submissions in February and September.
- 3.6. Incomplete application will not be considered by the Adjudicating Committee.