

## GUIDELINES AND INSTRUCTIONS FOR PUBLICATION GRANT APPLICATIONS (2019-2020)

**PUBLICATION GRANTS (PG)** are awarded to provide support to faculty members and professional librarians in the dissemination of their scholarly and creative endeavours by defraying a portion of the pre-publication costs.

### 1. ELIGIBILITY

Requests for funding for research and creative activities are encouraged from the following members of the Bishop's academic community (here listed in priority):

- a) Continuing members of faculty and continuing librarians, including sabbaticants<sup>1</sup>;
- b) All other full-time faculty and librarians (i.e. temporary and sessional appointments);
- c) Contract faculty and retired faculty and librarians.

When a grant holder is no longer a member of the Bishop's University academic community (as in the list above), all unspent funds will immediately revert to the Senate Research Committee.

Given increasing demand on internal research funds, externally-funded researchers are encouraged where possible to utilize those funds. Should they decide to apply to the Senate Research Committee, they must justify why they need additional funding.

### 2. APPLICATION

The Publication Subcommittee accepts submissions throughout the year and dispenses funds on a first-come, first-served basis. Applicants who are not eligible under section 1, part a) may receive grants only if funds are still available at the end of April. Applicants are eligible to receive one publication grant per year in each of the categories listed in 3 (except for journal articles). The application form is available on the [BU Research Portal](#). It must be submitted electronically by clicking on the SUBMIT button.

### 3. CATEGORIES OF PUBLICATIONS ELIGIBLE FOR FUNDING

*Applicant may claim up to \$2000 per year*

*a) Journal Articles*

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<sup>1</sup> Funds requested should assist in supporting original research not connected directly with the acquisition of a higher degree. Specifically, applicants on funded study leaves or sabbaticals to obtain a higher degree are not eligible for support.

The Publication Subcommittee allows up to \$2,000 for page charges, translation costs and open access fees. The SRC may support more than one article per year, as long as the total amount does not exceed \$2,000 a year per author. In addition to the application form, an invoice, a receipt or a quotation must be submitted.

*b) Scholarly Books*

The Publication Subcommittee allows a maximum of \$2,000 to defray costs associated with the process of preparing a scholarly book for publication. This amount can be used for editorial assistance, indexing, translation, preparation of figures, line art, artwork, subvention fees, as well as other authorized expenses. In addition to the application form, the applicant must submit a copy of the signed contract with the publisher confirming the acceptance of the manuscript. An expression of interest from the publisher is not sufficient. For books with multiple authors, it is expected that costs will be shared proportionately by all those involved.

*c) Creative Works*

The Publication Subcommittee allows a maximum of \$2,000 to defray pre-production costs associated with the dissemination of creative works. These could include catalogues, musical scores, exhibitions, artistic performances, play scripts, and commercially distributed recordings. This amount can be used for editorial assistance, translation, the preparation of figures, line art, photography, reproduction of artwork, digitalization, subvention fees, as well as other authorized expenses. In addition to the application form, the applicant must submit a copy of the signed contract with the production house or artistic organization confirming the acceptance of the creative work. An expression of interest from the production house or artistic organization is not sufficient.

*d) Edited Volumes/Symposia/Proceedings*

The Publication Subcommittee allows a maximum of \$1,000 to defray pre-publication costs of edited volumes, proceedings, or published symposia. In addition to the application form, the applicant must submit a copy of the signed contract with the publisher confirming the acceptance of the manuscript. An expression of interest from the publisher is not sufficient. If the work involves multiple editors, it is expected that costs will be shared proportionately by all those involved.

*e) Textbooks and Educational Materials*

The Publication Subcommittee allows a maximum of \$1,000 to defray costs associated with the process of preparing a textbook or educational material for publication. This amount can be used for editorial assistance, indexing, translation, preparation of figures, line art, artwork, subvention fees, as well as other authorized expenses. In addition to the application form, the applicant must submit a copy of the signed contract with the publisher confirming the acceptance of the manuscript. An expression of interest from the publisher is not sufficient. For books with multiple authors, it is expected that costs will be shared proportionately by those involved.

#### **4. REIMBURSEMENT**

To obtain reimbursement, a Reimbursement Requisition Form must be submitted together with original receipts for eligible expenses to the Research Office. The form is available on the University website at <http://www3.ubishops.ca/business-office/forms-and-reports.html>. Cost overruns will be borne by the applicants.

## 5. ACKNOWLEDGEMENT

In all cases, financial assistance received from Bishop's University must be acknowledged in the publication or the dissemination material that has received support from the Publication Subcommittee.

## 6. INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM IN THE RESEARCH PORTAL

*REMEMBER TO SAVE OFTEN!!!*

### Project Info Tab

**Title:** Enter the title of the publication.

**Start Date:** Enter the date of submission of the application.

**End Date:** Enter the anticipated date of publication.

**Keywords:** Not applicable.

**Related Certifications:** Not applicable.

SAVE!!!

### Project Team Info Tab

**Principal Investigator:** Because you are filling out the application through your own Research Portal, this section will be automatically populated. You should have updated your Profile in the Research Portal before completing the form. Phone and address fields don't have to be filled out.

**Other Project Member Info:** Not applicable.

SAVE!!!

### Project Sponsor Info Tab

Click "Add New" to generate the Sponsor Info screen.

**Agency:** Click on Agency and search for Bishop's University in the Agency Name Box or BU in the Abbreviation Box. Then select Bishop's University.

**Program:** Select Publication Grants from the drop-down list.

**Investigator:** Because you are filling out the application through your own Research Portal account, this section will be automatically populated.

**Competition Date:** Enter the date of submission of your application.

**Start Date:** Enter May 1 of the current Bishop's fiscal year<sup>2</sup>.

**End Date:** Enter April 30 of the current Bishop's fiscal year.

**Currency Type:** use CAD for Canadian dollars.

**Comments:** Not applicable.

Click "Generate" to access the Funding Disbursement Info screen.

**Requested Cash:** Enter the amount requested.

**Requested In-Kind:** Not applicable.

**Requested Overhead:** Not applicable.

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<sup>2</sup> Bishop's fiscal year runs from May 1 to April 30.

The sections that are greyed out cannot be completed by the applicant.

SAVE!!!

### **SRC Publication Grants Application Form Tab**

This is basically the same form as the one you are used to filling out already for publication grant applications! All fields indicated with a red \* must be filled out.

Don't forget to complete all the required fields in the three tabs.

SAVE!!!

### **Attachments Tab**

Upload all required appendices: publishing contract, quotes, emails, etc. Select Appendices in the type of document field if the type of document you wish to upload is not in the drop-down list.

SAVE!!!

### **Approvals Tab**

Not applicable.

### **Logs Tab**

You can track all data entry and workflow activities for this project by clicking on this tab.

### **Errors Tab**

If this tab is displayed in red, this is an indication that a section of the form has not been properly filled out, and submission will not be possible. Click on this tab to see exactly which sections must be corrected. Once they are corrected, this tab will no longer be visible. Submission will then be possible.

### **Exporting the Application Form**

You may export your application to Word or PDF by clicking on the buttons at the top of the page.

### **Submission**

SAVE and click "Submit" to transfer your application to the Research Office, where it will be forwarded to the SRC members. No physical signature is required. By submitting through the Research Portal, you provide your electronic signature.

## **7. Contact information**

For more information, please contact Samia Mihoub at the Office of Research and Graduate Studies.  
Samia Mihoub : [samia.mihoub@ubishops.ca](mailto:samia.mihoub@ubishops.ca), extension 2098