Publication Fund – Reynolda Campus

The Publication Fund is intended to help faculty publish their work and thereby achieve recognition for their scholarship and of the institution.

Awards are made to the faculty of the College and of the Graduate School of Arts and Sciences on the Reynolda campus in order to support two kinds of expenses; namely, those associated with

a) the publication of completed work (books, articles, monographs, recordings, etc.),

b) the preparation for publication of work based upon completed research.

Awards will not be made to cover the preparation or publication of textbooks, manuals, and syllabi or other course materials, nor to support the preparation of graduate student theses and dissertations. Persons holding appointments as endowed chairs have their own professional development funds and hence are not eligible to apply for such awards.

Faculty member must first use funds available to support the cost of publication or production costs from sources of funding available to the faculty member individually or the department collectively from grants, indirect cost accounts or other sources of support for research or creative activities. Applications must include the signature of the applicant’s Department Chair who assures that “local” (individual faculty or department-related) sources of funding are not available for supporting the publication request. Applications for funding within a given fiscal year must be submitted no later than May 15 of that fiscal year. Applicants are normally notified of a decision within two weeks.

In accepting money from the Publication Fund to subsidize the publication of books or any other potentially revenue-producing material, the recipient accepts the obligation to use the revenue obtained to help repay the Publication Fund up to, but not exceeding, the amount of the subsidy received.
Publication Fund – Reynolda Campus

APPLICATION FORM

Date: ____________________________

Name: ____________________________ Department: ____________________________

If you participate in other departments or programs, list those here: ____________________________ ____________________________

Email: ____________________________ Campus Extension: ____________________________

Rank:  □ Professor  □ Associate Professor  □ Assistant Professor  □ Lecturer  □ Instructor

Status:  □ Tenured  □ Tenure Track  □ Lecturer or Senior Lecturer (>1 year appt)

Semester during which the work on this publication will be done (fill in all that apply):

Fall 20 _____  Spring 20 _____  Summer 20 _____ (ending June 30)  Summer 20 _____ (beginning July 1)

Receipts and invoices for work completed through June 30 must be submitted to the Office of the Dean of the College by July 8.

Please describe the project for which the publication funds are being requested:

Please state the total amount being requested and a breakdown of the categories of specific expenses, indicating what other sources of funds are available for covering these expenses:

Did you receive other university funds for creating this project?  □ Yes  □ No

If yes, what fund? ____________________________ what year? ____________________________ how much? ____________________________

Have you previously received support from the Publication Fund? If so, please indicate the year and the dollar amount. ____________________________. If repayment has been made to the Publication Fund, please indicate this as well ____________________________.

Applicant’s Signature

Department Chair’s Signature

Yes  □ No

Approved for $ ____________  □ Denied

Signature (Dean of the College or of the Graduate School)  ________________

Approved for Fiscal Year ________________

Please submit this form and a copy of your current curriculum vita or FIF form to Office of the Dean of the College, 104 Reynolda Hall.