

## **Guidelines for Publication Grants**

**Deadline(s) - There are three yearly deadlines:**

### **October 21, 2019**

Funds are intended to be spent by the end of January break. For FY20 the deadline for use of funds is January 18.

### **February 3, 2020**

Funds are intended to be spent by March 30, 2020 for FY20. Depending on a project timeline, some projects will be funded until June 30, 2020.

### **April 6, 2020**

There will be two calls for the April 8th deadline. One call is for funds for the period of April 2, 2020 to June 30, 2020 (dependent on remaining funds available for FY20). The other call is for funds to be used in FY21 starting July 1, 2020.

In all cases, the award letter will set deadlines for the expenditure of funds. Requests for extensions may be submitted to the Committee through the Office of Sponsored Research.

### **Purpose**

Funds are designated for support of the publication of scholarly or creative projects relating to the professional standing of the applicant.

Applicants may request funding for publication costs as described below. The merits of the proposal will be the first criterion of evaluation. Highest priority is given to applications from tenured and tenure-track faculty.

In the application, faculty members should justify why this avenue of publication or presentation is most appropriate, particularly if less costly publication venues may be available. Also, faculty members should note in their proposal if departmental or other funds might be available for this expense.

Each project requires a separate grant application. An applicant is limited to two applications and a maximum award of \$3,000 annually. A successful applicant's second grant application during the same academic year may be assigned a lower priority by the Committee. The expectation is that recipients of funds will follow the terms established in the proposal and in the award letter. If the recipient needs to alter the terms of the proposal and award letter, he or she must make a request to the committee Chair and explain the need for this change.

**Funds WILL support:**

- Translation or transcription.
- Scanning/digitizing images.
- Subvention or page charges:
  - \* Subvention funds are a partial subsidy of a scholar's publication in book form. Journal publication charges will be reviewed to ensure that the journal does not engage in predatory practices.
  - \* If the publishing press/journal does not peer-review its publications, a letter of support from the applicant's department chair is required.
- Typesetting expenses:
  - \* Typesetting is the process of setting material in type or into a form to be used in printing. It may now involve the creation of "camera-ready copy" instead.
- Permission expenses for photographic images or other materials needed for publication.
- Professional indexing for manuscripts:
  - \* Indexing refers to the organization of data, according to a specific plan.
  - \* Documentation of costs of indexing is **REQUIRED**, either the cost the press is charging for indexing the book or the personal cost of hiring a professional indexer.
- Expenses related to publication of digital scholarship.

**Funds will NOT support:**

- Typing will normally not be funded, except in cases involving specialized typing (such as manuscripts in a foreign language).
- Projects relating primarily to teaching or enrichment. Please consult with the Director of the Center for Teaching for pedagogical projects.
- Salary expense for Holy Cross Faculty during the Academic year.

**APPLICATION GUIDELINES**

1. A 250-word abstract of research plan or project summary.

2. In 1250 words or less, describe the publication status of the work or digital project, including the peer review process. Justification should be provided for why this avenue for publication is most appropriate, particularly if less costly options are available. *The application should include whether a request has been made to the department for support.*

3. Detailed budget listing the direct costs requested in application. A timeline for the expenditure of funds is required.
4. Curriculum vitae. Vitae must be up-to-date and indicate current and expected leaves. A list of two to three references, either internal or external, for the Committee to consider.
5. Response to fields in the faculty support portal about other support:  
All other internal College financial support received in the past three years (other than through the department or for conference travel), and indication of whether this support was related to this proposed project.
6. Report of most recent award (if any).

**Tips – Reviewers will be looking for the following:**

1. **Objectives:** States specific goals and outcomes that are very clear, logical and measurable.
2. **Methodology:** Provides a clearly defined explanation of the proposed methods. (Not for Art proposals)
3. **Significance:** Clearly defined demonstration of likelihood that project will have significant impact on research discipline and impact on personal career, institutional mission, societal good, etc.
4. **Budget:** is clear and reasonable. Rationale is provided and clearly justifies the need for each budget item. Budget and rationale have strong correlation to objectives of the project.
5. **Timeline:** Proposed timeline is very clear and feasible.
6. **Avenue of Publication:** Provides the most appropriate avenue or venue for the method of publication, exhibition, or performance.
7. **Documentation of Costs:** Provides strong supporting documentation for costs allocated in budget.