

## FUND FOR FACULTY PUBLICATIONS Application Instructions

### Notice of Intent to Apply – REQUIRED!

In order to apply for the Fund for Faculty Publications award, applicants **MUST** complete and submit the Notice of Intent to Apply form, on the [Fund for Faculty Publications website](#), at least one week prior to the submission deadline. Once that step is complete, the Office of Research and Sponsored Programs will send applicants an invitation, via email, to apply through Digital Measures.

**Application Deadlines** – Annually on July 31, January 31, and April 30. See [Fund for Faculty Publications website](#) for specific dates.

### Submission Instructions

To be ready to complete the application in Digital Measures, please prepare following items for upload in pdf format.

1. Documentation of having requested and been denied a waiver for charges from the publisher if a waiver is given, if applicable
2. Invoice from publisher
3. Copy of journal article, conference paper, or book acceptance
4. Journal or publisher policy documenting requirements of page charges (if applicable)
5. Documentation of journal quality for journal articles. Is the journal
  - a. In the Directory of Open Access Journals <http://doaj.org> or has a publisher who belongs to the Open Access Scholarly Publishers Association <http://oaspa.org/membership/members/>?
  - b. Included in indexing and abstracting services, e.g., as verified through Ulrichsweb <http://library.unco.edu/dbasesalph.htm#u> ?
  - c. Have an impact factor that is considered prestigious for the discipline (as cited in Journal Citation)?
  - d. Reports (<http://library.unco.edu/dbasesalph.htm#j> ), or has another comparable indicator of credibility such as acceptance rate (as listed in Cabell's Directories, <http://library.unco.edu/dbasesalph.htm#c>).
  - e. Have nationally or internationally esteemed editors and editorial boards with expertise relevant to the discipline or transdisciplinary focus of the journal.

or

For books, documentation that book is an original work

6. W-9 or W8-BEN for the publication company, if payment is being made directly to the publication company (depending on location inside or outside the U.S.)

### Department Chair/School Director Approval

Department chair/school director approval will be requested only for funded applications after the committee has selected awardees. Department chairs/school directors will be notified of the approval period in advance and then will receive a notification from Digital Measures when the application is

ready for their approval in Digital Measures. Applications that do not receive department chair/school director approval by the deadline for those approvals will not be funded. Please make your department chair/school director aware of your award once you receive an award letter from the committee.

**Fund for Faculty Publications Application Submission Deadline**

Proposals must be submitted in Digital Measures not later than 5:00 p.m. on the published deadline date. It is the policy of the Fund for Faculty Publications that, without exception, proposals received after the deadline will not be considered for funding. See the [Fund for Faculty Publications website](#) for precise due dates.