

FUND FOR FACULTY PUBLICATIONS Guidelines

Purpose of the Program

The Fund for Faculty Publications addresses growing demands from UNC faculty for support of publication fees for books, journals, and conference proceedings. Certain book publishers and open access journals are outlets that typically assess these fees, but other traditional journals, especially in the sciences, do as well, and increasingly faculty are paying such charges out of personal funds. The Faculty Publication Fund Review Committee is responsible for reviewing applications for publication fees, selecting individuals for awards, and advising the Assistant Vice President for Research of these selections.

Application Deadlines

Annually on July 31, January 31, and April 30

Applicant Eligibility

To be eligible for a Faculty Publication Award, applicants must meet six conditions. The eligible applicant:

1. Is a UNC tenured, tenure-track, or full-time contract-renewable faculty member or administrator with formal research requirements for their position.
2. Is the senior or corresponding author on an accepted article for publication in a refereed journal for which publication fees have been invoiced to the author.¹
 - In the case of Mathematical Sciences and other disciplines wherein the custom is to list authors alphabetically, this requirement is waived; the UNC co-authors may decide which individual will submit the request. In this situation, documentation of this custom is requested (e.g., a copy of the American Mathematical Society's 2004 Culture or Research and Scholarship in Mathematics: Joint Research and Its Publication).
3. Has not previously received a UNC Faculty Publication Award during the same fiscal year as date of application (charges cannot be transferred from one fiscal year to the next).
4. Is not delayed in submitting a final report for internal University programs, including the Summer Support Initiative, the Faculty Reassignment Program, and Faculty Research and Publications Award.
5. Has requested and been denied a waiver for publication fees by a publisher who gives such waivers (if applicable).

¹ In the case of Mathematical Sciences and other disciplines wherein the custom is to list authors alphabetically, with the presumption of equal contributions, this requirement is waived. In such a circumstance the UNC co-authors may decide which individual will submit the request. In this situation, documentation of this custom is requested (e.g., a copy of the American Mathematical Society's 2004 Culture of Research and Scholarship in Mathematics: Joint Research and Its Publication would be submitted with the application).

6. Has exhausted external funds specifically budgeted for publication in the approved budget before requesting support from this program (if applicable; grant funds devoted to publication must be expended first).

Publication Eligibility

Journal Eligibility Criteria

Applicants must make a convincing case (see “Instructions for Applicants,” below) that the journal in which an article has been accepted is of high quality. A persuasive argument can be accomplished by documenting that the journal is *peer-reviewed and has two or more of the following characteristics*:

1. It is 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/>
2. It is included in indexing and abstracting services as found in Ulrichsweb (<http://library.unco.edu/dbasesalph.htm#u>).
3. It has an impact factor that is considered prestigious for the discipline (as cited in Journal Citation Reports, <http://library.unco.edu/dbasesalph.htm#i>), or has another comparable indicator of credibility such as acceptance rate (as listed in Cabell’s Directories, <http://library.unco.edu/dbasesalph.htm#c>).
4. It has nationally or internationally esteemed editors or editorial boards with expertise relevant to the discipline or transdisciplinary focus of the journal.

Book Eligibility Criteria

1. It must meet tenure and promotion eligibility in the program area.
2. It must be published by a reputable publisher (not a vanity press).
3. It is an original work (no edited volumes).

Conference Proceedings Eligibility Criteria

1. The proceedings must be peer-reviewed.
2. The conference is sponsored by a reputable organization.
3. The conference has a competitive acceptance rate.

Funding Limitations

Awards will be made in amounts up to \$1,500 to reimburse charges for publication fees paid by faculty members related to books and peer-reviewed journals and conference proceedings. Requests for application fees may not exceed \$100. Awards will be made on a first-come, first-served basis, based on three deadlines per year.

Fees Not Covered by the Program: The following charges are not permissible in this program: certain pre-publication expenses such as research costs, copyright fees, and translations; and reprints or offprints. The program does not fund textbooks, newsletters, or personally published manuscripts. The Faculty Publication Fund Review Committee has the right to disallow expenses that it concludes are inconsistent with the parameters of the program.

Payment

Applicants are asked to specify which of three options they are requesting by

1. including P-card receipt (admin will help by reallocating amount);

2. requesting check sent to the publication company (UNC sends check to company);
or
3. requesting reimbursement after presenting personal credit card receipt (check request to reimburse applicant).

Invoices will not be paid (or reimbursement provided) if applicants have not submitted all appropriate documentation. All customary UNC and Colorado state accounting requirements and budgetary restrictions apply to this program. The following additional requirements govern this program:

1. If faculty members have other sources of funding, split funding may be considered and accommodated.
2. Applicant must submit a W9 for publishers located in the U.S. or a W8-BEN for publishers located outside the U.S.
3. Publisher must have a corporate or non-profit business account. Payments will not be sent to individuals.
4. In order for credit card payments to be made to international vendors, financial systems must be compliant with UNC and state purchasing guidelines.
5. If the applicant is seeking reimbursement rather than payment for an original invoice, payment must be made in the current fiscal year and include all records needed by UNC for reimbursement.
6. In the case of books, prior to release of publication fund monies, the awardee will be required to meet with the AVPR to discuss and finalize an agreement that will describe the circumstances, if any, under which the awardee will be required to reimburse the university from royalties received by the author up to the amount of publication fund monies awarded.

Faculty Publication Fund Review Committee

Members of the committee are appointed by the AVPR for staggered two- and three-year periods. The Faculty Publication Fund Review Committee meets at least once a year (more often if needed), elects a chair, and conducts its application reviews within two weeks of receipt while the Fall and Spring Semesters are in session and also during the month of July. The Chair compiles recommendations, advises the AVPR of individuals selected for awards, and posts PDFs of all applications and reviews. The Committee compiles information about awards and tracks expenditures in the Fund and issues reports annually regarding numbers of awards, awardees' characteristics (faculty rank, department or school, college affiliation), and total amounts of awards during period.