



OFFICE OF RESEARCH AND SPONSORED PROGRAMS, RELEASED 15 SEPTEMBER 2008

UNIVERSITY OF WISCONSIN-WHITewater

FACULTY/STAFF PUBLICATION AWARD¹

GUIDELINES AND CONDITIONS

PROGRAM PURPOSE

We must further develop UW-Whitewater's reputation as a community of scholar-educators and professionals who possess and practice excellence in the creation of new knowledge and its effective integration in teaching, research, learning, and problem solving.

University of Wisconsin-Whitewater Strategic Plan 2007-2008

The University is committed to supporting faculty and staff scholarly activity. The Office of the Provost and Vice Chancellor for Academic Affairs has allocated funding to support Faculty/Staff Publication Awards. The awards will assist faculty/staff and department/colleges in paying publication costs (i.e., "page charges") for articles. It also provides partial subsidies related to the cost of publishing scholarly books or research monographs. ***This application form is to be used to request publication grants only***; other Office of Research and Sponsored Programs forms are available to request research, travel, or other types of professional development funding.

ELIGIBILITY AND CONDITIONS

In order to be eligible for a Publication Award, applicants must:

- Hold a 75% (or greater) faculty or academic staff appointment;
- Return to a permanent position at the University of Wisconsin-Whitewater in the year following the grant period; and
- Have complied with all requirements, including the submission of a final report, for previous University grants/awards.

Because the main purpose of the Publication Award is to encourage and develop the scholarly expertise and professional reputation of University of Wisconsin-Whitewater faculty and staff, applicants who receive an award and subsequently find they will be leaving the University must notify the Director of the Office of Research and Sponsored Programs and discuss possible termination of the grant.

The total dollars available to the Publication Awards Program depends on the amount of funds made available to the Office of Research and Sponsored Programs by the Office of the Provost. While there are no specific limits on the amount of funds that can be requested by a faculty or staff member for a given project, awards will likely range from \$50 to \$500. Awards in the upper range will only be made in unusual circumstances.

The Office of Research and Sponsored Programs will not consider more than one publication application from an individual each semester/term. Only one Publication Award will be granted to individual faculty/staff in a fiscal year.

This is not a competitive program. Funds will be allocated on a first-come/first-serve basis until the allocation is exhausted. **A 1:1 match is required**, (for every dollar of Faculty/Staff Publication Award

¹ Modeled after the University of North Dakota Senate Scholarly Activities Committee Faculty Publication Grant Program.

funding requested—the applicant, department, and/or college must pledge one dollar to support page charges). Under the current policy, institutional “PDP” funds may not be used to match Publication Awards.

ALLOWABLE COSTS

Generally, the Office of Research and Sponsored Programs will fund professional publications (e.g., peer-reviewed) for which an invoice has been received. The invoice must be submitted as soon as it is received.

The Office of Research and Sponsored Programs will consider requests for/to

- page charges,
- indexing,
- electronic publication, and/or
- subsidize publication costs of scholarly and/or creative books, monographs, or other media.

UNALLOWABLE COSTS

Normally, a Publication Award will not be granted for:

- overcharges (i.e., for pages over the publisher's set limit),
- charges for rapid publication, and/or
- reprints.

APPLICATION AND AWARD PROCESS

To apply for a Publication Award, complete the attached form. Include the title of the journal or book and the source(s) for support of the research or creative activity. Include, where applicable, a copy of the publisher's invoice, a copy of the "Instructions to Authors" page of the periodical, evidence that the article or book has been accepted for publication, and evidence that the charge is **not** for rapid publication, is a mandatory charge for publication, and is **not** for reprints.

The original application (with original signatures) should be submitted to the Office of Research and Sponsored Programs. Where appropriate, supplemental pages can be appended. All proposals must be signed by the applicant, the department chair, and the college dean.

There is no deadline for submission; applicants may submit a request for a Publication Award at any time. Faculty/staff will receive a letter from the Office of Research and Sponsored Programs within ten business days of submission. That office will send a notice of award specifying the amount and duration of the award to the applicant, chair of the department, and the dean of the college.

Awards are made for periods of up to one year but are generally for shorter time periods. The exact dates will be specified on the notice of award. Unexpended funds from individual grants will revert to the general research account unless a written request and justification is submitted to and authorized by the Office of Research and Sponsored Programs at least one month prior to the termination date. Faculty/staff desiring a time extension should file a request with the Office of Research and Sponsored Programs. The letter should specify the requested new termination and should be signed by the chair and dean. In no instance will an extension be permitted for more than one year beyond the original termination date.

Because the funds available to the Publication Award Program are limited, any over-expenditure will be the responsibility of the awardee, department, and college. Publication Awards may be used only for the purposes indicated in the approved application, and may not be diverted to other types of research expenses.