Scholarly Publication Subvention Fund (SPSF) Application

The College will assist faculty with production costs and reprint costs for scholarly publications through the *Scholarly Publication Subvention Fund (SPSF)*. All requests should be made to the office of the Dean for Faculty Development and Research (Old Chapel 208).

**Name: Department:**

**Amount Requested: Deadline for Payment:**

**Citation of the article or book** (if not included on invoices)**:**

**For Payment:** For direct payment, attach the completed order form or invoice and a voucher noting the payee name and address; for reimbursement, attach the order/ invoice, a completed pink voucher, and proof of payment.

**Type of Funding Requested:**

**\_\_\_\_\_ 1. Page Charges, Submission Fees, and Copyright Fees for articles.**

**2. Scholarly Books and Artistic Works.** Assistance will be provided for tenured and tenure-track faculty to cover production costs when an academic publisher requires a subvention as a condition for publication. The maximum grant amount is $2,000 and repayment is not required.

SPSF may also cover indexing, copyediting (per details, below) or permission fees for scholarly books. However, the total amount for one book (indexing, permissions, copyediting and subvention) may not exceed $2,000.

***3 a. Subvention*** (Attach written contract from publisher to this form along with a completed voucher).

***3 b. Indexing charges***

***3 c. Copyright or permission fee***

***\_\_\_\_\_\_ 3 d. Copyediting of text/images*** (i.e., copyediting of the final version of a manuscript after it has been accepted for publication). The funds for copyediting will only be paid to an independently-hired editor (not to the publishing press).

**\_\_\_\_\_ 3. Reprints.** Assistance will be in the form of the cost of up to 100 reprints, normally not to exceed $300 for a single set.

Loans are available to tenured and tenure-track faculty to cover production costs in excess of $2,000. Such loans are to be repaid by payroll deduction over a period not to exceed 24 months at an interest rate to be established at the beginning of each academic year. The remaining terms will be negotiated between the applicant and the dean.

**Additional Information** (optional)**:**

Applications may be submitted at any time after the work has been accepted for publication. The faculty member may not be the publisher, producer, or agent.

*For DFDR office use:*Amt Approved: Date: DFDR initials: