



## Article Preparation Grant Guidelines Publications Fund

Prior to submission, modest grants are awarded to cover costs related to the preparation of a peer-reviewed book/monograph manuscript, journal article, or book chapter for publication. Grant holders will be asked to complete a **brief grant outcomes form** summarizing their work.

### Instructions

- Applicants are encouraged to consult the STM Research and Academic Program Administrator, Laura Mitchell, before submitting their applications.
- Please complete the following electronic form using clear language for a non-specialist audience.
- Grants will be administered through the Finance Office. Please make arrangements before April 30<sup>th</sup> of the year following the awarding of the grant for the payment of funds; otherwise the money will revert to the College's general funds. Receipts must be provided except for per diem expenses.
- Grants must be spent on the projects for which they are awarded.
- Successful applicants must hold an appointment with STM. Termination of employment with STM will result in the termination of the grant. Funds unused at the termination of employment with STM will revert back to the General Research Fund. Grants must be spent on the projects for which they are awarded.
- Submit a completed and signed copy to: **Laura Mitchell, Research and Academic Program Administrator, [lmitchell@stmcollege.ca](mailto:lmitchell@stmcollege.ca)**.
- **Deadlines:** May 1<sup>st</sup> and October 1<sup>st</sup>.

### Criteria

1. Tenured, tenure-track, term appointees with a minimum of six months remaining in their contract, and sessional lecturers currently teaching at STM are all eligible to apply. Sessional applicants must have secured a teaching appointment for the time covered by the grant. Sessional or other contract faculty may receive one Article Preparation Grant per 12 credit units taught for the College.
2. The applicant must indicate the peer-reviewed venue to which their text will be submitted and provide a description of the peer-review process to which the text will be subjected. Peer-reviews must take place prior to publication. Collections for which the applicant is the senior editor are also considered within this category.
3. Grants are awarded up to \$2,000.



4. The committee will respond to all applicants, both successful and unsuccessful, with the reasons for their decision.

### Eligible Expenditures

The fund will provide support for specific preparation activities which include, but are not limited to the following:

- Photocopying
- Courier costs
- Map preparation
- Preparation of camera-ready text and/or graphics, and related costs
- Index preparation
- Translation costs
- Revising and Technical Editing
- Copyediting



Article Preparation Grant Application  
Publications Fund

Contact Information

|                                |  |                              |                 |
|--------------------------------|--|------------------------------|-----------------|
| <b>Name:</b>                   |  | <b>Telephone:</b>            |                 |
| <b>Email:</b>                  |  | <b>Academic Appointment:</b> | Choose an item. |
| <b>Department:</b>             |  |                              |                 |
| <b>Total Amount Requested:</b> |  |                              |                 |

Required Signatures *(Must be obtained prior to submission):*

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>Applicant:</b> |  | <b>Date:</b> |  |
| <b>Dept Head:</b> |  | <b>Date:</b> |  |

*Applications from Department Heads must be signed by the Associate Dean.*

Project Information

|                           |  |
|---------------------------|--|
| <b>Publication title:</b> |  |
|---------------------------|--|

Attachment Checklist

If a publisher has been obtained, a copy of the agreement/letter to publish from the publisher.

Attached



# ST. THOMAS MORE COLLEGE

## UNIVERSITY OF SASKATCHEWAN

1. Provide a brief description in lay language of the scholarly work to be published. (Limit of 1,000 characters, including spaces).

2. Please justify your costs requested in the budget table using the same category sub-headings as listed in the table. For personnel costs, describe in detail the nature of the work required including a list of duties. (Limit of 1,000 characters, including spaces).

3. Have you received funding from the Publications Fund previously?      Yes      No

If Yes, please indicate the award date, category awarded, and type of publication. Please briefly describe the benefit of the funding.



4. Has a publisher been obtained? Yes No

If not, please explain.

5. Is this published work an outcome of funded research? Yes No

If yes, please explain why your awarded grant/contract did not cover this expense.

6. Do you have other funding available to support these expenses? Yes No

If yes, please list all internal and external funding resources available.



## Budget Guidelines

**Provide a clear, detailed list of all anticipated expenditures by type and amount for which you are requesting Publication Fund monies to pay for.**

- Please review the guidelines prior to completion for a further description of the funding categories, eligible expenses and maximum funding available.
- Please include costs in Canadian Funds only. For invoices/receipts in foreign currency, the current rate of exchange at competition deadline date will be used for award purposes.
- For personnel costs (*other than that of the applicant*) directly related to the production of the work, please include total salary and benefits (if applicable) to be paid and identify the number of hours to be worked and the rate of pay (\$/hr). Where graduate students are employed, the applicant must use the graduate student salary rate.
- For STM standard rates of pay for undergraduate and graduate students, see the HR + Payroll tab on the Policies, Forms, and Resources SharePoint. Please contact Kerry Stefaniuk for any questions about student pay rates.



| EXPENSE CATEGORY | Projected Expenses<br>(Current Fiscal Year) |
|------------------|---|
|------------------|---|

**Salaries (include benefits)\***

|   |    |
|---|----|
| Technical Editor                          | \$ |
| Copy Editor                               | \$ |
| Translator                                | \$ |
| Graduate Student support (see above link) | \$ |
| Other (specify)                           | \$ |

**Preparation**

|   |    |
|---|----|
| Typing/word processing  | \$ |
| Photocopying/printing (\$.05/page B&W;<br>\$.15/page Colour)  | \$ |
| Courier costs   | \$ |
| Other (specify)   | \$ |
| <b>Total funding requested (shall not exceed<br/>\$2,000)</b> | \$ |



Authorization of the Research Committee

|                          |  |       |  |
|--------------------------|--|-------|--|
| Amount Recommended:      |  |       |  |
| Chair Research Committee |  | Date: |  |

Authorization of the Dean

|      |  |       |  |
|------|--|-------|--|
| Dean |  | Date: |  |
|------|--|-------|--|