



UNIVERSITY OF
SASKATCHEWAN

PUBLICATIONS FUND GRANT APPLICATION

- Submit the completed, signed original and 8 copies (*preferably double sided*) to: Research Services at 110 Gymnasium Place, NRC-PBI Building
- Deadlines: 1 May / 1 November; late applications will not be considered.
- Please review the guidelines prior to completion for a further description of the funding categories, eligible expenses and maximum funding available.
- Applications must be word-processed or typed in Arial 10 point font.

INSTRUCTIONS: PLEASE TYPE RESPONSES TO THE QUESTIONS OUTLINED FOR EACH REQUESTED CATEGORY OF ASSISTANCE AND USE A NEW PAGE FOR EACH CATEGORY. **APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THE COMPLETION OF ALL APPLICABLE QUESTIONS AND THE ATTACHMENT OF ALL REQUIRED DOCUMENTATION**

NAME:			
EMAIL:		TELEPHONE:	
DEPT/COLLEGE:			
NAME OF CO-APPLICANT IF APPLICABLE:			
DEPT/COLLEGE:			
TOTAL AMOUNT REQUESTED:			
PLEASE CHECK THE CATEGORY OF ASSISTANCE REQUIRED:			
<input type="checkbox"/> A. MANUSCRIPT/JOURNAL ARTICLE PREPARATION			
<input type="checkbox"/> B. PUBLISHING SUBVENTION			
<input type="checkbox"/> BOOK			
<input type="checkbox"/> JOURNAL ARTICLE			
<input type="checkbox"/> CONFERENCE PROCEEDINGS			
<input type="checkbox"/> OTHER SCHOLARLY AND CREATIVE WORK			
<input type="checkbox"/> C. LEARNED JOURNAL SUBSIDY			
<input type="checkbox"/> SHORT-TERM JOURNAL SUBSIDY			
<input type="checkbox"/> LONG-TERM JOURNAL SUBSIDY <u>CURRENTLY THERE IS FUNDING FOR ONE JOURNAL FOR A FIVE-YEAR PERIOD</u>			
REQUIRED SIGNATURES (MUST BE OBTAINED PRIOR TO SUBMISSION):			
APPLICANT			DATE
DEPT HEAD			DATE
DEAN			DATE
CO-APPLICANT			DATE
DEPT HEAD			DATE
DEAN			DATE

A. MANUSCRIPT/JOURNAL ARTICLE PREPARATION

Please note that the terms of reference for this funding opportunity are currently being drafted. Any proposed changes are not applicable to the up and coming competition of November 1, 2009. However please note that for future competitions it is very likely that funding for Category A. Manuscript/Journal Article Preparation will no longer be available. This will allow the Publications fund to support the publishing of a broader array of Research, Scholarly and Artistic Works at the University.

1. Provide a brief (*no longer than ½ page*) description in lay language of the scholarly work to be published including title.
2. Please briefly describe (*no longer than ½ page*) the scholarly quality and significance of the work and the potential Impact and benefit to the University.
3. Has a publisher for the manuscript/journal article been obtained? If not, please explain.
4. Do you have any other sources either internally or externally to fund the preparation of this publication? If yes, please explain. If no, have you sought other funding opportunities to fund this publication? Please explain.
5. BUDGET INFORMATION: Please complete the attached budget table (*complete page 4*). Expenditures must be eligible as per the guidelines. 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.
6. BUDGET JUSTIFICATION: Please justify your costs requested in budget table using the same category sub-headings as listed in the table. For personnel/salary costs, such as copy editor or editorial assistant, please describe in detail the nature of the work required including if possible a list of duties.
7. Have you received funding from the Publication Fund previously? If yes, please indicate the date of the award, category awarded, type of publication and title. Please briefly describe the benefit of the funding.

REQUIRED - ADDITIONAL SUPPORTIVE DOCUMENTS. Please attach the following:

- *If a publisher has been obtained*, a copy of the agreement/letter to publish from the publisher.
- *if requesting salary costs*, a formal quote for services or a copy of the invoice(s) to be paid detailing the work required/completed.
- *if requesting re-imburement of paid costs*, receipt(s) paid for costs incurred.

B. PUBLISHING SUBVENTIONS

1. Provide a brief (*no longer than ½ page*) description in lay language of the scholarly work to be published including title.
2. Please briefly describe (*no longer than ½ page*) the scholarly quality and significance of the work and the potential Impact and benefit to the University.
3. Is the scholarly work to be peer reviewed? If no, please explain.
FOR BOOK SUBVENTIONS ONLY - Indicate the name and qualifications of the person(s) being requested to supply an independent review of the quality and importance of the work. Academic reviews solicited by the publisher can be substituted.
4. Provide the name of the publisher/press who will be publishing the scholarly work.
5. *FOR CONFERENCE PROCEEDINGS ONLY* - Described the national or international importance of this conference. Was it held at the University of Saskatchewan?
6. Do you have any other sources either internally or externally to fund the publication of this work? If yes, please explain (*for example SSHRC's Aid to Scholarly Journals*). If no, have you sought other funding opportunities to fund this publication? Please explain.
7. BUDGET INFORMATION: Please complete the attached budget table (*complete page 4*). Expenditures must be eligible as per the guidelines. 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 CONFERENCE PROCEEDINGS ONLY PLEASE ALSO INCLUDE: a brief summary of anticipated publication costs and any offsetting revenues, e.g., portion of conference registration fees, subventions from other universities or colleges, sales.
8. BUDGET JUSTIFICATION: Please justify your costs requested in budget table using the same category sub-headings as listed in the table. For personnel/salary costs, such as copy editor or editorial assistant, please describe in detail the nature of the work required including if possible a list of duties.
9. Have you received funding from the Publication Fund previously? If yes, please indicate the date of the award, category awarded, type of publication and title. Please briefly describe the benefit of the funding.

REQUIRED - ADDITIONAL SUPPORTIVE DOCUMENTS FOR ALL REQUESTED SUBVENTIONS. Applications will not be considered without the following documentation attached:

- a copy of the contractual agreement/letter to publish from the publisher indicating the detailed cost of the publishing;
- *if requesting salary costs*, a formal quote for services or a copy of the invoice(s) to be paid detailing the work required/completed.
- *if requesting re-imburement of paid costs*, receipt(s) paid for costs incurred.

FOR BOOK SUBVENTIONS ONLY PLEASE ALSO INCLUDE:

- a copy of the formal subvention request from the publisher;
- evidence of peer reviews or assessors' reports (*i.e. copy of the email/memo containing an independent review of the quality and importance of the work*);
- evidence of prior application to external support programs (*i.e. copy of award letter or 1st page of application submitted*).

BUDGET TABLE - ARTICLE PREPARATION & PUBLISHING SUBVENTION

BUDGET DETAILS *(maximum of one additional page can be attached)*

- Please make sure you fully describe expenses requested on invoices and/or receipts.
- Do you have any extraordinary costs? If yes, please explain.
- *FOR BOOK SUBVENTIONS ONLY* – Please also include a brief summary of total anticipated publication costs as related to the formal subvention request from the publisher. Please list any offsetting revenues and other financial support.
- *FOR CONFERENCE PROCEEDINGS ONLY* – Please also include a brief summary of total anticipated publication costs and any offsetting revenues such as a portion of conference registration fees, subventions from other universities or colleges, sales.

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 add categories and/or lines in the table below if required*). Please review the guidelines prior to completion for a further description of the funding categories, eligible expenses and maximum funding available.

CATEGORY	PROJECTED EXPENSES (\$)
SALARIES (INCLUDE BENEFITS)*	
<i>Editorial Assistant</i>	\$ -
<i>Copy Editor</i>	\$ -
<i>Translation</i>	\$ -
<i>Other (specify)</i>	\$ -
	\$ -
	\$ -
PREPARATION	
<i>Typing/word processing</i>	\$ -
<i>Photocopying/Printing</i>	\$ -
<i>Courier costs</i>	\$ -
<i>Other (specify)</i>	\$ -
	\$ -
	\$ -
PUBLISHING SUBVENTION	
<i>Fee colour prints for journal publishing</i>	\$ -
<i>Open Access journal submission fee</i>	\$ -
<i>Copyrights costs</i>	\$ -
<i>Cover Design costs</i>	\$ -
<i>Printing costs</i>	\$ -
<i>Design & Layout costs</i>	\$ -
<i>Other (specify)</i>	\$ -
	\$ -
	\$ -
TOTAL FUNDING REQUESTED	\$ -

* Actual cost of labour (other than that of the applicant) directly related to the production of the work; where graduate students or non-university staff are employed, the applicant should identify the number of hours to be worked and the rate of pay. For University staff members (for example, CUPE), staff members should be aware that overtime rates will be in effect if the work is in addition to a full-time university position.

C. LEARNED JOURNAL SUBSIDIES

**November 1st 2009 Competition - CURRENTLY THERE IS AN OPPORTUNITY TO PROVIDED FUNDING
FOR ONE Long-term JOURNAL Subsidy FOR A FIVE-YEAR PERIOD**

1. What is the name of the journal?
2. Please briefly describe (*no longer than ½ page*) the scholarly quality and significance of the journal and the potential Impact and benefit to the University.
3. List the current number of subscribers. How many individuals and how many are institutions?
4. List the number of issues published per year and approximate number of pages per issue.
5. Is the journal to be edited or published from the University of Saskatchewan? Who is the editor? The editorial team? If the journal is published elsewhere please explain U of S participation (e.g. a strong regional connection, significant faculty and graduate student involvement).

TO BE ELIGIBLE FOR A LONG-TERM SUBSIDY the journal must be housed at the University.

6. Is this a new journal to be housed at the University or a publication transferred from elsewhere? If the latter, where was it previously published or edited? Please include the date the journal began/will begin its term at the University of Saskatchewan.
7. Describe the plans for involving University of Saskatchewan graduate students in the production of the journal. Describe how the journal will contribute to the scholarly research program of its host department or unit within the University of Saskatchewan. *TO BE ELIGIBLE FOR A LONG-TERM SUBSIDY* the journal must have active employment of U of S graduate students.
8. Has this journal received support from the Publication Fund before? Does the journal receive any other internal and/or external financial support from other funding agencies (*i.e. Tri-council*) or institutions (*i.e. other universities*)? If yes, please list the amount and date of funding received.

TO BE ELIGIBLE FOR A LONG-TERM SUBSIDY the journal must be receiving funding from SSHRC's "Aid to Scholarly Journals" program.

9. BUDGET INFORMATION: Please complete the attached budget table (*complete page 5 & 6*).

TO BE ELIGIBLE FOR A LONG-TERM A SUBSIDY the journal must include significant use of U of S graduate students to assist with editorial activities.

10. Have you received journal subsidy funding from the Publication Fund previously? If yes, please indicate the date of the award and name of the journal. Please briefly describe the benefit of the funding.

REQUIRED - ADDITIONAL SUPPORTIVE DOCUMENTS FOR ALL REQUESTED SUBVENTIONS. Applications will not be considered without the following documentation attached:

- *If applicable*, evidence of financial support from external funding agencies or other institutions (*i.e. copy of award letter or 1st page of application submitted*).
- Enclose one (1) copy of the most recent issue or volume published.
- *FOR LONG-TERM SUBSIDIES ONLY:* Attach evidence of awarded funding from the Aid to Scholarly Publications Program of the Social Sciences and Humanities Research Council of Canada (SSHRC) (*i.e. copy of award letter/notice of funding from SSHRC*).

BUDGET TABLES - SHORT-TERM & LONG-TERM JOURNAL SUBSIDY

Please complete Budget Table 1 (*Expenses*) and Table 2 (*Revenue*) summarizing expenditures, anticipated publishing and editing costs and offsetting subscription and other revenues. Please review the guidelines prior to completion for a further description of the funding categories, eligible expenses and maximum funding available.

JOURNAL BUDGET SUBSIDY TABLE 1 – EXPENSES: Provide a clear, detailed list of all expenditures by type and amount incurred last year in the left column. In the right column, list all anticipated expenditures for the current year in which you are requesting Publication Fund monies to pay for (*please add categories and/or lines in the table below if required*).

TABLE 1 - EXPENSE CATEGORY	TOTAL EXPENDITURES (LAST FISCAL YEAR)	REQUESTED FUNDING FOR PROJECTED EXPENSES (CURRENT FISCAL YEAR)	
SALARIES (INCLUDE BENEFITS)			
<i>Editorial Assistant</i>	\$ -	\$ -	
<i>Copy Editor</i>	\$ -	\$ -	
<i>Web-page construction</i>	\$ -	\$ -	
<i>Translation</i>	\$ -	\$ -	
<i>Graduate Student support (use U of S rates)</i>	\$ -	\$ -	
<i>Other (specify)</i>	\$ -	\$ -	
DESIGN, PRINTING, DISTRIBUTION			
<i>Printing and binding</i>	\$ -	\$ -	
<i>Copyright/reprint fees</i>	\$ -	\$ -	
<i>Mailing, Shipping, Handling</i>	\$ -	\$ -	
<i>Other (specify)</i>	\$ -	\$ -	
OPERATING EXPENSES			
<i>Advertising & Promotion</i>	\$ -	\$ -	
<i>Photocopying/printing</i>	\$ -	\$ -	
<i>Membership/registration fees</i>	\$ -	\$ -	
<i>Telephone and fax charges</i>	\$ -	\$ -	
<i>General Office Expenses</i>	\$ -	\$ -	
<i>Other (specify)</i>	\$ -	\$ -	
OTHER EXPENSES			
<i>Other (specify)</i>	\$ -	\$ -	
TOTAL EXPENSES:	\$ -	TOTAL FUNDING REQUESTED	\$ -
<i>SURPLUS (DEFICIT)</i>	\$ -		
<i>PREVIOUS YEAR SURPLUS (DEFICIT)</i>	\$ -		
<i>ACCUMULATED SURPLUS (DEFICIT)</i>	\$ -		

JOURNAL SUBSIDY BUDGET TABLE 2 – REVENUE: Provide a clear, detailed list of all revenue by type and amount incurred last year in the left column. In the right column, list all projected revenue for the current year (please add categories and/or lines in the table below if required).

The table should include:

- Financial support received from the affiliation described and from other sources
- Annual subscription rate and total annual revenue raised through subscriptions indicate the number of subscribers and the rate of subscriptions
- Information on sources of support provided by external institutions & funding agencies
Statement on how funds requested will be utilized

TABLE 2 - REVENUE CATEGORY	TOTAL REVENUE (LAST FISCAL YEAR)	PROJECTED REVENUE (CURRENT FISCAL YEAR)
SUBSCRIPTIONS:		
<i>Individual Paid (rate \$ ____ \$ x number ____)</i>	\$ -	\$ -
<i>Institutional Paid (rate \$ ____ \$ x number ____)</i>	\$ -	\$ -
<i>Unpaid</i>	\$ -	\$ -
<i>Other (specify)</i>	\$ -	\$ -
ROYALTIES	\$ -	\$ -
DONATIONS	\$ -	\$ -
U OF S INSTITUTIONAL SUPPORT (specify):	\$ -	\$ -
	\$ -	\$ -
OTHER EXTERNAL INSTITUTIONAL SUPPORT (specify):	\$ -	\$ -
	\$ -	\$ -
EXTERNAL FUNDING AGENCY SUPPORT (specify):	\$ -	\$ -
	\$ -	\$ -
PREVIOUS U OF S PUBLICATIONS FUND GRANT	\$ -	
REQUESTED U OF S PUBLICATIONS FUND GRANT		\$ -
TOTAL REVENUE	\$ -	\$ -