



# Fund for Faculty Publications

## Guidelines & Applicant Instructions

### **PURPOSE & OVERSIGHT**

The Fund for Faculty Publications (FFP) encourages faculty research and creative works by supporting publication fees incurred in the processing and dissemination of scholarship. It began as a pilot in 2014 to support Open Access article publication and grew to include a broader scope of academic outputs and content creators. As publication trends and models rapidly evolve, the fund values and prioritizes publication outlets that seek to:

- 1) increase global access to research,
- 2) implement fair and transparent policies, and
- 3) offer business models and pricing structures that are sustainable for authors, universities, libraries, and audiences.

The FFP is provided through the Office of Research and Sponsored Programs (ORSP) and is administered by the Assistant/Associate Vice President of Research (AVPR) in collaboration with a representative faculty committee. The committee reviews applications and makes funding recommendations to the AVPR who makes the final decision.

### **FUND SCOPE**

The maximum award is \$1,500 per applicant per fiscal year and \$1,500 for a single work overall.

In general, eligible fees are those which concern the dissemination of an otherwise completed new work. Most often this includes works such as articles in peer-reviewed journals, authored books, and conference proceedings. The following is an inexhaustive list of fees intended to be covered by the FFP. A case may be made for fees that are not listed but which fit within the parameters of these guidelines.

- open access (OA) fees
- article processing charges (APCs)
- color printing fees
- page fees
- book indexing fees
- subvention fees
- fees associated with the reproduction of copyrighted images or figures
- fees associated with production of exhibition catalogs or conference proceedings

Applications associated with edited books will be considered on a case-by-case basis, with priority given to applicants who authored content for the book and who can demonstrate the necessity of the fee for increased access or impact.

Ineligible expenses include those which derive from the creation of a work, conducting research, travel, personnel compensation, publicity, or presentation (other [internal funding opportunities](#) are available for these expenses). The FFP does not provide funding for self-published works or vanity presses. The AVPR has the right to disallow expenses that are inconsistent with the parameters of the program.

## DEADLINES

Applicants **MUST** complete and submit the Notice of Intent to Apply form on the [Fund for Faculty Publications website](#) **at least one week prior to the submission deadline**. After completing this step, the application will be made available to the applicant.

Applications are due no later than 5:00 p.m. on the published deadline date. Proposals received after the deadline will not be considered for funding. See the Fund for Faculty Publications website for the official deadlines for the current fiscal year.

## ELIGIBILITY & REQUIREMENTS

Eligible applicants must:

- Be a member of the UNC faculty with explicit research requirements for their position.
- Be listed as an author, creator, or editor of the work being submitted.
- Name a specific work and publication outlet (i.e. journal, publisher, conference, etc.) in their application. The work must be previously unpublished. If the work **or** publication outlet changes, the applicant must reapply for funding.
  - The work in the application does not have to be accepted by the publication outlet at the time of application; however, funding is contingent upon the work listed on the application being accepted at the publication outlet listed.
- Be able to demonstrate responsibility for the fee by providing an invoice or receipt addressed to the applicant.
  - For works not yet accepted or invoiced, this requirement may be met after the award has been granted. For reimbursement requests, the payment date must be within one calendar year of the application deadline.
- Disclose other internal and external funding sources associated with the work and have exhausted any prior funds that were specifically budgeted for publication fees.
- Not have received a Fund for Faculty Publication award in the same fiscal year as the current application.
- Not be overdue in submitting a final report for other UNC internal funding.

## PAYMENT

Applicants may receive FFP funding through the following means:

1. Reimbursement of personal funds (must present receipt showing payment from applicant)
2. Reallocation of university funds (must present receipt showing payment through P-card)
3. Direct payment from UNC to third party

## QUESTIONS

If you have questions about the application process or your specific application, don't hesitate to contact a member of the review committee.

## INSTRUCTIONS

Applications are processed through [Faculty Success](#) and are made available to the applicant after submitting a notice of intent to apply (see the Intent to Apply form on the [FFP website](#)). An application includes the components listed below.

### Applicant Information & Eligibility

Applications will first be screened for eligibility according to the guidelines above. If an applicant is ineligible, the rest of the application will not be reviewed.

When the fund is in high demand, applications with any of the following characteristics may be given higher priority (in no particular order):

- Tenure-track applicant
- Applicants who have never received an FFP award
- Works with UNC faculty and/or student co-authors/artists
- Works without other funding streams
- Works that have already been accepted

### Documentation

The following must be provided in **PDF format** in the application:

- Documentation of the fee amount and any applicable adjustments (waivers, discounts, etc.), such as one of the following:
  - anticipated fees and related policies listed on the publisher's website
  - invoice of fees due
  - receipt demonstrating proof of payment
- ONE of the following, as applicable:
  - Proof of acceptance
  - A link to the work's record on the publisher website
  - An abstract or description of the work
  - A final or near-final draft of the work

### Justification

The applicant must respond to the following prompts in 250 words or less each. Prompts are followed by questions that provide direction for the nature of information to address, and some resources for further information are provided. **Not all questions are required or relevant for every application/type of work.** Applicants are encouraged to contact members of the review committee if they have any questions about the prompts.

#### *Prompt 1*

---

Provide rationale for why this publisher/outlet was chosen for the dissemination of this work. Address any relevant indicators of quality, publisher policies, and goals of the author(s).

*For example, as relevant:*

- How does the publication outlet/publisher support the priorities of the fund?
  1. Increase global access to research
    - [HowOpenIsIt? A Guide for Evaluating the Openness of Journals](#)
    - [Exploring the World of Academic Book Publishers: A Comprehensive Guide](#)
  2. Implement fair and transparent policies
    - [Principles of Transparency and Best Practice in Scholarly Publishing](#)
    - For journals: Is the journal or publisher a member of [COPE](#) or [OASPA](#); listed in the [DOAJ](#); included in [Cabells Journalytics](#); or associated with other similar organizations?
    - For books: Is the publisher a member of [AUP](#), [STM](#), or other similar organization?
  3. Offer business models and pricing structures that are sustainable for authors, universities, libraries, and audiences
    - Are fee structures/policies/increases reasonable and affordable by the norms of the field? Who is responsible for fees (readers, authors, libraries, etc.)?
    - [Sustainable Scholarship Background](#), University of North Carolina at Chapel Hill Libraries
    - [Seeking open, equitable, transparent, and sustainable publishing models](#)
    - [The Economics of Open Access: Ensuring Sustainable Publishing](#)
- What criteria were used to select the outlet (e.g., audience, backing association/organization, impact metrics, editorial/peer review policies, etc.), and how were they applied?
- How does the publisher/outlet relate to commonly accepted indicators of quality used by your department or field?
- Are the editors, reviewers, or organizers esteemed and respected experts in the field, and how do they implement best practices for selection and review of submissions?

### *Prompt 2*

---

Describe all other funding sources and fee support relevant to this work. Explicitly address any funding that was specifically budgeted for publication fees and how it has been exhausted.

*For example, as relevant:*

- Did the project receive funding from other [internal awards](#)? Provide name and dates of award(s) received.
- What external funding was received for the project as a whole, if any? Was any of this funding specifically budgeted for publication or dissemination fees?
- If there are co-authors/artists, how are you sharing publication costs? If any are from other institutions, do those institutions have funds that support publication fees? Have they/will they apply for such funding through their institutions?
- Have you requested or received any discounts or waivers (if eligible) from the publisher? If so, explain and provide any relevant documentation (e.g. proof of request, invoice showing discount, etc.).