

**SIMON FRASER UNIVERSITY**  
**University Publications Fund**  
**GUIDELINES FOR THE PREPARATION OF SINGLE EVENT AND**  
**SERIAL APPLICATIONS**

[Applications for the Rapid Response Fund may be submitted at any time]

**I. PURPOSE OF THE FUND**

The University Publications Fund is established under the authority of the Vice-President, Research & International for the purpose of providing support to faculty of Simon Fraser University for their academic publications.

**II. ELIGIBILITY FOR PUBLICATION SUPPORT**

Faculty members (Associate, Assistant, and Professor) and Lecturers have the highest priority for funding. Eligible with a lower priority are Adjunct Professors, University Research Associates and Professors Emeriti. Under this priority level, the applicant must demonstrate the exceptional benefit of the proposed publication to SFU.

The following are **NOT** eligible to apply for publication support: Visiting Professors, Sessional Instructors, Postdoctoral Fellows, Research Associates, and students.

**III. TYPES OF SCHOLARLY PROJECTS NORMALLY ELIGIBLE FOR FUNDING**

The University Publications Fund Committee provides grants to assist with the publication of scholarly works in cases where the work is completed, but has not yet been published.

In evaluating requests, the quality of the scholarly work will be the prime criterion; in addition, the University Publications Fund Committee has established priorities for various kinds of publications, as follows. Because of their infrequency, other kinds of projects have not been ranked; they are reviewed on an individual basis.

**SINGLE EVENT PUBLICATIONS**

**High Priority**

Individual books or one-time scholarly projects\* which have been accepted for publication and require professional assistance in:

- preparation of camera-ready text and/or graphics, and related costs;
- costs of copyright clearance;
- copy-editing;
- indexing;
- translation; and/or
- third-party vendor/service costs (costs exceeding \$2,000 require third-party vendor quotes).

***NOTE: These Guidelines and the Application materials are directly accessible from the [ORS web site, Internal \(SFU\) Grants.](#)***

\* Those submitting applications to support non-book-based publications that undergo the equivalent of peer-review in their field (e.g., a juried panel) should contact [ors@sfu.ca](mailto:ors@sfu.ca) for an eligibility assessment. Such an assessment may involve discussion with the UPF Committee Chair. Final decisions regarding eligibility for UPF support rests with the UPF Committee members and the UPF Chair.

### **Intermediate Priority**

Technical and research reports of a department or research institute.

**NOTE:** Applications for “High” and “Intermediate” Priority areas must have budget requests of >\$2,000. Applications requesting less than or equal to \$2,000 should be submitted to the Rapid Response Fund.

### **Rapid Response Fund for Single Event Publications**

The University Publications Fund Committee has established a Rapid Response Fund, the purpose of which is to provide support of up to \$2,000 for quick turnaround applications that will be reviewed quickly and at any time of the year.

The University Publications Fund Committee favors scholarly projects of Simon Fraser faculty and staff in which the Rapid Response award will enable completion of scholarly works that have already been accepted for publication. The types of scholarly projects normally eligible for funding under the Rapid Response Fund comprise of single event publications that have the following characteristics:

Individual books or one-time scholarly projects\* that have been accepted for publication and require professional assistance in:

- preparation of camera-ready text and/or graphics, and related costs;
- costs of copyright clearance;
- copy-editing;
- indexing; and/or
- translation.

\* Those submitting applications to support non-book-based publications that undergo the equivalent of peer-review in their field (e.g., a juried panel) should contact [ors@sfu.ca](mailto:ors@sfu.ca) for an eligibility assessment. Such an assessment may involve discussion with the UPF Committee Chair. Final decisions regarding eligibility for UPF support rests with the UPF Committee members and the UPF Chair.

## **SERIAL PUBLICATIONS**

University Publications Fund grants are made on an annual basis. The primary purpose of the fund is to help establish Serials until alternative funding sources have been lined up. Long-term commitments for Serial publications should not be expected. Future funding of Serials that have received substantial SFU support over a period of five years or more will be granted only in exceptional cases. Journal editors should not plan on funding beyond five years and should investigate other avenues for continued funding.

### **Priorities (from highest to lowest)**

- Scholarly journals temporarily housed or new journals to be housed at SFU in conjunction with an SFU Editorship; this Editorship is usually for a limited term.
- Scholarly journals which have been founded at SFU and have a long-term relationship here with significant involvement of SFU faculty members.
- Journals published elsewhere but with some claim to SFU participation (e.g., a strong regional connection, significant SFU faculty involvement).

**NOTE:** University Publications Fund Committee grants are made on an annual basis and long-term commitments cannot be promised. Serials that receive substantial SFU support over a period of years are studied in depth, sometimes with the assistance of external reviewers, at intervals of approximately three years.

[NOTE: Co-editors of journals are required to provide evidence of commitment for funding from other universities.]

#### **IV. TYPES OF PROJECTS OR COSTS NOT SUPPORTED**

- Work presented without a copy of an agreement to publish from a publisher.
- Assistance to scholars for the collection, compilation, analysis or writing of material; this is considered basic research assistance and thus should be funded from another source.
- Page charges for journals; these are handled at the Faculty Dean's level, usually requiring endorsement from the department Chair.
- Honoraria for authors or editors.
- Open access article processing charges.
- One-time journal publications are not eligible for support from the University Publication Fund, including costs associated with the preparation of article submissions and/or publications to scholarly journals.

#### **V. MANAGEMENT OF THE FUND**

The Fund is administered by a committee of faculty members known as the University Publications Fund Committee.

#### **VI. GENERAL INFORMATION**

1. If a grantee has not spent the grant within that fiscal year, the Committee shall be empowered to withdraw the remaining funds from the grantee's account and return it to the University Publications Fund Committee budget. It may, however, permit the grantee to continue the use of the funds for the purposes of the grant if given adequate reasons for the delay in the completion of the project. If circumstances change so that the award cannot be used for the original purpose, it will be returned to the Committee with the fiscal year.
2. Upon publication of the project funded, or as it is published serially, the grantees shall provide the Committee with a copy or copies of the work (exceptions may be made in cases where the cost is prohibitive).
3. Publications that will result in royalties for their authors shall receive support only under an arrangement to share royalties until the funds granted have been repaid according to current University policy on Intellectual Property (R 30.03), specifically, Revenue Sharing. The first \$1,000 of Royalties may be kept by the grantee. Any royalties received after \$1,000 must be shared 50:50 with the University until the University's grant is repaid.
4. During contract negotiations for books expected to generate significant royalties, applicants should seek agreement from the Press to take the subsidy out of future royalties. Future applications to the Committee will only be considered if evidence is presented that this attempt was made.
5. All books and journals must provide evidence of acknowledged support from SFU's University Publications Fund.
6. All inquiries requiring policy decisions shall be referred to the Chair of the Committee.
7. The Committee may seek external referees independently; if so, the applicant may discuss the list of potential referees with the Chair before they are approached.

#### **VII. OTHER SOURCES OF PUBLICATION ASSISTANCE**

- The Canadian Federation for the Humanities and Social Sciences (CFHSS) offers publication assistance for monographs written by Canadian university faculty members. For information regarding the Awards to Scholarly Publications Program, please see; <http://www.ideas-idees.ca/aspp>
- Some SFU students in the Master of Publishing program possess advanced editorial and technical skills. They may be able to provide the assistance you require with the preparation of your manuscript. If you are interested in employing an SFU MPub student, please contact the Master of Publishing program at; <https://publishing.sfu.ca/master-of-publishing/>
- Conference organizers are advised that access to free scholarly communication software is available. The software, developed at UBC, can be accessed at; <https://pkp.sfu.ca/>

## VIII. APPLICATION PROCEDURES

### ○ **Single Event and Serial Publications**

Applicants must apply on the current version of the application form, available from the Research Services' website. By the deadline date, Research Services must receive the following documentation:

- i) Complete & signed (by all levels) SFU Research Funding Application Signature Sheet;
- ii) ONE electronic and complete copy of the application;
- iii) Copies of third-party vendor quotes for any service that costs over \$2,000 (if applicable);
- iv) A copy of the contractual agreement with the press (if applicable); and
- v) Copies of peer reviews or assessors' reports (if applicable)

Applications must be submitted by email to [ors@sfu.ca](mailto:ors@sfu.ca). Late submissions may not be accepted and applicants should connect with [ors@sfu.ca](mailto:ors@sfu.ca) for assistance.

All applicants will be notified in writing of the results of their applications, with a copy to their Department Chair and Manager.

### ○ **Rapid Response Fund**

Applicants must submit their applications to the Rapid Response fund through the InfoReady portal at the following link: <https://sfu.infoready4.com>. In addition, the applicant must provide clear evidence of the need for a Rapid Response grant and provide a signed and completed SFU Research Funding Application signature sheet to [ors@sfu.ca](mailto:ors@sfu.ca). Applicants must forward their application to either their Chair/Director or Faculty Grant Facilitator to ensure that the application fully conforms to the Committee's terms of reference and to the UPF Guidelines. Chairs/Directors or Faculty Grant Facilitators should connect with [ors@sfu.ca](mailto:ors@sfu.ca) for questions regarding the interpretation of the UPF Guidelines and eligibility issues or concerns. Failure to do so may result in a rejected submission.

All applicants will be notified in writing of the results of their applications, with a copy to their Department Chair and Manager.

**Appropriate acknowledgement of funding provided by SFU'S University Publications Fund should be included in publications that have received financial support through this initiative.**