

### PUBLICATION SUPPORT

The College of Letters and Science, with the co-sponsorship of the Office of Research, offers financial support to current senate faculty for publishing their research. There are two kinds of support:

- 1) Publication assistance defrays costs for the author that would not normally be covered by the publisher and/or funding agency. Examples include indexing, permissions, artwork, translations, etc.
- 2) Publication subvention provides funding to the publisher to subsidize the publication of scholarly books and monographs. Books must be of an excellent scholarly quality, representative of University of California standards and published by major universities and trade presses.

#### **Application:**

1. Brief memo to the Associate Dean for Research and Graduate Studies, Lori Lubin, with a description of the publication item to be funded.
2. Budget information and explanation, including: an itemized cost of the project, and specifically, identification of the items that funding is being requested for under this application. If there are funds being secured from a third party, please provide an email or letter of support confirming and explaining the funding to be provided by that organization with the application documents.
3. For publication subvention, we need a summary of projected publication revenues and costs, including print run, list price, net price, projected sales and anticipated royalties.
4. Contract for publication and any relevant correspondence
5. Application form (see pdf), signed by the chair/director

Email the completed application form and all attachments to the LS AD Assistant, [ad-assistant@ucdavis.edu](mailto:ad-assistant@ucdavis.edu) to obtain the Associate Dean's signature. Any questions may be addressed to this same email address.

#### **Review Process:**

The Associate Dean, following chair's approval, will decide whether to support the request and commit the Dean's office portion of funding. Priority will be given to junior faculty and to those faculty members who have not previously received publication subvention and/or publication assistance.

The request will then be forwarded by the LS Dean's Office to the Office of Research for further consideration and approval.

After final approval from the Office of Research, the applicant will receive notice of approval, and details regarding the transfer of funds to their department. Per Office of Research guidelines, the process can take 30 days before a decision is communicated.

Please note: prior approval is needed for payments to publishers and/or independent contractors. Writing personal checks for such services risks the possibility of not being reimbursed. Contact the CAO/MSO/business office staff in your unit for guidance on publication support spending.

## **PUBLICATION ASSISTANCE FUND GUIDELINES**

*This program assists ladder faculty, particularly those early in their career, with the publication of books or monographs and exhibition or performance of works of art representative of University of California standards.*

- The intent of the fund is to defray certain costs that would not normally be covered by the publisher, thus enhancing the possibility of the work to be published.*
- The maximum total funding is \$3000 per original work.*
- This amount is split 50/50 between the Office of Research and the dean's office(s) of the participating school/college/division(s).*
- Preference is given to junior faculty.*

### Criteria for publication assistance fund:

- Approval from the administrative dean (noting the dean's concurrence of the school/college/division's portion of funding) must be received prior to submission to the Vice Chancellor for Research.

### How to apply

1. Complete the Office of Research **Internal Research Funding Programs Application Form** located at <http://research.ucdavis.edu/wp-content/uploads/InternalResearchFundingForm.docx>.
- In addition to your application, it is necessary to include all of the following:
  1. Contract for publication
  2. Evidence of applications, where appropriate, to other organizations and foundations for publication assistance grants
  3. Summary of projected publication revenues and costs; including print run, list price, net price, projected sales and anticipated royalties
3. Submit all to [ORBusiness@ucdavis.edu](mailto:ORBusiness@ucdavis.edu)

### Award

The Office of Research requires **up to 30 days** to respond to the matching request from the Dean's Office. If approved, the Vice Chancellor will issue a formal commitment letter. Publication Assistance Funds are not transferable.

---

**If you have questions regarding Office of Research Internal Research Funding Programs, please contact [ORBusiness@ucdavis.edu](mailto:ORBusiness@ucdavis.edu)**

**INTERNAL RESEARCH FUNDING PROGRAMS – APPLICATION FORM**

**INSTRUCTIONS:** See Program Guidelines for Details

Principal Investigator Bridge Program: <http://research.ucdavis.edu/wp-content/uploads/BridgeProgramGuidelines.pdf>

Publication Assistance Program: <http://research.ucdavis.edu/wp-content/uploads/PubAssistanceGuidelines.pdf>

All Others: <http://research.ucdavis.edu/wp-content/uploads/MatchFundsProgramGuidelines-revised-02.2012.pdf>

Submit this form to the Office of Research with additional required documents as necessary.

**Email (preferred):** [ORBusiness@ucdavis.edu](mailto:ORBusiness@ucdavis.edu)

**Mail:** Office of Research, Attn: Business & Finance, 1850 Research Park Drive, Davis, CA 95618

---

**FUNDING PROGRAM REQUESTED: (Please check one)**

- Equipment Match       Cost Sharing       Multidisciplinary Proposal Support  
 Basic Research Grants       PI Bridge Program       Publication Assistance Fund

**NOTE:** Additional internal research funding programs are administered by the Academic Senate Committee on Research

[http://academicsenate.ucdavis.edu/grants\\_awards/index.html](http://academicsenate.ucdavis.edu/grants_awards/index.html)

---

**PRINCIPAL INVESTIGATOR AND CAMPUS ADMINISTRATIVE INFORMATION:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
PRINCIPAL INVESTIGATOR

Name: \_\_\_\_\_ Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
CO-PRINCIPAL INVESTIGATOR

Name: \_\_\_\_\_ Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
CO-PRINCIPAL INVESTIGATOR

Administrative Unit: \_\_\_\_\_ Contact name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
School/College: \_\_\_\_\_

Administrative Unit: \_\_\_\_\_ Contact name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
School/College: \_\_\_\_\_

---

**PROJECT INFORMATION: (Complete all fields applicable to requested funding program)**

Title of Project: \_\_\_\_\_

Total amount of project: \$ \_\_\_\_\_ Published mandatory cost sharing %: \_\_\_\_\_ Mandatory cost sharing: \$ \_\_\_\_\_

Sponsor/Agency: \_\_\_\_\_

Program Announcement or RFP solicitation name and #: \_\_\_\_\_

Date due to sponsor: \_\_\_\_\_ Anticipated project begin date: \_\_\_\_\_

Duration of time bridge funding is required: \_\_\_\_\_

---

**COST SHARING TO BE PROVIDED BY OTHERS:** *(When applicable)*

*Specify School, College, Division,  
Research Unit, 3<sup>rd</sup> Party, or other*

\$ \_\_\_\_\_ In-kind or contributed effort: (specify):  
\$ \_\_\_\_\_ In-kind or contributed effort: (specify):  
\$ \_\_\_\_\_ In-kind or contributed effort: (specify):

**NOTE:** *If cost sharing is to be provided by School/College, Research Unit, or Third Parties, each must provide a letter of support. For the PI Bridge Program, Dean's signature is sufficient to confirm support from that School/College.*

Department fund source: \_\_\_\_\_

Dean's Office fund source (if applicable): \_\_\_\_\_

**Please contact [ORBBusiness@ucdavis.edu](mailto:ORBBusiness@ucdavis.edu) for funding source questions**

**COMPLETE IF REQUESTING MATCHING FUNDS:**

If funding is requested for renovation of an existing facility or a new facility check here  and please describe: \_\_\_\_\_

---

**Project Summary/Justification:** *(See specific program guidelines for additional required information)*

---

**List of equipment and cost:** *(Required for Equipment Match)*

---

**SIGNATURES OF APPROVAL**

Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_  
Name Signature

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Name Signature

Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
Name Signature