

Publication Support Fund Policy

Purpose

Publication subventions provide partial subsidies toward the cost of publishing scholarly works, such as for the preparation of indexes, licensing of images, and so on. Researchers often encounter challenges finding appropriate funding pathways to support such costs, particularly early-career faculty working in the humanities and arts-based disciplines.

MAXIMUM REQUEST: \$4,000

Additional Considerations

While there are instances of smaller publishing houses relying on collaborative funding efforts to bring manuscripts to print, be aware that publishers are typically private companies that should not usually be charging authors for the one thing that they rely on for their business, i.e. texts to publish. Researchers are encouraged to discuss these matters with experienced researchers in their fields, and/or the Associate Dean for Research, to establish whether fees are appropriate.

Eligibility

- The Publication Subvention Fund is for tenure and tenure-track faculty members for whom research-related activities are part of their contractual obligations.
- TFA members are expected to be the first author. If not, an explanation of their contribution as co-author and the contribution of the first author to publication costs to the manuscript is required.
- Applicants must have already secured a formal publication contract for a book or journal article.
- Access to this fund is conditional on continued employment at TMU.
- Early career and pre-tenure faculty members will be given priority.

This policy was adapted from internal grant policies within the Faculty of Community Services at Toronto Metropolitan University, the Alice Kaplan Institute for the Humanities at Northwestern University, and the University of British Columbia.

- Funds will be awarded only when no other funding is available to the author for this purpose.
- Subventions will not normally be awarded to a book which has received, or for which the publisher intends to apply for an [Awards to Scholarly Publication Program](#).
- Funding may also be requested to assist with other publication costs such as professional indexing, copyright permissions/clearance, translation services, preparation of camera ready text or graphics, or preparation and reproduction of materials or images that would enhance the publication.
- Fees associated with publishing textbooks and other educational materials are **not** eligible for funding.

Application Requirements

Applicants must complete all sections of the application form. Incomplete proposals will not be reviewed. Applications must be submitted electronically in PDF format via the [Research Information System \(RIS\)](#).

Applicants are also required to upload:

- A signed current copy of the contract with the publisher.
 - The contract should stipulate the subvention amount requested and details on how the funds will be used.

The application form includes:

1. A Description of the Book, Book Chapter, or Article
 - Does not exceed two, double-spaced pages
 - Written in plain language, free of jargon, and understandable to someone who might not have specialized knowledge of the applicant's area of study.
 - Explains the basic ideas or questions explored, the approach or line of argument taken, and the relationship of the project to the applicant's immediate and long-range research or creative objectives.

- Indicates clearly and explicitly both the significance of the book or article and the scholarly or general audiences it seeks to engage. If the project is narrowly focused, the applicant should explain its potential implications for a wider community of scholars.

2. Proposed budget, itemized by categories of expense

Non-allowable expenses include:

- travel
- advertising and promotion
- cover design
- purchase of copies

Application Review

Requests will be reviewed for eligibility and completion. The Publications Support fund will be administered in accordance with all eligibility requirements, using a randomized selection process.

Responsibilities

- Recipients cannot transfer the funds or any part of it to other research or operating accounts within the University. Funds cannot be transferred to a faculty member's Professional Development (PD) Fund or an OVPRI cost centre.
- Recipients will be required to submit a final product or a URL for the work to the office of the Associate Dean SRC, three (3) months after the completion of the project or 18 months after the funding is awarded, whichever comes first. Subsequent funding will be conditional on timely submission of the publication.
- All dissemination should acknowledge the support of The Creative School, Toronto Metropolitan University. The following wording is suggested: "This research has been supported by The Creative School, Ryerson University."
- Funds cannot be used as matching funds for a proposed or existing project.
 - If you are receiving internal XU funds for the same project, it may not be funded or the budget may be adjusted.
- Funds must be spent according to the SRC Committee's approved budget and within one year of receiving the funds.

- Any changes to the approved budget must be approved by the Associate Dean, SRC Activities.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via the online submission form shared via email.

	Competition Open	Deadline for Submission	Decision
Winter	December 3, 2024	January 13, 2025	Early February

Contact

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