

Tab 1



A Center for Research, Scholarship, and Creative Inquiry

Publishing your research is a vital career milestone. However, the costs associated with "Open Access" can be high. This toolkit provides the strategy, wording, and templates you need to secure funding without paying out of pocket. The toolkit has been adopted by the Council of Undergraduate Research.

Student Publication Funding Toolkit

A Guide for Securing Article Processing Charges (APCs) and Publication Fees

Step 1: Where to Find the Money

Before asking for funds, check these sources in this specific order:

1. **Library "Read & Publish" Agreements:** Many universities have pre-paid deals with publishers (Wiley, Elsevier, etc.). Check your library's "Open Access" page first.
 2. **The PI/Advisor's Grant:** If you work in a lab, your supervisor may have dissemination funds built into their grant.
 3. **The University Open Access Fund:** Often managed by the Library for journals that aren't covered by "Read & Publish" deals.
 4. **Departmental or Graduate School Grants:** Check for "Research Dissemination" or "Professional Development" awards.
 5. **Professional Societies:** If you are a member of a group like IEEE, APA, or ACS, they often offer member discounts.
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Step 2: Wording Templates

A. To your Research Supervisor (PI)

Subject: Funding request for publication: [Journal Name]

Dear Professor [Name],

Our manuscript, "[Title]," is nearing completion, and I would like to submit it to [Journal Name]. This journal is highly regarded in our field and will provide excellent visibility for our work.

The Article Processing Charge (APC) is [Amount]. I am writing to see if our current grant funding includes a budget for publication costs. Publishing here would



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maximize our reach and is a critical step in my professional development as I prepare for [next career step].

B. To a Department Head or Dean (Internal Grants)

Subject: Request for departmental support: Research publication costs

Dear [Title and Name],

I am writing to request financial assistance for the publication of my research article, "[Title]," accepted by [Journal Name].

As a student at [University Name], publishing in this peer-reviewed venue highlights the department's commitment to high-impact research. The cost is [Amount]. I have checked for library waivers, but [mention why they weren't enough]. Would the department be able to provide a one-time grant to support this publication?

C. To the Journal (Requesting a Waiver)

Subject: Request for APC Waiver: [Manuscript ID]

Dear Editorial Office,

I am a student researcher at [University Name] and the lead author of the accepted manuscript "[Title]." I am writing to respectfully request a waiver for the APC. I do not have access to institutional or grant funding for these costs. I am committed to the Open Access model and hope you can support the dissemination of this student-led research.

Step 3: The Budget Justification

When applying for a formal grant, use this table to show exactly where the money is going.

Item	Description	Cost (USD)	Justification



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APC Fee	Gold Open Access publication in <i>[Journal]</i> .	[\$Amount]	Ensures the research is free to the public and increases citation potential.
Discounts	Reductions from memberships/library deals.	- [\$Amount]	Applied to minimize the requested amount.
Total Requested	Final amount required.	[\$Total]	Minimum required to finalize publication.

Step 4: Undergraduate-Specific Justification

If you are an undergraduate student, use this specific language in your applications to emphasize the **educational value**:

- "This publication represents the capstone of my undergraduate research experience."
- "Publishing in a peer-reviewed venue validates my work and increases my competitiveness for [Graduate School/Medical School]."
- "This project has equipped me with professional skills in scientific communication and data synthesis."

Step 5: For the Faculty Mentor (Letter of Support)

If a grant requires a letter from your professor, you can provide them with this draft:

"I strongly support [Student Name]'s request for funding. This work, '[Title],' is a significant contribution to [Field]. [Student Name] served as lead author, demonstrating exceptional skill. Currently, my lab funds are allocated to active data collection, leaving a gap for publication fees. This grant will ensure their hard work is shared with the global community."