Eligibility, regulations, and online research application instructions for the ORD Publication Grants program

PROGRAM DESCRIPTION

ORD Publication Grants help pay the costs of publishing scientific, scholarly or artistic work. Funds can be used to pay for publication related costs, for example photographs, drawings, figures or tables, permissions to reprint or subvention costs.

Publication Grant applications are accepted and reviewed twice a year corresponding to the fall and spring terms.

ELIGIBILITY

Applicants must be members of the UNC-CH faculty holding a faculty rank e.g. tenure, tenure-track, research professorial or clinical ranks, OR professional librarians in the analogous librarian ranks. Early career scholars, defined as being within six years of the start of their faculty appointment, are given priority during the review process.

A justification must be included to describe how the proposed project is relevant to the faculty member’s development, regardless of career stage.

REGULATIONS

1. The maximum request to be used for publication grant and/or subvention cost is $5,000.

2. Grants are for a maximum period of one year. Requests for an extension of time must be made six (6) months prior to the grant end date, and sent to the ORD Internal Funding Administrator (Gail Whitfield), for review by Chairperson of the Internal Funding Grants (Nathan Blouin).

3. ORD Publication Grant funds cannot generally be used for payment of costs incurred prior to the date of the award.

Special cases must be approved prior to submitting an application and will only be granted for costs incurred up to 90 days prior to being awarded.

4. ORD only funds publication requests after the author has received a contract or final letter of acceptance from a publisher. A copy of the contract or acceptance must accompany the application.

NOTE: These funds cannot be used for course enhancement, curriculum, course development, public service, textbooks, or any activities in teaching or instruction, as opposed to research or scholarship. ORD Publication Grant can now fund subvention costs.

5. The publication of the results of research projects supported by a grant from the ORD Publication grant should carry a printed acknowledgement of financial assistance from the ORD Publication Grant. The ORD Internal Funding Administer should receive a single copy of each such publication.
6. A final report must be submitted to the Office of Research Development at the conclusion of the grant period. The final report shall inform the ORD Internal Funding Grant Program, of the results of the research and include a brief financial statement. This report should be submitted at the end of the grant period, at the end of any extension granted, or prior to departure if the investigator should leave the University. Unused funds revert to the Program.

Sample Report:

There is no specific format for the final report for the Grant. For a Research Grant, a one page brief summary of your goal, achievements/conclusions, publications/presentations, and a brief expenditure report stating how the funds were used, whether any unexpended funds remain, and in cases where ORD Internal Funding accounts have been overdrawn, what other university account will be used to reimburse the ORD and zero out the award account. If you have further questions, please contact our office.

Publication Report: Please include the following information.

**FINAL REPORT FOR GRANT**

[NAME]

[TITLE OF PROJECT]

Award Amount $

Summary of research

Impact of the Publication Grant (include faculty development)

Financial Report

**ONLINE RESEARCH APPLICATION INSTRUCTIONS FORM**

1. Application forms (ORD Publication Grant) are available and completed online at the following website: [https://apps.research.unc.edu/urc/](https://apps.research.unc.edu/urc/) for electronic submission. All applicants must upload as attachments: a brief C.V. or biographical sketch, including relevant publications, not to exceed three pages total per scholar. Verification of publication agreement must be uploaded as a separate document.

2. All proposals are by electronic submission with routing approval for PI and department chairs/designees.

3. The ORD Internal Funding will accept publication applications twice a year, fall and spring. Specific deadlines are announced on the Vice Chancellor’s web site for the: [https://research.unc.edu/research-development/internal-funding/](https://research.unc.edu/research-development/internal-funding/)
Line by Line Instructions for Online ORD Publication Application Forms:

Three sections that need to be completed for an application to be accepted by ORD; General Information, Budget Information, and Attachments. This manual will walk you through step-by-step of the online process. Time to complete application: 10-15 minutes, not counting the time to write your narrative.

1. General Information

1. **Term**: Year and Term for funding.

2. **Grant**: Choose ORD Publication Grant.

3. **Amount Requested**: PI can ask up to $5,000 per application, per term.

5. **Applicant Information**: PI and Collaborator(s): Click on the green icon to fill in the information for the applicant. A screen will appear for you to perform a search of the UNC Campus Directory for the first or last name of the PI. The information should populate if the PI is located in the directory. You can also fill in this information by clicking Click here to add a response. Include the following information in the application: First Name, Last Name, Office Phone, Primary Title, Department Name, Rank, Role (PI or Collaborator), and Email address. Click Save.

**NOTE**: Two or more faculty/librarians can collaborate on a project; one will be identified as the PI and the others will be identified as collaborators. To add more than one person click on the green icon or Click here to add a response after each person is entered and saved.

6. **Financial Officer/Business Manager for Department**: Identify the person who will administer the grant internally if awarded. This person should be within the PI's department, center or institute. The name listed will be copied on the award letter and all correspondence associated with the account once it is awarded. Click on the green icon to fill in the information for the financial officer/award manager. A screen will appear for you to perform a search of the UNC Campus Directory for the first and last name. The information should populate if the financial officer/award manager is located in the directory. You can also fill in this information by clicking Click here to add a response. Include the following information in the application: First Name, Last Name, Office Phone, Department Name, and Email address. Click Save.

7. **Title of Publication**: After choosing the category of grant for which you are applying, type the title of the publication in the text box provided.

8. **Project Description**: Briefly describe your publication, including the format (book, article, videotape, CD, etc.), a statement of the purpose or major thesis, and an explanation of its scholarly or scientific significance. To start, click on the green plus sign. A document (similar to word) will open for typing text or to copy and paste text from another document. There are space limitations for this section. (7500 characters or approximately 15 pages) Do not use a font size smaller than 11 point. Note: References can be uploaded as an attachment.

Save the document and close. You have the option to edit this section before final submission of your application.

9. **Actual Cost of Publication (if known)**: Total cost of publication.
10. **Justification for Professional Development**: In this section, explain how the proposed project is relevant to your faculty development.

*Once you have completed this section, save and continue, to go to the next section. At any time you can re-enter sections of this application to make edits or complete a section that was left blank.*

2. **Budget Information**

Only fill out the sections related to your project. If it is not applicable, you can leave the section blank. Only fill out the section for *provided from other sources* if you are receiving, or have applied for funds for the same project from another source.

1. **Identify Expenses**:  
   
   1. Photography/Preparation of Drawings, Figures or Graphs  
   2. Permission to Use Copyrighted Work  
   3. Preparation of Manuscript  
   4. Subvention Costs  
   5. Other (specify in the budget justification section)  
   6. Total Project Cost - (This must be the same as Section 1.1 Amount Requested)

2. **Budget Justification**: This section can be used to describe each budget line item and why it is important to the publication. If there are any proposed “other” expenses, specify what they are in this section. If you listed funds from other sources, be sure to explain how the funding from ORD Internal Funding and the other source(s) will be used, and how you will avoid duplication of funding.

3. **Previous Support**: Include all sources currently available to you. Yes/No text can be used to fill in the section regarding the overlap of activity with this proposed project. Click on the green plus sign to add a response.

4. **Active URC or ORD Grants**: Answering “yes” does not make you ineligible for an award. PIs can have more than one active grant and more than one grant per project. If you answer yes, you will be asked if the grants are still active and if they have contributed directly to receiving extramural support for your research.

**Extramural Support**: If any prior URC/ORD award has assisted you in obtaining extramural support, please describe the extent to which you believe your URC/ORD award made a difference and on what basis you make that assessment.

*Once you have completed this section, save and continue, to go to the next section.*

3. **Attachments**:  

All applicants must upload a brief C.V. or biographical sketch, including relevant publications, not to exceed four pages total per scholar.
All applicants must upload Verification of Publication Agreement: Attach a letter or other document from the publisher verifying acceptance of the manuscript for publication and describing any conditions of publication relevant to this application.

Add Attachment:

Select attachment type from the pull down menu. Find a document using the browse option. Click Upload Attachment. Once the document is successfully uploaded, it will appear in the attachment list at the bottom of the screen.

List of options for attachments:

- Short CV/Biosketch (4 pages or fewer)
- Publication Contract
- Other
- Reference for Project Description

To submit your application:

On the left hand side of the screen, there is an ORD Internal Funds Form Status. Hit Submit if the Form is completed. If a section of the application is incomplete, an error message will appear.

Once you submit your application, you will not have the option of editing information.

Please read carefully before submitting application:

All sections of the application must be completed before submitting an application. A green check will appear next to each section, once the section is completed. Please review your application for accuracy.

1. General Information
   
   1.1  General Information
   
   1.2  Budget Information

2. Attachments
   
   2.3  Attachments

Next Step: There are two levels of approval before your application is accepted by ORD. The first level is the PI Certification confirming all the information in the application is accurate and complete. The second level is Department Approval (This system uses the same Department Head defined in Backbone). Please allow sufficient time for approvals prior to the deadline, as your proposal is not counted as submitted until all approvals have been obtained and the proposal is released to the ORD Office.

My Submissions: You can review the status, print a copy (.pdf) or complete an unsubmitted application. Click on the Reference ID to finish an unsubmitted application.
REVIEW

Proposals will be reviewed by members of the Office of Research Development to ensure that they meet the criteria outlined in the application instructions.

Updated: September 10, 2018