

# ORD Publication Grant



## PROGRAM DESCRIPTION

ORD Publication Grants help pay the costs of publishing scientific, scholarly, or artistic work in any discipline in cases where publication costs are unusually high due to artwork, maps, photographs, and other special production elements. The funds are not intended to cover the total cost of the project, but to complement other financial support. Funds are awarded on a competitive basis and are not guaranteed. All eligible works must be complete at the time of application, e.g., accepted manuscript, mixed and edited master recording, etc.

## IMPORTANT DATES

ORD Publication Grant applications are accepted and reviewed twice a year. The deadlines are:

- Monday, November 4, 2019
- Monday, April 6, 2020

Applications must be submitted by **11:59 p.m.** on the due date. It is the responsibility of the applicant to ensure that all departmental approvals have been completed by the deadline. Those received after this time will be rejected without review.

## FUNDING

The maximum award to support the publication of a book/monograph or musical/performance recording is **\$2,500**. Awards to support the publication of a peer-reviewed article will not exceed **\$1,000**. Awards are to be used within **one full year** from the date of award. The anticipated start dates for the next rounds of awards are January 1, 2020 (for the fall competition) and July 1, 2020 (for the spring competition).

When the anticipated book, monograph, or article is to be co-authored with faculty from other institutions, the expectation is that all authors/institutions will proportionately support the necessary publication costs.

## ELIGIBILITY

Applicants must be members of the UNC-CH faculty holding any faculty rank (including tenure, tenure-track, teaching faculty, 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 first faculty appointment, are given priority during the review process. Recipients are limited to one ORD Publication Grant per year. Priority will be given to applicants who have not received funding from this program in the past 3 years.

## APPLICATION REQUIREMENTS

Proposals should be submitted as one document in PDF format to [ORD@unc.edu](mailto:ORD@unc.edu) by 11:59 p.m. on the deadline noted above.

The proposal should contain the following:

**Cover page** – please use the provided template

- Title of Publication
- Lead scholar
- Other team members, if any
- Total amount of funding requested
- Approval signature of the applicant's dean, chair, or other supervisor
- Answers to compliance questions
- Abstract – up to 200 words

**Project Description** (up to 3 pages, not including references; 1-inch margins, single-spaced, no less than 11-point font)

- The project description should briefly describe your publication, including
  - Format (book, article, CD, etc.),
  - A statement of the purpose or major thesis,
  - An explanation of its scholarly or scientific significance, and
- Proposals should be written with a broad scholarly audience in mind.

**Biographical Sketches/CV** (*not exceed 3 pages*).

- Submit CVs for each faculty member involved in the project

**Verification of Publication**

- 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.

**Budget and Budget Justification**

- Applicants must provide a detailed budget identifying and justifying the anticipated costs of the project. Examples of categories to be included are:
  - Photography/Preparation of Drawings, Figures or Graphs
  - Permission to Use Copyrighted Work
  - Preparation of Manuscript
  - Subvention Costs
  - Other (please specify)

- The Budget must also include:
  - The **Total Project Cost** (this must be the same as what is listed on the cover page), and
  - A list of any other sources of support that are available to support this project.
- Non-allowable costs include:
  - Publication of textbooks
  - Travel
  - Student/technical/clerical/faculty salary/compensation
  - Advertising and promotion
  - Routine author/creator activities including, but not limited to, the purchase of copies, and page or reprint costs of articles in professional journals.
  - Indexing, unless a professional indexer is to be retained.
  - Editing, unless the publication contract specifically states that editing is the responsibility of the author(s). In such instances, award funds may be used only for retaining a professional editor.
  - Cost of translating for the purpose of republication of the scholar's previously published work
  - Multi-author works for which the applicant serves as editor, unless the work is of particular significance in defining or focusing a field of study
  - Dust jacket artwork
  - Works covered by a contract that contains conditions (e.g. legal, financial, or compliance-related) deemed unacceptable by the university.

## PROPOSAL REVIEW & EVALUATION CRITERIA

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

The following will be given high priority:

- Works that figure prominently in promotion and tenure decisions.
- Early career faculty members and/or those who have not previously received subvention support.
- Elements that may contribute to unusually high subvention costs, e.g., artwork, images, special production aspects, distance to exhibition site, etc.
- The significance of the press, recording company, venue, etc., to the subject area of the work.
- Appropriateness of the budget

## TERMS AND CONDITIONS OF AWARD

- Research involving human subjects, such as surveys, or other compliance issues must be reviewed in accordance with the University's policies. Once approved, copies of approval letters must be submitted to [ORD@unc.edu](mailto:ORD@unc.edu). An award is tentative until all compliance approvals have been obtained.
- Award is for 1 year, but a no-cost extension is allowable with proper justification and approval from ORD.
- Requests for a no cost extension must be made at least 90-days prior to the expiration of an award. No cost extensions will only be granted for extenuating circumstances. Extensions will not be made for longer than 6 months.

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- Unexpended funds will revert to the OVCR.
- ORD Internal 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.
- Please note that all expenditures, such as procurement of supplies and travel authorizations, must adhere to general policies of the University.
- A final report is due to the Office of Research Development at the project's conclusion. 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.

## ACKNOWLEDGEMENTS

The author and publisher must agree to acknowledge the Office of the Vice Chancellor for Research, University of North Carolina at Chapel Hill for the publication grant in the acknowledgment section of the book, program, cover, etc.

## QUESTIONS

For all questions related to this program, please contact the Office of Research Development at [ORD@unc.edu](mailto:ORD@unc.edu)