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## **Aid to Scholarly Publications Fund**

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*Academic Operations Manual*

*Approving Authority: SJU Senate Council*

*Established: October 16, 2015*

*Date of Last Review/Revision: November 23, 2018*

*Office of Accountability: Vice President Academic and Dean*

*Administrative Responsibility: Vice President Academic and Dean*

### **1. Introduction**

Per the Collective Agreement (full-time unit), the Committee on Research and Scholarship manages an annual budget, a portion of which is allocated to the Aid to Scholarly Publications Fund (ASPF). The Committee normally accepts applications to the ASPF on 1 November and 1 March. The Committee must redistribute any unallocated ASPF into the Faculty Research Grant (FRG).

### **2. Policy Statement**

This policy provides parameters to govern the ASPF application process and applies to all decisions made by the Committee on Research and Scholarship regarding the ASPF.

### **3. Scope**

All full-time academic staff are eligible to apply for research support based upon criteria established by the Senate Council of St. Jerome's University in accordance with the terms of the Collective Agreement (full-time unit). The ASPF is intended to support the publication (in print or electronic form) of book-length manuscripts of original, advanced scholarly research. Original works may include major revisions of a previously published work. The Committee only considers a request for funding in support of a publication when a completed manuscript has been accepted by a publisher. Funding provided by the ASPF is not intended as the sole source of funding.

### **4. Procedures**

The Committee on Research and Scholarship shall follow the procedures below in adjudicating ASPF applications. The Committee retains the discretion to adjust budgets, to allocate partial or full funding, and to deny funding with reasons (reasons include lack of funds, incomplete or unclear applications, lack of supporting evidence).

Applicants should send a written request to the Committee Chair. That written application should contain:

- 4.1. A detailed budget with justification of requested funds.
- 4.2. Evidence that the publication has been accepted by a publisher.
- 4.3. Evidence that the cost of the publication is shared with the publisher.

- 4.4. A description of what attempts have been made to secure outside sources of funding for the publication project.