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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: May 23, 2025, replaces November 23, 2018*

*Office of Accountability: 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).

### 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 on 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 open-access licence fees and/or 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.

- 4.1 Academic staff members shall send a written request to the Vice President Academic and Dean normally by 1 October. That written application should contain:
  - (a) a detailed budget with justification of requested funds;
  - (b) evidence that the publication has been accepted by a publisher;

- (c) evidence that the cost of the publication is shared with the publisher;
- (d) a description of what attempts have been made to secure outside sources of funding for the publication project.

4.2 The Committee shall adjudicate all applications to the ASPF and Additional Professional Development Fund first, followed by the Faculty Research Grant, and then the Faculty Research Release Pool. The Committee retains the discretion to adjust ASPF budgets, to allocate partial or full funding, to accept conditionally applications with pending preconditions or other formalities, and to deny funding with reasons (reasons include lack of funds, incomplete or unclear applications, lack of supporting evidence, request is ineligible for funding).

4.3 In cases where the Committee feels there are unanswered questions, the Chair may contact an applicant to request additional information or clarification prior to the Committee making a final decision.