

Faculty of Arts and Social Sciences – Research and Research Training
PUBLISHING SUBVENTIONS (STAFF) – Guidelines for funding in 2010

Authorised by:	Associate Dean (Research) - on recommendation from Research Committee
Date of Approval:	October 2009
Effective date:	January 2010
Contact officer:	Research Administrator
Review:	Annually
Related documents:	Research Support for Academic Staff: http://www.arts.unsw.edu.au/research/staff-support-funding/

OBJECTIVES

The Faculty, through its Research Committee, offers support for the publication of scholarly work, which contributes to the Faculty's research income, as measured by DIISR criteria.

DATES

There will be two rounds of application in 2010:

Round 1	Round 2
2 February - Applications close From end of February – Applicants advised of outcome	8 June - Applications close From end of June – Applicants advised of outcome
Funds must be fully expended by mid December, before UNSW accounts are closed.	

ELIGIBILITY AND REQUIREMENTS

You must be employed on a continuing contract or a fixed-term contract of more than one year. Casual staff and staff on contract of one year or less are not eligible.

Publications receiving Faculty support should acknowledge the fact.

MODES AND MAXIMUM LEVELS OF FUNDING

Publishing Subventions may take the form of:

- contributions to unusual costs associated with a first-time publication, such as diagrams, cartographical work, art work, photographs or translations;
- a contribution towards the publication costs of edited and refereed collections of essays arising from seminars and conferences held under the auspices of the Faculty, and edited by Faculty members;
- indexing costs;
- editorial assistance for refereed journals edited within the Faculty.

Successful applicants will normally be awarded up to \$2500 for any single project. Support for a journal is unlikely to exceed \$2000, and on-going support cannot be expected.

In every case, the Research Committee will consider the project's potential contribution to the Faculty's research income, as measured by DIISR criteria.

Items not funded

Requests for reimbursement of the cost of proofreading will not be considered.

Direct Subsidies to Publishers

Applications for direct subsidies to publishers will be considered provided that the following conditions are met:

- The subsidy requested must be for the publication of a scholarly work (in print or other media) by a scholarly publisher of good reputation.
- The work must meet the current DIISR criteria for publications within the IGS.
- An itemised budget of production costs must be provided by the publisher.
- At least one independent referee's report must accompany the application, and these may consist of readers' reports previously commissioned by the publisher. The referee(s) must be independent of the publisher.
- The applicant must detail attempts made to secure contributions from sources other than the Faculty of Arts and Social Sciences.
- In no case will the Faculty's subsidy exceed the normal maximum allocated for publishing subventions.
- Royalties or other fees earned, if any, up to the value of the grant, should be returned to the Faculty.
- The Faculty's contribution must be acknowledged in the published work.

APPLICATION PROCEDURE

Applicants should provide:

- a brief statement about the nature and significance of the proposed publication;
- a table of contents in the case of multi-authored works;
- documentary evidence of publishable status, including readers' reports, a publisher's contract or letter of agreement;
- detailed budget estimates, with documentary support, to justify the request for a subvention;
- in the case of a journal subvention, a detailed budget and business plan should be provided, together with one copy of a previous issue if available.

The original and six copies of the application should be submitted to Margarita Grebennikov, Research Administrator, in the Faculty Research and Research Training Office, Dean's Unit (for submission by mail) or MB G14 (for submission in person). The applicants will be notified of the decision approximately 4 weeks after the submission date.

PAYMENT OF FUNDS

Funds will be allocated to Schools and Centres, which are responsible for administering the payment of funds. Staff are advised to consult the Manager of the relevant school about the procedure for payment of funds.

DURATION OF FUNDING

The 2010 funds must be expended by mid December 2010, before the accounts are closed. Carry-over of funds is not allowed by UNSW.

REPORTING REQUIREMENTS

A short report must be provided to the Associate Dean (Research). Eligibility for future grants is contingent on this report.