



Lakehead
UNIVERSITY

SENATE RESEARCH COMMITTEE
Publication Assistance Fund
Guidelines and Procedures

The purpose of the fund is to facilitate the publication of high quality work. This fund applies to peer-reviewed journal articles and books. Only one application per faculty member per academic year will be accepted.

Applicants should be aware that the Senate Research Committee operates under Senate-approved guidelines. All funding for internal research competitions is limited and designated for specific uses. Due to the volume of applications received for most funding opportunities, the Senate Research Committee does not provide applicants with comments or justification for its decisions. All decisions are made internally through a peer review process and all decisions are final.

Deadline:

Applications must be submitted no later than 11:59 p.m. on January 20 of each year. Should this date fall over a weekend, applications will be due the following business day. Late applications will not be accepted. Normally, applicants will be advised of the Committee's decision within eight weeks.

Application Process:

Requests must be made through the Romeo Research Portal. To access the portal, log into myInfo and select "Romeo Research Portal" on the left-hand side of the screen.

Eligibility:

Funding is given to full-time tenured and tenure-track faculty members of Lakehead University.

Costs that may be covered include publication subsidies to the publisher or journal, translations, the production of an index for a book, cover design, and other hard costs

associated with publication.

Applications for financial assistance to offset the publication/production costs of non-peer reviewed articles, books, or other non-refereed scholarly publications, will not be accepted. Web publications, purchases for books/proceedings or memberships in societies which translate into free publication are also not eligible.

Value of Award:

This is a competitive award with a maximum value of \$500 per application. Payment of the award will be conditional on submission of:

- a. A letter of confirmation of publication from the journal editor, publisher, or comparable official responsible for “publishing” the article or book. The letter must state that the publication is peer-reviewed.
- b. An invoice to the author for the full amount being charged to the author.

Applications will be accepted up to six months after the publication of the article or book and will be reviewed by the Senate Research Committee.