



## **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 publications, including those published by scholarly presses, commercial presses and open access. For open access publications, grant recipients should also deposit their work in Lakehead University Knowledge Commons, the Lakehead University Library digital repository.

**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.**

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#### **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 right-hand side of the screen.

#### **Value of Award:**

This is a competitive award with a maximum value of \$1,500 per application. Payment of the award will be conditional on submission of:

1. A letter of confirmation of publication from the journal or book editor, publisher, or comparable official responsible for "publishing" the article or book, OR, if the work has already been published, a copy of the article or book. The supporting

documentation must state that the publication is peer-reviewed and, if applicable, open access.

2. An invoice to the author for the full amount being charged to the author.

Applications will be accepted up to twelve (12) months after the publication of the article or book and will be reviewed by the Senate Research Committee.

Applicants may apply for one Publication Assistance Grant per competition, with a maximum value of \$1500.

### **Eligible Publication Costs:**

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

### **Eligibility:**

1. Funding is given to tenured and tenure-track faculty members and librarians with probationary or continuing appointments of Lakehead University.
2. This grant is intended to support researchers with limited or no funding. If an alternate funding source is available that permits payment of publication fees (e.g., a research grant), that source must be used before applying to this Fund.
3. The applicant must be the corresponding author of the article. Each eligible applicant may receive only one grant per competition.
4. The publication must be peer-reviewed.
5. For Open Access article requests:
  - a. The journal must be listed in the Directory of Open Access Journals (DOAJ), unless the journal is too new for DOAJ eligibility.
  - b. The journal is not included in Cabell's Predatory Reports.
  - c. The publisher must be a member of the Open Access Scholarly Publishers Association or adhere to its Code of Conduct.
  - d. The journal must have a publicly available article fee schedule.

Additional criteria for assessing journal quality and Open Access information can be found on this library guide: <http://libguides.lakeheadu.ca/scholcomm>

Upon the request of the Senate Research Committee, the Scholarly Communications Librarian may review the eligibility of Open Access applications. If the Scholarly Communications Librarian is an applicant, the University Librarian will complete the eligibility check.

You may request that a member of the Senate Research Committee not be involved in the review of your application due to a conflict of interest. Please contact the Chair of the Senate Research Committee or if the conflict of interest is with the Chair, please contact the Vice-President, Research and Innovation to make your request.