



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 and commercial presses

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:

Applications must be made through the Romeo Research Portal. To access the portal, log into myInfo and select "Romeo Research Portal" under the web utilities icon.

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.
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, 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. The publication must be peer-reviewed.

Applicants may request that a member of the Senate Research Committee not be involved in the review of their application due to a conflict of interest. Conflicts of interest may be declared as part of the application in the Romeo Research Portal, and identified individuals will be removed from the review of the candidate's application.

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