

TROY UNIVERSITY
Page Charge Grants

Sponsored by the
Faculty Development Committee

Objective of the Grants

The purpose of the Page Charge Grants is to help defray the costs of publication. Many journals, particularly those in the experimental sciences, charge for each page of a manuscript that appears in the journal or conference proceedings. Many journals also charge for reprints.

Role of Faculty Development Committee

The Faculty Development Committee (FDC) reviews the proposals and submits its recommendations for funding to the Senior Vice Chancellor- Academic Affairs. The Chancellor authorizes funding. Grants are awarded on a competitive basis. The Faculty Development Committee reserves the right to return proposals that are ineligible (See Eligibility) or incomplete (See Guidelines). Under certain circumstances, the Committee might request revisions and clarifications of proposals.

Eligibility

Regular teaching faculty of Troy University, with tenure or in tenure-track positions, are eligible to receive a Page Charge Grant. Temporary, visiting, adjunct, or part-time faculty are not eligible, nor are teaching assistants.

Deadlines

To the extent feasible, proposals should be submitted *prior* to the publication of the article or incurring the page charge fees. If this is impossible, grant proposals should be submitted as soon as possible after incurring the costs. Please be aware, however, that the FDC only meets at certain times during the year. For the fall, faculty must complete and submit applications by the first Friday in September. Deadlines for the spring will be the first Friday in February.

Notification of Approval

Each applicant will receive a letter of approval. The Chair of FDC sends all letters of approval. Reviews generally require a minimum of seven to ten days. Committee members are not permitted to discuss the status of proposals with applicants. Refer all questions to the chair.

Payment Information/Schedule

First, the applicant must sign and return the letter of approval. The grantee should then submit a completed reimbursement form (including all applicable receipts or documentation).

**Reimbursement forms may be found at
<http://trojan.troy.edu/employees/finance/forms.html>**

If the expense has already been incurred, then the signed letter of approval and the reimbursement form may be submitted at the same time. After processing the reimbursement form, the University will issue a check for the approved grant amount.

Original receipts must be sent with reimbursement forms. Requests for grant monies must be received no later than 30 days following expense to receive payment. In the event expenses fall during the month of July or August the expense forms must be received no later than August 31.

Grantees should be aware that the Faculty Development Committee adheres to Troy University Travel Policies. These funds may be forfeited if the request for reimbursement does not follow Alabama law and Internal Revenue Service regulations. Please go to the following web address to read the policies regarding travel: <http://www.troy.edu/epolicy/manuals/706.htm#706>.

No additional funds will be given to co-authors; they will share the single sum of the grant amount. The University will not issue interim checks. In addition, be aware that the FDC will only reimburse the grantee. A department or college cannot be given FDC funds. Grantees may be required to cover expenses themselves initially before reimbursement. The grantee will be responsible for any applicable local, state, or federal taxes arising from this grant (if any).

Amount and Number of Grants

Individual grants may be limited to a maximum dollar amount. The number of grants awarded each year depends on the size of the grant budget and the number of competing proposals for other grants (Instructional Improvement, Summer Research, Paper Presentation, and Page Charge). All proposals compete for funding from the same budget pool.

Criteria for Grants

The support for the Page Charge Grant must be used for a professional publication in a journal or book. It cannot be used for postage or for newsletters.

Use of Grants

Funds from the Page Charge Grant are intended to pay for page charges of manuscripts accepted for publication.

Limitations and Exclusions

The applicant may apply for either the Page Charge Grant for a single publication, but may not apply for two different Faculty Development grants for a single publication. The applicant may apply twice in an academic year. In addition, for a Page Charge Grant, the FDC will only provide funds equal to the percentage of Troy faculty involvement. In other words, if a paper has four authors, and only one is a Troy faculty member, the grant will only cover 25% of the page charge costs.

Guidelines for Preparing Paper Charge Proposals

Format

- **Grant proposals submitted to Blackboard (see below) must be in Word format (.doc format).**
- **Use 12-point type in standard fonts, such as New Times Roman, Arial, Helvetica, etc. Avoid unconventional or highly stylized fonts.**
- **Set margins at one inch (1") throughout (top, bottom, left, and right).**
- **Print page numbers in headers in upper right-hand corner.**

Proposal Guidelines

The proposal for a Page Charge and Reprint Grant must include the following sections, arranged in the order presented:

- **Checklist (no page number)**
- **Cover Page (no page number)**
- **Budget Page**
- **Discussion of Publication**
- **Justification (for grants in excess of \$50)**
- **Letter of acceptance of paper**
- **Copy of Journal Index/Conference Proceedings**
- **Grant History (previous grant support)**

Checklist

Prepare the Checklist in accordance with the sample provided. The applicant may use the enclosed sample, a photocopy of it, or a retyped replica of it. Although the Checklist is the top page of the proposal, it should be filled out last and serves the

purpose of ensuring compliance to format and submission of all sections of the proposal. Do not number the Checklist.

Cover Page

Prepare the Cover Page in accordance with the sample provided. The applicant may use the enclosed sample, a photocopy of it, or a retyped replica of it. The Cover Page requires the signatures of the applicant(s), department chair, and dean. Do not number the Cover Page.

Budget Page

At the top of the Budget Page, include the following: applicant's name, type of grant, title of proposal (if any), and date of submission. List all expenses associated with the page charges or reprints.

The applicant should submit page charge billing from the publisher. If these are tentative charges, then the applicant is obliged to submit copies of the final charges once they become available.

The Budget Page is the first page of the proposal. Start the numbering on the Budget Page and then number all pages consecutively.

Discussion of Publication

Applicants must provide a brief sentence summarizing the article. In addition, the scope of the status and journal itself should be noted briefly. Applications should mention, for example, any sponsoring group or organization; if the publication is peer-reviewed; if it is local, national, or international; if it is in print or on-line; its approximate audience (either in numbers or by organization or field); and the rank or status of the publication within the relevant field or subfield.

Justification

Applicants requesting page charge reimbursement for \$51 to \$500 are required to provide a justification for the legitimate need for incurring the expenses. An additional and special justification is required for requests in excess of \$500.

Letter of Acceptance

Include a letter of acceptance written by the journal editor (or equivalent) on official letterhead verifying that the paper has been accepted. This letter should include the applicant's name and title of the paper. Email notifications are acceptable, if the journal does not mail acceptance letters.

Copy of Journal Index/Conference Proceedings

Enclose a copy of the cover page of the journal/conference proceedings and/or index page, if necessary.

Grant History

Prepare a complete list of all previous Faculty Development Grants. Include the grant category(ies) (Instructional Improvement, Paper Presentation, etc.), grant title(s), year(s) of award(s), amount(s) of grant(s), and co-authors, if any. If no proposals have been previously funded, the applicant should state this fact. However, the applicant does not need to list rejected proposals.

Submission of Proposal

There are two steps to the submission process:

First, submit the original proposal (including the checklist, cover page, letters of support, or other supporting documents – if required) with all original signatures to the Chair of the Faculty Development Committee. Applicants must submit and sign the checklist to assure that their proposals conform to the required format and contain all sections and subsections. The Checklist is placed on top of the proposal. Incomplete and/or nonconforming proposals will be returned.

Second, the proposal (minus any letters of support or any photocopied documents required) must be submitted in electronic format (.doc format ONLY) to the Faculty Development Committee Blackboard Site Drop Box. (Please note that the checklist and cover page are on the FDC website in Word format. These forms must be included (minus signatures) as the first two pages of the proposal. Do NOT submit two separate documents on-line. If you wish to scan your original proposal in its entirety and post it online, you may do so, but this is not required.)

To do this:

1. Go to the Troy University home page (www.troy.edu)
2. Click on “Current Students” in the center of the page then click on “Blackboard” from the left hand list of links.
3. This will take you to the Log In page. For “User ID” enter your username and password.
4. In the middle of the page, under “My Organizations” you will see a link entitled “Faculty Development Grant Submissions” click on that.
5. Click on “Grant Submission” from the left hand side links.
6. Click on the current year’s folder and then click on the “Browse” button to find your Proposal in your computer’s hard drive. Add comments, if you want, and then click on “submit.”

Additional Questions

Additional questions should be directed to the Faculty Development Committee Chair.