

## Memorandum

Date: 14 November 2011

To: CAS Chairs and Faculty

From: CAS Resource Allocation Committee

Re: 2011-2012 College of Arts and Sciences Book Publication Funding

The *CAS Resource Allocation Committee (RAC)* has been charged, by Dean Halonen, with developing criteria for and administering the distribution of \$5,000 in book publication funds for the 2011-2012 academic year. To that end, the RAC, with the dean's approval, has established the following guidelines and application process.

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### Guidelines

- Applications should be submitted to the CAS Dean's Office, bldg. 11, no later than **June 1, 2012**, for consideration for the 2011-2012 funding cycle.
- Applications will be reviewed on a rolling basis and funds allocated on a first-come, first-serve basis until this year's funds are depleted.
- Each faculty member may apply for funds, up to \$1000, ONCE during the 2011-12 academic year. However, the amounts of individual awards are dependent on the needs assessment outlined in the application.
- These funds are limited to costs incurred by authors related to academic book publishing that are not covered by the publisher. Examples of eligible costs include indexing, proofing, or illustration costs. Examples of ineligible costs include marketing or any costs covered by the publisher.
- These funds are limited to costs of publishing *complete* books, not cost associated with publishing individual book chapters or other manuscripts.
- These funds are intended to assist faculty with book publication costs in support of tenure and/or promotion goals.
- Requests from tenure-earning or tenured faculty will be prioritized over non-tenure track faculty. Visiting and part-time faculty are not eligible to apply for book production funding.
- Only applications for costs to be incurred during the 2011-12 academic year (August 1, 2011 – June 30, 2012) will be considered.
- Funds cannot be used to reimburse authors. Applications must be accompanied by an invoice from a publisher, company, or other vendor contracted for the eligible costs.
- Applications must provide sufficient evidence of eligible costs in order to be considered for funding.

- Funds awarded to applicants that meet the guidelines must be paid directly to the publisher, company, or other vendor contracted for the eligible costs. Companies must be U.S.-based and be able to register as a UWF vendor for funds to be distributed.
  - Faculty receiving book publication funds are encouraged to consider giving part of any royalties collected from the published book to the UWF Foundation.
  - Members of the RAC will recuse themselves for discussions regarding their own applications.
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### **Application Process**

- For funding consideration, applicants should submit the following items by the deadline:
  - **Completed RAC Book Production Application**
  - **Evidence of eligible publication costs to be incurred by author (invoice from publisher that has not yet been paid)**
- For questions or more information, please contact Dr. Jia Liu (Math and Statistics), RAC Chair, or Dr. Eman El-Sheikh, CAS Dean's Office.