



OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)
UNIVERSITY OF WISCONSIN-WHITewater (UWW), 262-472-5212
RELEASED 01 SEPTEMBER 2011
Derek Erlitz, erlitzdp17@uww.edu [OPEN]

DEADLINE: OPEN

FACULTY/STAFF PUBLICATION AWARD

UNIVERSITY OF WISCONSIN-WHITewater GRANT APPLICATION PACKAGE

X

University of Wisconsin-Whitewater Office of Research and Sponsored Programs (ORSP) Application and Certification Form. ONE original, complete ORSP Application and Certification Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each Faculty / Staff Publication Award proposal submitted to ORSP.

X

Proposal Development and Submission Instructions. Each University of Wisconsin-Whitewater grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

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Additional Proposal Development and Submission Resources. University of Wisconsin-Whitewater grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ORSP provides administrative oversight for the faculty/staff review committees responsible for each program and can provide member lists upon request.



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UNIVERSITY OF WISCONSIN
WHITEWATER

RESEARCH AND SPONSORED PROGRAMS
**FACULTY/STAFF
PUBLICATION AWARD**
APPLICATION AND
CERTIFICATION FORM



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

PUBLISHER/PUBLICATION INFORMATION			RSP USE ONLY		
1. Publisher			Date Submitted	Initials	
2. Address			Notes		
3. Telephone	E-mail/Web	Fax			
4. Publication:			Reviewed By	On	<input type="checkbox"/> Complete
FACULTY/STAFF APPLICANT AND MATCH INFORMATION					
5. Principal Author	5a. Department and Division/Institution				
6. Co-Author	6a. Department and Division/Institution				
7. Co-Author	7a. Department and Division/Institution				
8. Co-Author	8a. Department and Division/Institution				
9. Co-Author	9a. Department and Division/Institution				
10. Publication Title					
11. Funding Requested	\$				
12. Match Amount	\$	<i>(1:1 match required)</i>			
13. Match Source					
14. Begin Date	/ /	End Date	/ /		
			AWARD INFORMATION – RSP USE ONLY		
			Total Award	Begin Date	End Date
			Notice of Award Sent	By	On
			Payment Complete	By	On <input type="checkbox"/> File Closed
JUSTIFICATION FOR REQUEST See instructions. Use one additional page if necessary. Please include a detailed estimated budget. Where applicable, attach evidence of acceptance for publication and "Instructions to Authors" page.					
REQUIRED SIGNATURES			PLEASE RETURN FORM TO RSP		
FACULTY/STAFF APPLICANT			SIGNATURE		DATE
I have reviewed the University of Wisconsin-Whitewater Faculty/Staff Publication Award Guidelines and Conditions and agree to abide by them.					
I authorize the use of my name and application information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES____(initial)			TYPED NAME:		
DEPARTMENT CHAIR/UNIT DIRECTOR			SIGNATURE		DATE
I certify that I have reviewed the Publication Award application and found it to be complete and in compliance with the Guidelines and Conditions. A cash match <i>has</i> been pledged from org code ____-____-____ in the amount of \$____ to support publication costs as described.					
			TYPED NAME:		
COLLEGE DEAN/DIVISION DIRECTOR(S)			SIGNATURE		DATE
I certify that I have reviewed the Publication Award application and found it to be complete and in compliance with the Guidelines and Conditions. <input type="checkbox"/> A cash match <i>has</i> been pledged from org code ____-____-____ in the amount of \$____ to support publication costs as described.					
			TYPED NAME:		
<i>Student Affairs applicants must secure the signature of the Assistant Chancellor and Deputy Assistant Chancellor in this cell.</i>					
			TYPED NAME:		
RESEARCH AND SPONSORED PROGRAMS CERTIFICATION			SIGNATURE		DATE
By signing this application, I certify that this Publication Award application is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and complies with program Guidelines and Conditions.					
<input type="checkbox"/> INITIAL HERE TO APPROVE PUBLICATION AWARD:			DATE:	<input type="checkbox"/> NOT FUNDED	
			TYPED NAME: DENISE EHLEN		



OFFICE OF RESEARCH AND SPONSORED PROGRAMS
UNIVERSITY OF WISCONSIN-WHITewater
RELEASED 1 SEPTEMBER 2011

FACULTY/STAFF PUBLICATION AWARD¹

GUIDELINES AND CONDITIONS

PROGRAM PURPOSE

We must further develop UW-Whitewater's reputation as a community of scholar-educators and professionals who possess and practice excellence in the creation of new knowledge and its effective integration in teaching, research, learning, and problem solving.

University of Wisconsin-Whitewater Strategic Plan 2007-2008

The University is committed to supporting faculty and staff scholarly activity. The Office of Research and Sponsored Programs has allocated funding to support Faculty/Staff Publication Awards. The awards will assist faculty/staff and department/colleges in paying publication costs (i.e., "page charges") for articles. It also provides partial subsidies related to the cost of publishing scholarly books or research monographs. ***This application form is to be used to request publication grants only***; other Office of Research and Sponsored Programs forms are available to request research, travel, or other types of professional development funding.

ELIGIBILITY AND CONDITIONS

In order to be eligible for a Publication Award, applicants must:

- Hold a 75% (or greater) faculty or academic staff appointment;
- Return to a permanent position at the University of Wisconsin-Whitewater in the year following the grant period; and
- Have complied with all requirements, including the submission of a final report, for previous University grants/awards.

Because the main purpose of the Publication Award is to encourage and develop the scholarly expertise and professional reputation of University of Wisconsin-Whitewater faculty and staff, applicants who receive an award and subsequently find they will be leaving the University must notify the Director of the Office of Research and Sponsored Programs and discuss possible termination of the grant.

The total dollars available to the Publication Awards Program depends on the amount of funds made available to the Office of Research and Sponsored Programs by the Office of the Provost. While there are no specific limits on the amount of funds that can be requested by a faculty or staff member for a given project, awards will likely range from \$50 to \$500. Awards in the upper range will only be made in unusual circumstances.

The Office of Research and Sponsored Programs will not consider more than one publication application from an individual each semester/term. Only one Publication Award or a maximum of \$500 in funding will be granted to individual faculty/staff in one fiscal year.

This is not a competitive program. Funds will be allocated on a first-come/first-serve basis until the allocation is exhausted. **A 1:1 match is required**, (for every dollar of Faculty/Staff Publication Award

¹ Modeled after the University of North Dakota Senate Scholarly Activities Committee Faculty Publication Grant Program.

funding requested—the applicant, department, and/or college must pledge one dollar to support page charges). Under the current policy, institutional “PDP” funds may not be used to match Publication Awards.

ALLOWABLE COSTS

Generally, the Office of Research and Sponsored Programs will fund professional publications (e.g., peer-reviewed) for which an invoice has been received. The invoice must be submitted as soon as it is received.

The Office of Research and Sponsored Programs will consider requests for/to

- page charges,
- indexing,
- electronic publication, and/or
- subsidize publication costs of scholarly and/or creative books, monographs, or other media.

UNALLOWABLE COSTS

Normally, a Publication Award will not be granted for:

- overcharges (i.e., for pages over the publisher's set limit),
- charges for rapid publication, and/or
- reprints.

APPLICATION AND AWARD PROCESS

To apply for a Publication Award, complete the attached form. Include the title of the journal or book and the source(s) for support of the research or creative activity. Include, where applicable, a copy of the publisher's invoice, a copy of the "Instructions to Authors" page of the periodical, evidence that the article or book has been accepted for publication, and evidence that the charge is **not** for rapid publication, is a mandatory charge for publication, and is **not** for reprints.

The original application (with original signatures) should be submitted to the Office of Research and Sponsored Programs. Where appropriate, supplemental pages can be appended. All proposals must be signed by the applicant, the department chair, and the college dean.

There is no deadline for submission; applicants may submit a request for a Publication Award at any time. Faculty/staff will receive a letter from the Office of Research and Sponsored Programs within ten business days of submission. That office will send a notice of award specifying the amount and duration of the award to the applicant, chair of the department, and the dean of the college.

Awards are made for periods of up to one year but are generally for shorter time periods. The exact dates will be specified on the notice of award. Unexpended funds from individual grants will revert to the general research account unless a written request and justification is submitted to and authorized by the Office of Research and Sponsored Programs at least one month prior to the termination date. Faculty/staff desiring a time extension should file a request with the Office of Research and Sponsored Programs. The letter should specify the requested new termination and should be signed by the chair and dean. In no instance will an extension be permitted for more than one year beyond the original termination date.

Because the funds available to the Publication Award Program are limited, any over-expenditure will be the responsibility of the awardee, department, and college. Publication Awards may be used only for the purposes indicated in the approved application, and may not be diverted to other types of research expenses.