

## **Publications Fund for Tenured Faculty Program Guidelines**

Supporting faculty research is central to the FAS mission. For this reason, the FAS has created a Publications Fund to help its tenured faculty bring scholarly book projects to timely completion. In academic year 2016-2017, the FAS will provide funds for 40 FAS faculty members to receive up to \$5,000 apiece. These funds will be allocated on a first-come, first-served basis, to help defray eligible expenses. The Fund is meant to supplement other available means of support; faculty are expected to seek departmental, center-based, and external funds before applying to this Fund.

The eligibility criteria, qualifying expenses, application process, and notification procedures are described below.

Note: The FAS is seeking to raise permanent funding for this program through the Campaign for Arts and Sciences. The Fund will make awards for as long as funds are available and will be temporarily suspended when no funds are available.

### **Eligibility**

All tenured faculty members in the FAS's Divisions of Arts and Humanities, Social Science, Science, and the Harvard John A. Paulson School of Engineering and Applied Sciences are eligible to apply for this Fund.

FAS tenure-track faculty will continue to have access to the already-existing FAS Tenure-Track Faculty Publication Fund, which supports similar publication expenses. Further information about both funds is available from the Assistant Dean for Faculty Affairs in each faculty member's primary division or School.

### **Qualifying Expenses and Limits on Support**

This Fund is designated for the publication of scholarly books that present original research. It is applicable to edited collections as well as sole-authored works. Funding is based on merit and need. Examples of eligible expenses include costs associated with indexing, obtaining digital images, securing copyright permissions, and modest subventions requested by publishers. The Fund is not designated for textbooks. The Fund also does not cover research costs, travel, book conferences, or publicity expenses. Questions about qualifying expenses should be directed to the Assistant Dean for Faculty Affairs in each faculty member's primary division or School.

Support from the Publication Fund is limited to a maximum of \$5,000 per faculty member during any 3-year period. Within this dollar limit, a faculty member may receive support for more than one book project. Awards will be tracked by the Assistant Dean for Faculty Affairs in each faculty member's primary division or School.

### **When and Where to Apply for Support**

Applications may be made at any time. They should be submitted to the Assistant Dean for Faculty Affairs in each faculty member's primary division or School.

### **Application Guidelines**

Applications should provide an abstract (no longer than one page) of the book project and must include a copy of a letter or contract from a publisher who makes a commitment to publish the completed work. The application should present a detailed budget and budget justification, estimating the costs to be incurred and indicating the status of the project and its anticipated date of publication. The application should indicate from which other sources funds were sought and secured, as well as the amount that remains to be covered.

### **Notification and Distribution of Awards**

The Divisional Dean in the applicant's primary division or School will make the award, determining the award amount within the parameters described above and notifying the candidate. Awards will be paid or expenses reimbursed upon presentation of bills or invoices to the Assistant Dean for Faculty Affairs in the awarding division or School.