

Publications Fund Program Guidelines

Supporting the research of our phenomenal faculty is core to our mission, and for this reason, the FAS is moving to create a Publications Fund to aid *tenured* FAS faculty members in bringing scholarly book projects to timely completion. The Fund will help defray eligible expenses on a first-come, first-served basis. It 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.

This document describes the eligibility criteria and procedures for the Fund. The FAS is seeking to raise permanent funding for this program through the Campaign for Arts and Sciences. The Fund will make awards 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.

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

Qualifying Expenses and Limits on Support

Eligible expenses for edited collections as well as sole-authored works include costs associated with indexing, obtaining digital images, securing copyright permissions, and modest subventions requested by not-for-profit publishers. This funding does not, however, cover research costs, travel, book conferences, publicity expenses, publication charges, or costs associated with preparation of textbooks. Questions about qualifying expenses should be directed to the appropriate Assistant Dean for Faculty Affairs in the faculty member's primary division.

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 the faculty member's primary division.

When and Where to Apply for Support

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

Award Levels and Application Guidelines

Applications for support from the Fund should provide an abstract of the book project (1 page maximum) and must include a copy of a letter or contract from an academic publisher that makes a commitment to publishing 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. It should indicate what other sources of funds were sought and secured, and the amount that remains to be covered.

Notification and Distribution of Awards

The Divisional Dean in the applicant's primary division has sole discretion in making an award and determining the award amount. Awards will be paid or expenses reimbursed upon presentation of bills or invoices to the Assistant Dean of Faculty Affairs in the awarding division.