***Johnson Beth-El Publication Funding Request***

The purpose of this funding is to assist Johnson Beth-El faculty in progressing their research and scholarship agenda in an effort to facilitate professional success and satisfy research and scholarship RPT requirements. Any faculty member in the College in need of funding to support publication fees is encouraged to submit a request; however, allocation of funding will be prioritized as follows:

1. Tenure track faculty with their comprehensive or tenure review within the next two years and have not met the publication requirement.
2. Faculty with scholarship included as part of their workload requirement.
3. Junior faculty publishing with Senior faculty
4. Faculty and students publishing together
5. Additional current Johnson Beth El faculty interested in publishing

Publication Funding Request Process

1. Requester should submit “Publication Funding Request Form” and the final draft of the manuscript under consideration to the Chair of the Research and Scholarship Council (RSC) at [rsc@uccs.edu](mailto:rsc@uccs.edu).
2. RSC will discuss funding request at scheduled meetings or ad hoc. If approved, the RSC will submit an approval recommendation to the Dean for funding. The RSC will notify the requester that the committee has approved the request and will advocate for funding with the Dean, but there is no guarantee of funding.
3. Submission of the manuscript should occur within two weeks of the RSC’s notification of approval. Requester must send the publisher’s acknowledgment notification of submission letter to the RSC.
4. The requester needs to update the RSC regarding the status of their manuscript within four months of the submission date.
5. The requester must provide the acceptance letter to the RSC and Finance Manager before funds are allocated.
6. If funded, requester will submit a Purchase Pre-Approval form per College policy for formal funding.

**Publication Funding Request Form**

1. Journal Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please describe your rationale for selecting this journal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How did you determine this journal is not predatory? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the original cost for publication in this journal?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Are there any discounts that were applied? \_\_\_\_\_\_\_ If so, how much? \_\_\_\_\_\_\_\_\_\_\_
   2. What was the final price?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Do you have grant funding available for publication? How much?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Are you
   1. Pre-tenure? If so, which level and date of next review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Post-tenure? If so, Date of next review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Workload percentage for scholarship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. If you have a clinical appointment, is scholarship included in your workload?\_\_\_\_\_\_\_\_\_
      1. If not, is it an expectation for promotion to the next rank?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date of intended submission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Submission notification and/or acceptance letter included \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Additional Comments (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:**

Dean, Johnson/Beth-El College of Nursing and Health Sciences

Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_