

Awards from the Publication and Research Fund (P&R) are restricted to members of the faculty of the College and the Graduate School of Arts and Sciences on the Reynolda campus.

The fund supports faculty publication in two categories:

- a) expenses associated with the publication of completed work (books, articles, monographs, recordings, etc.);
- b) expenses associated with the preparation for publication of work based upon completed research;

Awards will not be made to cover the preparation or publication of textbooks, manuals, and syllabi or other course materials, nor to support the preparation of graduate theses and dissertations.

In accepting money from the Publication Fund to subsidize the publication of books or any other potentially revenue-producing material, a recipient accepts the obligation to use any revenue to repay the grant up to but not exceeding the amount of the grant. Any additional revenue generated beyond the amount of the grant belongs to the grant recipient.

Applications must be submitted to the Graduate School Office, Room 5, Reynolda Hall, and must include the signature of the applicant's Department Chair or Dean. There is no deadline; requests may be submitted to the Graduate School at any time of the year. Awards are made at the discretion of the Dean of the Graduate School of Arts and Sciences, and applicants are normally notified of a decision within two weeks.

APPLICATION FORM

Date: _____

Name: _____ Department: _____

Email: _____ Campus Extension: _____

Rank: _____ Professor _____ Associate Professor _____ Assistant Professor
 _____ Lecturer _____ Instructor

Status: _____ Tenured _____ Tenure Track
 _____ Visiting or Temporary (date appointment expires: _____)

During which semester(s) will the work on this publication be done (fill in all that apply)?

Fall 20 _____ Spring 20 _____ Summer 20 _____

Please describe the publication project for which the funds are being requested:

Please include a breakdown of the specific expenses being requested:

Did you receive university funds for creating this project? _____ Yes _____ No

If yes, what fund? _____ what year? _____ how much? _____

Applicant's Signature

Department Chair or Dean's Signature

Please submit **this form** and a **copy of your current curriculum vita** to the Graduate School Office, Reynolda Hall, Room 5.