

SIMON FRASER UNIVERSITY

CHECKLIST:

UNIVERSITY PUBLICATIONS FUND
SINGLE EVENT APPLICATION

The purpose of this checklist is to ensure the completeness of your SINGLE EVENT APPLICATION. Please complete the checklist and include it with your application package.

Applicant's Name	Department/School/Faculty
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(Please Tick and return with original application)

___ NAME AND PAGE NUMBERING: Please ensure that your name appears on each page of your application AND that the application is page numbered consecutively. This information will assist the Committee members to quickly locate a particular page during the discussion of your application.

___ APPLICATION FORM: You have applied with the "Spring 2009" application forms. The Committee will not consider applications made using forms older than "Spring 2009". All application materials are available from the ORS web site at: http://www.sfu.ca/ors/internal_app.html, or, send email to ors@sfu.ca for a paper copy.

___ The SFU RESEARCH FUNDING APPLICATION SIGNATURE SHEET is complete and signed by you, your Chair and your Dean (or Dean's designate). Only the original form is required as part of your application package. Thus, no copies are required. *PLEASE DO NOT CONSIDER THE SFU SIGNATURE SHEET AS "PAGE 1" OF YOUR APPLICATION. THE COMMITTEE WILL NOT SEE THIS SHEET.*

___ ELIGIBILITY: Members of the faculty and staff who have had appointments of at least two years have the highest priority for funding. Eligible with a lower priority are Adjunct Professors, University Research Associates and Professors Emeriti. Under this priority level, the applicant must demonstrate the exceptional benefit of the proposed publication to SFU. The following are not eligible to apply for publication support: Visiting Professors, Sessional Instructors, Postdoctoral fellows and Research Associates, and students.

___ PUBLISHER'S AGREEMENT: A copy of the details of a contractual agreement with the press is attached to both the original and each copy of the application form.

___ NUMBER OF COPIES: (1) original PLUS (15) copies (can be double-sided) of the application are to be submitted. **DO NOT STAPLE EITHER THE ORIGINAL OR THE COPIES.** Please use paper clips for each copy and a rubber band around the entire package. [Exception: Rapid Response Application – submit the original (no copies) along with the Checklist and copy of Publisher's Agreement.]

Forward your application package to The Office of Research Services, Room 230, Multi-Tenant Facility.

Your assistance in following these directions is greatly appreciated by the staff of the Office of Research Services. Thank you.