

**SIMON FRASER UNIVERSITY**  
**UNIVERSITY PUBLICATIONS FUND**  
**SERIAL PUBLICATION CHECKLIST**

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

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**Applicant Name**

**Department / School / Faculty**

(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 FORMS:** See [Internal \(SFU\) Grants](#). Use most current application forms, including the Revenue and Expense budget (Excel) sheet. The Committee will not consider applications made using old forms.

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, Research Associates, and students.

**TEACHING RELEASE BUYOUT JUSTIFICATION [Item 17]:** If requesting funding towards a Teaching Release section needs to be fully addressed, and the request exceptionally justified for a Teaching Release Buyout to be considered.

**CHAIR'S EVALUATION:** All relevant items have been addressed in the chair's evaluation. This evaluation must be received in ORS by the deadline date.

**NUMBER OF COPIES:** (1) electronic copy to be sent to ORS ([ors@sfu.ca](mailto:ors@sfu.ca)) by the deadline date.

**JOURNAL:** Enclosed with this application package is one (1) copy of the most recent issue or volume published.

*E-MAIL the electronic application to [ors@sfu.ca](mailto:ors@sfu.ca)*

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**NOTE:** *One electronic application (includes the fully signed SFU SIG Sheet, Application, Revenue & Expense Budget, and the Chair's Evaluation). Electronic submissions must be received in ORS by the deadline date, 4:30 pm. Send electronic file to [ors@sfu.ca](mailto:ors@sfu.ca).*

**NOTE:** *The University Publications Fund Committee Chair will be informed of all incomplete and late applications. At the Chair's discretion, these applications may not be adjudicated.*

NAME: \_\_\_\_\_

**SIMON FRASER UNIVERSITY**

**UNIVERSITY PUBLICATIONS FUND**

**SERIAL PUBLICATION APPLICATION**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
**Applicant Name** **Department**

3. \_\_\_\_\_ 4. \_\_\_\_\_  
**Position/Rank\*** **Date of SFU Appointment**

\*If not a tenure track faculty member, please describe your status:

5. **Title of Publication:** \_\_\_\_\_

6. **SFU Project Number (if one exists):** 13- \_\_\_\_\_

7. **Total amount requested:** \$ \_\_\_\_\_

The information on this form is collected under general authority of the University Act (R.S.B.C. 1979, c.419) and according to the Guidelines and Terms of Reference of the University Publications Fund. This information is directly related to and needed for the University's Publications Fund program and will be used to review and make a decision about applications, administer grants and generate grants reports from an electronic database. If you have any questions about the collection and use of this information, contact the Director, Research Services at 778-782-5457.

*I declare the information contained in this application is accurate and complete to the best of my knowledge and that the funds are required to support the publication named above. I agree to abide by the conditions specified in the Guidelines of the University Publications Fund.*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

NAME: \_\_\_\_\_

*See the “Checklist” for Further Details*

8. University Publications Fund grants are made on an annual basis. The primary purpose of the fund is to help establish Serials until alternative funding sources have been lined up. Long-term commitments for Serial publications should not be expected. Future funding of Serials that have received substantial SFU support over a period of five years or more will be granted only in exceptional cases. Journal editors should not plan on funding beyond five years, and should investigate avenues for funding.

Check the description that applies to this publication:

A scholarly journal temporarily housed at SFU in conjunction with temporary SFU editorship.

A scholarly journal founded at SFU and has a long-term relationship with significant involvement of SFU faculty.

A new SFU scholarly journal.

A scholarly journal published elsewhere, but with some claim to SFU participation (e.g., strong regional connection).

9. Provide a brief description and history of the journal, sufficient to identify inclusion under one of the above four descriptions. (You may add an additional page.)
10. *Separate Page.* What is the benefit to SFU for providing support to this journal?
11. *Separate Page.* What is the term of your editorship?
12. *Separate Pages.* Complete both pages of the accompanying Data Table (available as an Excel Spreadsheet) for the coming fiscal year and for the current fiscal year if appropriate (i.e. complete the table unless the journal is newly established). Please explain the reason for omission of any of the required information on subscriptions or revenue.
- Note: If the budget in the current fiscal year had a shortfall, please explain to whom the money was owed and how was the shortfall made up.
13. *Separate Page.* Justification for the specific amounts requested, with an explanation of any increases over the previous year, if applicable.
14. *Separate Page.* Please provide evidence that applicants have made, or will make, application to other funding agencies, or a statement of reasons that this has not been done.
15. *Separate Page.* Was the journal published on schedule during the last year? If not, what was the reason for the delay?
16. *Separate Page.* What long-term plans of the publication might have budgeting implications?

NAME: \_\_\_\_\_

17. Does this Application include funding towards a Teaching Release Buyout? **Yes:** **No:**  
 If YES, complete the justification questions below. If NO, do not complete.

<b>Teaching Release Buyout (Release Time Stipend) Justification:</b> For financial support towards a Teaching Release Buyout to be considered, all information needs to be fully addressed, and the request exceptionally justified. <i>*Note only Tenure-Track Faculty are eligible to apply for this type of stipend and may be funded to a maximum of \$8,000 per release.</i>	
Number of issues historically released annually:	
Average number of submissions received annually:	
Average number of articles published annually:	
Number of commitment hours required from the Faculty member:	
Number of course releases required:	
Cost per release (maximum \$8,000 per release):	\$
Is the Publisher providing teaching release funding? How much?	Yes: No: \$
Is your Department/Faculty providing any course release funding? How Much?	Yes: No: \$
Total amount requested from UPF for Teaching Release Buyouts:	\$

Please justify why this Serial requires financial support towards a Teaching Release Buyout from the University Publication Fund beyond what has already been obtained elsewhere?

