

**SIMON FRASER UNIVERSITY**  
**UNIVERSITY PUBLICATIONS FUND**  
**SINGLE EVENT PUBLICATION CHECKLIST**

Use the following checklist to make sure your application is complete.

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<b>Applicant Name</b>	<b>Department / School / Faculty</b>
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(Please Tick and **return with original application**)

\_\_\_\_\_ The SFU RESEARCH FUNDING APPLICATION SIGNATURE SHEET is complete and signed by you, your Chair and your Dean (or Dean’s designate). One copy of the Sheet is required as part of your application package. *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.

\_\_\_\_\_ APPLICATION FORMS: See [Internal \(SFU\) Grants](#). Use “2019” application forms, including the Revenue and Expense Budget (Excel) sheet. The Committee will not consider applications made using old forms.

\_\_\_\_\_ 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 is used by the Committee members to quickly locate a particular page during the adjudication of your application.

\_\_\_\_\_ PUBLISHER’S AGREEMENT: A copy of the details of a contractual agreement with the press is attached to the application form.

\_\_\_\_\_ PEER REPORTS: Copies of peer reviews or assessors’ reports.

\_\_\_\_\_ CHAIR’S EVALUATION: All 3 bulleted items have been addressed in the chair’s evaluation. The chair’s evaluation is: Required and must be received in ORS by the deadline.

\_\_\_\_\_ NUMBER OF COPIES: (1) electronic copy of the full application (which will include the Checklist, copy of Publisher’s Agreement and Excel budget sheets.)

***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 + 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**

**SINGLE-EVENT PUBLICATION APPLICATION**

This is an application for: (please tick one) \_\_\_\_\_ Annual, Single Event Publication competition  
\_\_\_\_\_ Rapid Response Fund (NO application deadline)

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. **State the nature of the request, e.g., preparation of camera-ready text and/or graphics, and related costs; costs of copyright clearance; copy editing; translation.**

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**

*See the "Checklist" for Further Details*

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

8. **Separate page.** Description of the publication and a justification of the need for support. (You may add one other sheet.)
  
9. **Separate page.** Please complete the Budget Table (available as an Excel Spreadsheet on the Internal Grant Application Forms and Deadlines table). Please explain the reason for omission of any of the required information on subscriptions or revenue.
  
10. **Separate page.** What is the proposed distribution of the publication? How many copies and from whom? Will it be sold or distributed free of charge? If it will be sold, what will be the price?
  
11. **Separate page.** If an application has not been made to other funding agencies for this publication, please explain.
  
12. **Separate page.** Normally, applications will not be considered without the following documentation. Therefore, the following should be attached to this application (please check to indicate an attachment to your application)

- i) Details of a contractual agreement with the press \_\_\_\_\_
- ii) Include copies of peer reviews or assessors' reports \_\_\_\_\_

**If any item above is not included, please explain.**

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

## UNIVERSITY PUBLICATIONS FUND CHAIR'S EVALUATION

To: Department Chair or Designate

[NOTE: Application(s) made by the Chair shall be evaluated by the faculty Dean.]

On this page, or on a separate page, please evaluate the proposal in terms of:

- Scholarly quality and significance of the work,
- **Whether your academic unit can fully or partially provide any of the resources the applicant requires for the publication of either the book or journal.**

In the case of applicants who are not tenured or tenure-track faculty, please evaluate the appropriateness of this application, in relation to the research activities in your department. Note that the tenure of the award must occur within the time frame of the applicant's appointment to Simon Fraser University. In the case of emeritus faculty, please comment on the applicant's recent research record, and potential ongoing research performance.

**Please forward to the Office of Research Services on or before the deadline date. Late evaluations will not be considered.**

**NOTE: Handwriting can be difficult to read. Please type or print your evaluation on this form, or on an attached sheet.**

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Applicant:

Proposed Title:

Departmental support provided: \_\_\_\_\_

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

\_\_\_\_\_  
**Signature**

**NOTE:** It should be understood that this evaluation is the personal information of the applicant. As such, the applicant is entitled to request and be provided with the evaluation. Chair's evaluations are required by the deadline date, 4:30 pm.

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

Please complete the coloured areas, and ensure totals are included.	
<b>REVENUE CATEGORY</b>	<b>Projected Budget for which University Publication Fund contribution is requested</b>
SFU Grant	
Other Grants (specify):	
Donations:	
Other Support (specify):	
<b>TOTALS REVENUE</b>	<b>\$</b>
<b>EXPENSE CATEGORY</b>	<b>Projected Budget – Next Fiscal Year for which University Publication Funding is requested</b>
<b>Salaries (include benefits):</b>	
Editorial Assistant	
Copy Editor	
Translation	
Other (specify each)	
<b>Design, Printing, Distribution</b>	
Printing and binding	
Copyright/reprint fees	
Royalties	
<b>TOTAL EXPENSES</b>	<b>\$</b>