



Procedure: FUNDING OF PUBLICATION COSTS FOR RESEARCH AND SCHOLARLY ACTIVITY

**Policy: RESEARCH AND
SCHOLARLY ACTIVITY**



Procedure: Funding of Publication Costs for Research and Scholarly Activity

Functional Area: ADMINISTRATIVE

Policy Referenced: Research and Scholarly Activity

Status: DRAFT

Effective: When approved

Procedural Contact: Associate Dean of Research and Innovation

Responsible Office: Research and Innovation

Last Reviewed/Updated: New

Purpose: The purpose of this document is to outline the procedure for payment of funds to support publication costs arising from the research and scholarly activity efforts of UIWSOM faculty, staff and learners.

Policy Reference: Research and Scholarly Activity

Procedure: The Office of Research and Innovation (ORI) is committed to providing support to defray or cover the costs of publications arising from the research and scholarly activity efforts of UIWSOM faculty, staff, and learners. **Your acceptance of ORI support for publication charges obligates you to present at a monthly Chalk and Talk session and to present your findings at the UIWSOM Research Day in April.** Faculty and learners may request funding for more than one manuscript during an academic year providing the manuscripts describe substantially different studies. ORI requires that the applicant be in good academic and professional standing for support.

Faculty, staff, or learners requesting support for publication must provide the following to the ORI:

1. A formal request for support for the publication of “Manuscript title” in the Journal titled “XXX”.
2. Learners are strongly encouraged to have a faculty co-author or at a minimum have a faculty member review the manuscript prior to submission. Please indicate in the request which faculty member reviewed the manuscript.
3. Some funding sources can provide funds for publication, therefore include a statement that there are no other funds available for payment of publication costs.
4. Please include a copy of the manuscript.
5. As soon as possible after acceptance, provide the following:
 - a. Official notice of acceptance
 - b. The publisher must send an invoice detailing the publication charges. Please have the invoice addressed as follows:

Bill To:
Dr. Steve Mifflin
University of the Incarnate Word
Accounts Payable, CPO 287
4301 Broadway
San Antonio, TX 78209
United States
 - c. In addition to the invoice, the publisher must also provide a copy of their W-9 (W-8BEN-E) so that UIW Accounts Payable can treat the publisher as a vendor.

6. Some journals have strict deadlines and allow short time between acceptance and payment of page charges. The Office of Research and Innovation will do our best to accommodate your timeline.
7. A year after the publication date, ORI will contact you requesting a brief summary of any activities that were the result of this publication.

Our goal is to facilitate the dissemination of UIWSOM research findings in reputable, quality journals to enhance the reputation of the UIWSOM. **Authors should be aware of and not submit to journals with reputations that are not consistent with the quality the UIWSOM is striving for.** Please check Beall's List of possible predatory publishers (<https://scholarlyoa.com/publishers/>) prior to deciding where to submit your work. The Research and Scholarly Activity Committee (RSAC) retains the right to reject a request for funding of publication costs if the journal is not considered appropriate.

The decisions to provide or deny support as well as the level of support will be made by the Chair and the Vice-Chair of the RSAC. Should they disagree on a decision, the matter will be discussed before the RSAC to reach a final decision.