



# **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**

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**Status:** Approved  
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**Procedural Contact:** Associate Dean of Research and Innovation  
**Responsible Office:** Research and Innovation  
**Last Reviewed/Updated:** New

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

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**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.

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

- A. A signed cover letter stating:
  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 cover letter 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.
- B. A copy of the manuscript.
- C. As soon as possible after acceptance, provide the invoice detailing the publication charges. Reimbursement will be made up to a maximum of \$2000 per manuscript. Color figures typically incur additional publication charges and their use should be scientifically justified. 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.

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.