REPRINT/PUBLICATION SUPPORT PROGRAM GUIDE
(Revised Summer 2021)

Program Description
Provides support for expenses associated with publication, reprints, article processing or open access charges, and page charges. Work must have been accepted for publication or published in a refereed or other scholarly journal. Support can be used for open access, peer-reviewed publications listed in the Directory of Open Access Journals or for publication in subscription journals that allow some articles to become available openly based on a published fee schedule (sometimes known as hybrid open access).

Eligibility
- Tenured and Tenure Track Faculty
- Contract Faculty—Full time contract appointment faculty members are eligible, but the award will be provisionally based on contract renewal.
- Burris and Indiana Academy Teaching Staff—Full time teaching faculty are eligible, but the award will be provisionally based on contract renewal.
- Professional Personnel—University professional personnel members with research-oriented duties are eligible, providing they define how their responsibilities relate to the proposed project.

Application Process
There is no formal proposal required for this grant. Instead please upload the following via InfoReady:
- A copy of the letter of acceptance from publisher
- If available at time of submission, a copy of the publication should be also submitted (this serves as the final report)
- If applicable, please include a link to the journal’s open access policy or article processing fee schedule

Application Deadline
- The deadline for reprint/publication awards is the 15th of the month.
- Applications should be submitted the month prior to publication.

Funding Award Stipulations
- Each faculty member is allowed up to $500 per publication, per fiscal year.
- Only 1 application per faculty member is allowed per fiscal year.
  ✓ The application can consist of up to 2 articles in the request that when combined, cannot exceed $500.
- In the case of multiple authors, only one award—up to $500—will be granted per publication.
- Receipt of an ASPIRE Research or Creative Arts award does not affect eligibility of a Reprint / Publication award in the same fiscal year; however, grant recipients failing to submit acceptable final reports for any award will be declared ineligible for further support from ASPIRE programs.

Final Report/Grant Closeout
- There is no final report required for this grant program; instead please submit an electronic copy of the publication.
- Funding is transferred directly to a departmental account, not to the recipient.

If you need further assistance with this process please contact ASPIRE at 765-285-1600 or aspire@bsu.edu
• Funds not claimed within 90 days of publication date will revert back to the ASPIRE Program.
• It is the award recipient’s responsibility to file proper forms to claim grant funds, in accordance with University policy for reimbursements. It is NOT the responsibility of the departmental clerical staff to see that grant funds are expended.
• When ASPIRE funds are used to publish in open access journals, the Libraries will also make a copy available through the Cardinal Scholar digital repository.