PUBLICATIONS AND INTELLECTUAL PROPERTIES SUPPORT (PIPS)
PROCEDURES and POLICIES

PROCEDURES

I. Application form
    A. Complete the application form online via InfoReady.
    B. An application is evaluated particularly on the basis of the applicant's description of the work's contribution to the field.
    C. Funding is commonly requested for the following: subventions, indexing fees, copyright and licensing fees, payment for illustrations, and copy-editing.
    D. Requests for subventions to publishers are considered to offset the costs of publication. However, funding is denied for subsidy presses that will not publish without funding from the author. The University Libraries' resources are used to determine the merit of an unknown or foreign publisher and its corresponding record of academic publishing. Any requests for funding must be supported with a printed estimate or signed contract on vendor letterhead.
    E. Support materials include: outside peer review(s), outside expert opinions, and internal/external letters of support.
    F. If no reviewers or experts are identified in the application, and no one on the committee is familiar with that particular field or discipline, an outside reviewer in the same field/discipline, may be asked to provide consultation.
    G. The PIPS review will take one of the following actions.
        1. Recommend funding
        2. Request clarification or submission of additional information
        3. Recommend funding pending clarification; or
        4. Reject the request

POLICY
I.   Eligibility: Faculty and professional personnel can apply for publication or intellectual property financial aid available through the PIPS.
II. Materials to be Submitted: Publications or intellectual properties
III. Publications

A. The PIPS will consider **a work in any discipline that in the author's opinion constitutes a significant scholarly contribution to that academic discipline or represents a recognized body of knowledge**.

B. Acceptable materials: articles or books, monographs (in a current series or separate from it), occasional publications (translations, lectures, and reprints) and research reports (including aids such as references, bibliographies, and concordances).

C. Examples of prior funding provided by the PIPC
   Subvention costs (i.e., publication costs assessed by the publication company), illustration costs, composition costs, and reviewer costs. [copyright and licensing fees as well]

D. Non-acceptable materials
   1. Textbooks
   2. Journal page costs (see [ASPiRE reprint support](#))
   3. Classroom aids (field books, laboratory manuals, etc.)
   4. Master's theses, graduate research papers, and doctoral dissertations (unless rewritten as a book or monograph)

IV. Intellectual Properties

A. The PIPS will consider a work in any discipline that in the author's opinion constitutes a significant contribution to that academic discipline.

B. Acceptable materials: computer software and creative works (i.e., plays, poetry, musical compositions, sound recordings, and works of art).

C. Non-acceptable materials
   1. Commercial properties
   2. Materials designed for classroom usage

V. **Criteria for review**

A. *Only complete manuscripts or works* will be considered for financial support.

B. Abstracts, suggestions, proposals, ideas, or outlines will be reviewed to determine if they are appropriate, but no action will be taken until they have been completed.

VI. Copyright ownership considerations

A. Works reviewed under PIPS will be guided by provisions of the Ball State University Intellectual Property Policy and may be either author-owned or university-owned.
   1. Scholarly or creative works, such as articles, books, plays, musical compositions, works of art, and the like are normally owned by the author/artist.
   2. The university normally owns works developed through the resources of the university or created by faculty or staff "within the scope of their employment."

B. Please review the Ball State University [Intellectual Property Policy](#) prior to submitting an application.

(Revised 2021)