

UNIVERSITY OF MASSACHUSETTS BOSTON

BOOK PUBLICATION SUBVENTION FUND

Information and Application Guidelines

General information

As financial pressures on academic presses, and especially university presses, have increased over the past decade, it has become common for even the most respected presses to ask the author for a publication subvention to defray estimated losses the press expects to incur by publishing a scholarly volume. By requiring guaranteed funding as a partial subsidy prior to the publication of an important but audience-limited book, the academic press is in a better position to choose works for publication based purely on merit. However, publication subvention puts faculty members, in particular junior faculty members who have less money and are under particular pressure to publish, in a difficult position. Moreover, some faculty members are publishing books in disciplines where there is very little grant money to support research. To assist UMass Boston faculty members who are asked to underwrite the cost of publishing a book through a publication subvention, the provost has established a Book Publication Subvention Fund to be managed by the vice provost for research.

Who may submit an application?

UMass Boston tenured and tenure-track faculty members at any stage of their careers are eligible to apply. Specifically excluded from eligibility for support are emeritus, adjunct, research, or visiting faculty members, as well as faculty members whose contracts will not be renewed for the following year and faculty members who plan to retire or resign their appointments at the end of the current year.

No faculty member may receive publication subvention support more than once in a three-year period. Unsuccessful applicants may reapply without prejudice.

In no case may the faculty member be an agent or employee of the book's publisher. A faculty member who has or will receive a cash advance from the publisher is not eligible for publication subvention support.

Nature of the subvention fund program

For the 2007-08 fiscal year, a total of \$12,000 has been allocated to the Book Publication Subvention Fund. Applicants may request any amount up to \$3,000 from the fund for book publication subvention support. Cost sharing from the faculty member's department and college is encouraged.

The author must be under a final and fully executed contract with an academic press that (a) is non-commercial, (b) uses a peer-review mechanism to select books to publish, and (c) stipulates that the publication subvention is required for the book to be published.

The book whose publication costs are to be subvented must be (a) a scholarly book single authored by the faculty member, or (b) a scholarly multi-author work of which the faculty member is sole editor. The book may be in any language and in any discipline. Subvention support will not be provided for the publication of textbooks, or for re-publication of a previously published book. In addition, subvention support will not be provided for reimbursement for subvention paid for a book that is already published, the purchase of copies by the author, costs of routine activities such as copyediting or indexing, fees for the publication of figures or illustrations, permission fees to use quoted materials, costs of dust jacket artwork, or other similar publication costs.

Where to get an application and additional information

The book publication subvention application form can be obtained on the Web page of the Office of the Vice Provost for Research (<http://www.umb.edu/research/>) or from the Office of Research and Sponsored Programs (ORSP) located in Quinn Administration Building, 2nd floor. For additional information, call the ORSP at 617-287-5370 or send an e-mail message to orsp@umb.edu.

When to submit an application

A subvention application may be submitted at any time.

What to submit

The book publication subvention application form, signed by the author and the author's department chairperson and dean, must be submitted together with the following supplementary materials:

- CV or brief biographical sketch of the author;
- Information about the academic press, including written statement of the press's editorial policies (i.e., refereeing, acceptance rates);
- Copies of prepublication reviews;
- Letters of support from the author's department chairperson and dean;
- Copy of the final and fully executed contract between the faculty member and the publisher;
- Information about any royalty arrangement between the publisher and the author; and
- Copies of any correspondence with the publisher concerning the amount of subvention required and the specific publication costs the subvention will defray.

Where to submit an application

One copy of the completed application form, together with the required supplementary materials, must be submitted to ORSP, Quinn Administration Building 2nd floor. It is the responsibility of the individual submitting the application to ascertain that a complete packet of materials has been received for processing.

Review of applications

Each application must be reviewed and endorsed in writing by the author's department chairperson and dean. The chairperson's and dean's signature on the application form acknowledges the significance of the book and its importance for the author's career development. In addition, these signatures acknowledge the availability of any departmental or college subvention support specified in the author's application. The vice provost for research will make all final decisions concerning subvention support awards.

Subvention support management

Awards will be provided on a first-come, first-served basis until the amount of funding available each year is exhausted.

The following conditions are attached to the award of subvention support and must be accepted by the recipient:

- Support awarded to an author will be paid directly to the publisher, which will be required to provide written assurance that the funds will be returned to the university in the eventuality that the book is not published for any reason.
- The faculty member will be solely responsible for any and all tax consequences that may result from the payment of the publication subvention support to the publisher.
- In cases where royalties are to be paid to the faculty member by the publisher, the faculty member must assign any prospective royalty revenue to UMass Boston up to the amount of the subvention support awarded. Royalties paid to the university will be returned to the Book Publication Subvention Fund for use in supporting other faculty members requesting publication subvention support.
- The faculty member must agree to acknowledge UMass Boston publication subvention support in the preface, introduction, or acknowledgement of the book.
- The publisher must agree to provide one copy of the book to the UMass Boston Healey Library at no cost to the author or to UMass Boston.