

## FCS PUBLICATION GRANT POLICY

### PURPOSE

The Publication Grant supports manuscript completion and submission. Eligible manuscripts should be close to completion and can include books, special issues, and edited volumes in addition to multiple articles published from your PhD. Eligible expenses include hiring a professional editor, paying for costs of publication as charged by some journals and small presses, hiring a qualified research assistant to assist with manuscript completion, and translation charges. Ineligible expenses for a Publication Grant include initial literature review, data collection, and data analysis.

### MAXIMUM REQUEST: \$1,500

### ELIGIBILITY

- Publication Grant applicant eligibility is reserved for pre-tenure TFA for whom research related activities are part of their contractual obligations.
- Limited Term Faculty (LTF) are not eligible to apply for FCS Internal Grants.
- A maximum of 3 Publication Grants (\$1,500 max each) will be awarded each competition round.
- TFA members are expected to be the first author. If not, an explanation of their contribution as co-author and the contribution of the first author to publication costs to the manuscript is required.
- As Applicant, pre-tenure faculty may be awarded a maximum of 2 Publication Grants during the entirety of their pre-tenure period. Awards from different Internal Grants opportunities can be held simultaneously.
- All grants are conditional on continued employment at TMU.

### APPLICATION REQUIREMENTS

- All sections of the application must be complete. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV.
- Applicants must provide a detailed budget\* and justification.
- The manuscript(s) must be close to completion.
- Close-to-completion draft(s) of the manuscript(s) must be attached to the online application.
- Co-author contributions must be clearly stated.

\*When developing your budget, please refer to [HR's Pay Information](#) page.

## EVALUATION CRITERIA

- Publication Grant proposals will be reviewed by the FCS SRC Committee composed of faculty who are representatives of FCS Schools. To assist committee members to constructively review proposals, enough detail needs to be provided with regard to the background and plans for completion of the manuscript.
- Manuscript is close to completion.
- Funds requested are well justified.
- Clarity and timeliness of submission.
- Feasibility of completion within the proposed time frame and budget.
- Previous Publication Grant recipients who have, as a result of an FCS Publication Grant, completed peer published/peer reviewed manuscript(s) or have manuscript(s) currently under peer review should attach the manuscript(s).

## RESPONSIBILITIES

- Recipients of a Publication Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from a Publication Grant cannot be transferred to a faculty member's Professional Development (PD) Fund or an OVPRI cost centre.
- Recipients of an FCS grant will be required to submit a final product or a URL to the final product to the Office of the Dean three (3) months after the completion of the project or 18 months after the grant is awarded, whichever comes first. The report describes the outcomes, future plans, and outputs as well as the final title of the manuscript. Subsequent funding will be conditional on timely submission of the final report.
- Recipients of an FCS grant are expected to present their paper abstract/publication at the annual Faculty of Community Services' Faculty Achievement Event, which is held annually in April.
- All publications should acknowledge the support of the Faculty of Community Services, Toronto Metropolitan University. The following wording is suggested: "This publication has been supported by Publication Grant, Faculty of Community Services, Toronto Metropolitan University."
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project may not be funded or the budget may be adjusted.
- Funds must be spent according to the SRC Committee's approved budget and within **one year** of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.

**APPLICATION DEADLINES AND SUBMISSION**

Applications must be submitted electronically via TMU's Research Information System (RIS).

<b>Timeline</b>	<b>Competition Open</b>	<b>Competition Close</b>	<b>Funding Available</b>
Spring	March 18	April 18 at 4:00 p.m.	June
Fall	September 17	October 31 at 4:00 p.m.	December

Award recipients may hold a Publication Grant once annually.

For more information, please contact:

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