FACULTY PUBLICATION & INCIDENTAL RESEARCH

Costs associated with the publication of articles in scholarly journals which pay no royalty or fee to the author will be funded by the School of Graduate Studies and Research up to a limit of $500. These costs include: article submission fees, reasonable photographic reproduction fees, and page charges. This policy does not extend to any writing for which faculty receives compensation, or to vanity press charges.

The School of Graduate Studies and Research will also pay for 100 reprints of any scholarly article for its author (s) so that the article can have the fullest possible distribution.

Large research projects are funded extramurally. Preliminary studies leading to extramural grant proposals are supported by Intramural Faculty Research Grants. Because there are also incidental research expenses that arise from day to day, the Graduate School will fund other operational expenses at any time of the year. The limit is generally $300 per project.

After your request has been approved by the Assistant Dean for Research, to receive reimbursement for out-of-pocket expenses, the department's signature authority (generally the chair) should send a memo to Susan Buffone in Accounts Payable, B-28 Clark Hall, indicating the department's SAP Fund Center, the amount of the expense, a brief justification for the expense, and a copy of the receipt(s). A copy of this memo should be sent to Julie Bassaro in room 113 Stright Hall so funds can be transferred to the department. If the expenses are paid by a requisition through the applicant's department, send a copy of the requisition to Julie Bassaro in room 113 Stright Hall so the funds can be transferred to the department

If for some reason all or a portion of the funds that were transferred to your department are not spent, the amount must be returned by transfer of funds to the School of Graduate Studies and Research by the end of the fiscal year. Please contact Julie Bassaro at jbassaro@iup.edu or 7-7730 for the SAP Fund Center information.

THE SCHOOL OF GRADUATE STUDIES AND RESEARCH

Application Form for Faculty Publication Costs/Incidental Research Expenses

Name _____ E-Mail _____

Department _____ Phone _____

Campus Address _____

Reason for Request _____

_____

_____

_____

Expense Itemization _____

_____

_____

Total Amount Requested $ _____

Purchase orders or other expenses must be processed through your department. The approved amount will be transferred to your department after verification of the expenditure is received by the Office of the Assistant Dean for Research, 113 Stright Hall.

Funding will be canceled if not used by the end of the current fiscal year. If a portion of the funds are not spent, the amount must be returned by transfer of funds to the School of Graduate Studies and Research by the end of the fiscal year. Please contact Julie Bassaro at jbassaro@iup.edu or 7-7730 for the SAP Fund Center information.

FOR GRADUATE SCHOOL USE ONLY

Funding Approved:

By:
Date:
Amount:

Funding Denied:

Reason:

Copy distribution: □ Applicant □ Department Chair □ Department Secretary □ File