

# **FACULTY RESEARCH AND CREATIVE ENDEAVORS COMMITTEE 2022-2023 PUBLICATION & EXHIBITION COST FUNDS**

Faculty Research and Creative Endeavors Committee Membership: 16 faculty: 3 from CS&E, 2 from CAM, 4 from CLASS, 2 from CEHS, 2 from CBA, 1 from CHP, 1 from CMED, 1 from Lib/Counseling, 1 P&A, and the Vice President for Research and Innovation or designee (ex officio and voting). The current membership roster is available at the Office of Sponsored Programs (OSP) website.

## **DEADLINES for FRCE Publication & Exhibition Cost Applications**

**September 7, 2022 (11:59 p.m.)** for September 21, 2022 meeting

**October 5, 2022 (11:59 p.m.)** for October 19, 2022 meeting

**November 2, 2022 (11:59 p.m.)** for November 16, 2022 meeting

**February 1, 2023 (11:59 p.m.)** for February 15, 2023 meeting

**March 8, 2023 (11:59 p.m.)** for March 22, 2023 meeting

**April 12, 2023 (11:59 p.m.)** for April 26, 2023 meeting

## **General Information**

The charge of the Faculty Research and Creative Endeavors (FRCE) Committee is to promote high-impact research and creative endeavors at CMU.<sup>1</sup> This charge includes the dissemination of research findings, artistic endeavors, and other forms of scholarly activity within one's respective professional field. The Committee will place a high value on proposals that clearly define the visibility, educational, and broader impacts of the publication or exhibition.

Members of the committee are available for consultation about preparing applications, but it is the responsibility of the applicant to read and follow the guidelines when submitting requests. Proposals that do not meet the listed requirements will not be funded. Additionally, proposals that are not submitted in the requested format will be returned without review.

Applications for funds to cover publication and exhibition costs must be received electronically via the FRCE Application Portal by 11:59 p.m. on the deadline date for the FRCE Committee meeting (see above). All submissions and resubmissions must be submitted within three meetings before or after the date the publication/exhibition is accepted or invoiced. Applicants will be notified within two weeks of the Committee's decision.

## **Eligibility and Guidelines**

All persons on regular appointment and holding faculty rank, fixed-term faculty with at least a half-time (0.5 FTE) for the current academic year and having foreseeable continuous employment for more than one academic year, emeriti faculty with a current academic assignment, professional administrative personnel, and post-doctoral researchers are eligible for support. In times of budgetary crisis, funding preference will be given to regular faculty, followed by (in no order): fixed-term faculty, emeriti faculty, professional administrative personnel, and post-doctoral researchers. Funding will not be released to award recipients who are non-compliant with research oversight committees (e.g., IRB, IACUC, IBC, etc.) or with ORGS sponsored funding programs until all compliance issues are satisfactorily resolved. Applicants who receive conditional approval must respond to the committee with a plan for how conditions will be met within two weeks of receiving their conditional approval notification.

Awarded amounts for approved submissions will be rounded to the nearest dollar.

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<sup>1</sup> The terms "research" and "creative endeavors" are used interchangeably to describe those activities that constitute scholarly activity in a particular discipline, i.e., those professional activities that lead to promotion and tenure.

An application that was reviewed but not funded may be resubmitted. Resubmissions must contain the following:

- a. Inclusion of the notification email received which summarizes the Committee's comments;
- b. A cover letter detailing how the applicant has responded to the Committee's review comments;
- c. A revised application, which provides new or altered information in response to the Committee's review, noting this new information in **highlighted** type.

Initial submission and resubmission applications must be submitted within three meetings before or after the date the publication/exhibition is accepted or invoiced.

**The project must be scholarly and must have gone through a peer-review process.** This grant covers costs associated with the publication of a scholarly book or monograph, page charges, exhibition fees, shipping costs of artwork, indexing, and other similar expenses.

\*FRCE only pays for publication fees, not open access costs. Contact the Vice President for Research and Innovation to request support for open access costs.\*

**IN GENERAL, THE FOLLOWING ARE NOT ELIGIBLE FOR SUPPORT:**

- Letters to the editor
- Author's comments
- Book reviews and similar publications
- Costs for the preparation of a manuscript or other expenses associated with the production of the work (e.g., pre-acceptance costs such as payment for typing or artwork)
- Fees for accelerated publication
- Publication in media other than periodicals generally accepted by the scholarly community.

Publication and Exhibition Cost Funds are limited to \$1,000 per individual per academic year with a maximum funding limit of \$1,000 per project. FRCE funding support acknowledgement is required on publications.

For papers with coauthors at other institutions, costs will generally be reimbursed proportionally in relation the number of CMU affiliated authors.

## **The Application**

**Please log into the FRCE Application Portal** found on the OSP website once all materials outlined below are ready for submission. The first page of the application (cover page) within the portal will consist of general questions and will require attaching a PDF (one document only) containing all the information requested below ("Abstract, Evidence, Impact Statement, Copies of rates and invoices").

The PDF abstract and impact statements must be typewritten with one-inch margins and 11-point font or larger. The electronic submission must be submitted via the FRCE Application Portal located on OSP's website. Please attach the Abstract, Evidence, Impact Statement, and Copies of rates and invoices as **ONE** pdf saved as *Last Name, First Name, FRCE PE Application* (example: Doe, Jane, FRCE PE Application) by 11:59 p.m. on or before the deadline date.

The line-item budget will be available for completion on the second page of the application in the portal once the cover page and PDF have been submitted. **It is important to note that the portal does not have the ability to return to the cover page once submitted so having all materials prepared ahead of the submission is necessary.**

**The Application Cover Page** – Completed in the FRCE Application Portal located on OSP’s website. The following information is requested on the cover page:

- Applicant’s employment status
- A list of all co-authors(s) and their affiliations (ex: Tom Smith, Grand Valley State University)
- Title of Article
- Name of Journal or Exhibition (do not abbreviate)
- Date of Article Acceptance/Publication or Exhibition

The PDF document attachment must consist of the following items in the order listed.

1. **Abstract:** Provide an abstract of not more than 250 words, with one-inch margins and 11-point font or larger, describing the significance of the work in layman’s terms. The abstract may not be the same as the technical abstract published with the article, playbill, advertisement, etc. The abstract must communicate the essence and significance of the project in terms understandable to the educated layperson. The applicant must clearly state the quality and intended audience of the publication/exhibit. The items listed may include the impact factor of the journal and its distribution; the breadth of the readership and the number of citations anticipated; libraries that may purchase the book; the importance of the exhibit; the educational importance; and/or the broader social impacts of the scholarly activity.

2. **Evidence** that the publication or exhibition went through a peer-review process and **was accepted** must be included in the application.

- a. Due to the proliferation of what has been termed “predatory journals,” the committee must verify the authenticity and quality of the journal/venue. It is the applicant’s responsibility to provide such evidence for the committee.
  - a. Evidence must include listing as refereed in Ulrich’s Periodicals Directory. Ulrich’s can be accessed through the University Libraries web page while signed into CentralLink, and choosing ‘Databases A-Z.’ Then click on the ‘All Vendors/Providers’ tab or on ‘U.’
  - b. If the journal is not listed as refereed in Ulrich’s, the applicant must include alternative evidence to substantiate peer review. Types of evidence may include, but is not limited to, one or more of the following:
    - links to impact ratings;
    - reviews of quality of exhibition and/or agencies sponsoring them;
    - evidence of the research and/or creative scholarship associated with the journal/exhibit
    - peer review comments to verify the manuscript or other scholarly project was peer-reviewed.

If the committee cannot verify the quality of the journal/exhibit or the peer review process, the application will be denied.

3. **Impact Statement:** Applicants must clearly demonstrate the significance of the publication/exhibit/performance. Some examples that could be addressed include:
  - how does the publication/exhibit contribute to the advances of the discipline
  - how the publication/exhibit increases the recognition of the applicant and CMU
4. **Copies** of rates and invoices related to the publication of scholarly book or monographs, page charges, exhibition fees, shipping costs of artwork, and other similar expenses should be included with the application. All documents must be submitted in English.

**DO NOT submit reimbursement vouchers or original receipts with your application.**

**Budget** – completed on page 2 of the FRCE Application Portal.

- Publication and Exhibition Cost Funds are limited to \$1,000 per individual per academic year with a maximum funding limit of \$1,000 per project.
- For papers with coauthors at other institutions, costs will generally be reimbursed proportionally in relation the number of CMU affiliated authors.

The line items available for completion in the FRCE Application Portal are as follows (a line-item budget worksheet is available on the last page of the guidelines):

- Page Charge
- Publication Charge
- Exhibition Fee
- Shipping Expense
- Other Expense (will be required to explain any expenses in this category)

## **Responsibilities of Recipients**

Reference to FRCE funding must be included on all reimbursement requests. All requests for reimbursement must include the invoice be forwarded to the Office of Sponsored Programs, Foust Hall 251, phone 2459, for review and approval.

*For approved applications, expense reimbursement must be submitted within 3 months of the award.*

Recipients of FRCE funding are required to adhere to the university's Intellectual Property Rights Policy.

*Line-Item Budget Worksheet*  
The budget will self-calculate in the portal.

Page Charge:	\$
Publication Charge:	\$
Exhibition Fee:	\$
Shipping Expense	\$
Other Expense: (explain)	\$
	\$
<b>FRCE TOTAL PROJECT COST</b>	<b>\$</b>