GENERAL INFORMATION

The University at Albany Journal Support Award is available to members of the UAlbany community on a competitive basis to provide editorial support organized and/or endorsed by UAlbany faculty. Graduate students are also eligible for the award, as long as they have faculty mentor support and the faculty mentor applies on their behalf. The awarded funds for the proposed project can be used over a period of three years. At the conclusion of the 1st three-year award period, recipients may re-apply for a second three-year period for the same edited series or journal. Recipients who have received two consecutive awards (six years of support) for the same edited series or journal are not eligible to re-apply. Applications must include a final report showing how research funds were used during any prior award periods. Award recipients are eligible to apply in Fall and Spring of the same academic year if the Journal Support Award applications are for different journals. There is no provision for summer faculty salary or stipend and project funds may not be expended for the purchase or maintenance of office equipment, such as laptops and computers.

Note: Preference will be given to those who do not already have a Journal Support award.

To be eligible for consideration, applicants must demonstrate the following:

- Documentation of matching support from the applicant’s Department Chair and/or Dean.
- A substantial amount of support from sources other than the applicant’s Department Chair and/or Dean. The budget identifies and itemizes all sources of support and demonstrates that there is a sufficient amount available to make the publication financially feasible.

APPLICATION REQUIREMENTS

All application packets must be completed in their entirety and submitted in the order noted below:

1. Application Cover Sheet
2. Itemized Budget
3. Budget Justification
4. Final Report from prior Journal Support Awards
5. Letters of recommendation from the Department Chair and Dean indicating the matching support
6. Summary of applicant’s vitae (two-page limitation)
7. One original copy of the journal or edited series
AWARD AMOUNTS

Applications for journal support with the following attributes will receive highest priority and may be granted **up to $2,500:**

- Recognized to be among the top research publications in the discipline
- Have a substantial national and international readership
- Have a special recognition within the field

Applications for journal support with the following attributes may be granted **up to $1,500:**

- Focus on the subspecialties within the discipline
- Serve a more limited readership
- One of several in a field

Award amounts may vary depending on the number of proposals recommended for funding, from the limited pool available, and on the particular nature of the activity.

REVIEW PROCESS

Applicants **must submit the application electronically to the Department Chair** of their college/school by the deadline noted (*please contact the Department Chair for information on where to submit the electronic application*). The Department Chair will forward the electronic application, the signed endorsement form (http://www.albany.edu/osp/assets/Research_Internal_Awards_Endorsement_Form.pdf), and supportive documentation to the Dean by the deadline noted (*please contact the Dean’s Office for information on where to submit the electronic application packet*). The Dean will forward the electronic application packet to ResearchInternalAwards@albany.edu by the deadline noted. If only a hard copy of the journal or edited series is available, hard copies can be sent to the Office of the Vice President for Research, UNH 307. A University-wide review committee, the Council on Research, will review the applications and make funding recommendations to the Vice President for Research.

POST AWARD REQUIREMENTS

Award recipients must submit a final report when all award funds have been expended or at the conclusion of the award period, whichever occurs first. The Journal Support Award Final Report form can be found at the following website: www.albany.edu/osp/assets/JournalFinalReport.docx. Please send Final Reports to ResearchInternalAwards@albany.edu.
## DEADLINES

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<thead>
<tr>
<th>DESCRIPTION</th>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>Applicants submit the application electronically to the Department Chair. <strong>Please contact the Department Chair for information on where to submit the electronic application.</strong></td>
<td>October 2, 2017</td>
<td>February 5, 2018</td>
</tr>
<tr>
<td>Department Chair forwards the electronic application, the signed endorsement form, and supportive documentation to the Dean. <strong>Please contact the Dean’s Office for information on where to forward the electronic application packet.</strong></td>
<td>October 6, 2017</td>
<td>February 9, 2018</td>
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| Dean forwards the electronic application packet, which includes the following:  
  - Electronic application  
  - Signed endorsement form  
  - Supportive documentation to [ResearchInternalAwards@albany.edu](mailto:ResearchInternalAwards@albany.edu) | November 6, 2017   | March 5, 2018      |
| Vice President for Research notifies applicants                              | Early January 2018 | Late April 2018    |
University at Albany Journal Support Award
Application Cover Sheet

Please complete the application cover sheet in its entirety - do not leave any of the sections blank. If a section does not apply, please put N/A. Attach separate sheets, if necessary.

Name of Applicant: _____
Applicant’s e-mail address: _____
School/College and Department: _____
Have you previously received a Journal Support Award? Yes ☐ No ☐
*Applicants must submit a Final Report for previous Journal Support Awards with their application. The Journal Support Award Final Report form can be found at the following website: www.albany.edu/osp/assets/JournalFinalReport.docx.

Description of the Journal (attach separate sheets if necessary)

1. Name of journal/edited series: _____

2. Did the journal/edited series begin at the University at Albany? Yes ☐ No ☐
   If yes, when did it begin: _____

3. Is the journal/edited series the publication of an association/professional organization? Yes ☐ No ☐
   If yes, please identify: _____

4. Is there a “ranking” for your journal within your field? Yes ☐ No ☐
   If yes, how does your journal rank? _____

5. Does the editorship rotate on a specified schedule? Yes ☐ No ☐
   If yes, what is the rotation schedule: _____

6. Date of your editorship:
   From _____ To _____

7. Number of subscriptions: _____
   Distribution: National ☐ International ☐ Regional ☐

8. How many articles, on average, are submitted per issue? _____
   Of the articles submitted, how many articles are published? _____

9. What is the policy for solicitation and selection of articles?
10. Describe the type and level of subject matter and source of authors.

11. Describe your readership.

12. Are you receiving compensation for this editorship/service?
   Yes ☐ No ☐
   If yes, please explain:

Certification
I certify that the information provided on this application form is accurate and complete to the best of my knowledge. I agree to comply with all UAlbany policies and procedures, as well as with all applicable regulations. I understand that I have ultimate responsibility for the conduct of this research.

Applicant Signature: _______________________________ Date: _____
Journal Support Award Itemized Budget

INCOME & OTHER SUPPORT

1. Cost of Subscription \times Number of Subscriptions \quad \$\_
\quad \$\_ \times \_\

2. UAlbany support as of the application date (total from box below) \quad \$\_
   * do not include the Journal Support Award amount for which you are applying

<table>
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<tr>
<th>Unit</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Department Chairperson</td>
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<td>Dean</td>
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<tr>
<td>Other (please specify):</td>
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TOTAL INCOME & OTHER SUPPORT \quad \$\_

ANTICIPATED EXPENSES

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<tr>
<td>Printing</td>
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<td>Telephone</td>
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TOTAL ANTICIPATED EXPENSES \quad \$\_

Balance (Total Income – Total Anticipated Expenses) \quad \$\_

TOTAL JOURNAL SUPPORT AWARD AMOUNT REQUESTED \quad \$

Note: The budget should show a zero balance after entering the amount of the award requested.

Distribution of the total award amount requested (check all that apply):

- 2017-18 \quad \$\_
- 2018-19 \quad \$\_
- 2019-20 \quad \$\_
Budget Justification Statement

In the space provided below, please provide justification for all of the expenses listed in the budget itemization. Describe how the award will facilitate journal expenses and why any requested amounts cannot be supplied by other sources within the University. If the Journal Support Award request is less than the total budget, please explain how the difference will be covered.

Please explain how your project would be impacted if (a) the amount awarded is less than the amount requested, and (b) if no award is made.