

## UNIVERSITY AT ALBANY JOURNAL SUPPORT AWARD FALL AND SPRING, 2009-10

### **GENERAL INFORMATION**

The University at Albany Journal Support Award is available on a competitive basis to provide editorial support for up to three years. Applicants may re-apply for a second three-year period. Edited series and journals that have already received more than six years of support are not eligible for funding. Renewal applications must include financial statements showing how research funds were used during any prior award periods. The award funds are not to be used for the purchase of computers or general office equipment.

At a minimum, requests for journal support must demonstrate the following in order to be eligible for consideration:

- **A substantial amount of the support from sources other than the applicant's Department Chair and 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.
- **Documentation of matching support from the applicant's Department Chair and Dean.**

*Applicants should provide a brief explanation of what the consequences will be if the amount that is awarded is reduced from the requested amount, or if no award is made.*

### **AWARD AMOUNTS**

Actual awards may vary depending on the number of activities recommended for funding from the limited pool available and on the particular nature of the activity.

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

- acknowledged to be among the top research publications in the discipline;
- have a substantial national and international readership; and,
- have a special recognition within the field.

Requests for journal support with the following attributes will receive second highest priority and may be granted **up to \$1,500** in research support:

- focus on the subspecialties within the discipline;
- serve a more limited readership; and,
- one of several in a field.

## **APPLICATION REQUIREMENTS**

All application packets should be submitted in the order noted and should contain the following:

1. Application Cover Sheet – complete in entirety.
2. Itemized Budget - complete in entirety.
3. Budget Justification
4. Financial statement covering expenditures funded from prior award (s) if you are requesting support for “repeat” events, biennial or annual conferences.
5. Letters of recommendation from the applicant’s Department Chair and Dean indicating the matching support.
6. Summary of applicant’s vitae (2 page limitation)
7. One copy of the actual journal (will be returned following Council review).

## **REVIEW PROCESS**

The Office of the Vice President for Research sends the call for proposals to the Deans and Department Chairs.

Applicants should submit an original application plus specified copies to the Department Chair by the deadline noted. The Department Chair will then forward the application packet, including supportive documentation, to the Dean. The Dean will forward the original plus specified copies of all documents, including the supportive documentation, to Janice Bogan, UNH 307C for review by the University Council on Research. The Council on Research will review the proposals and make funding recommendations to the Vice President for Research.

## **Calendar**

<b>DESCRIPTION</b>	<b>FALL</b>	<b>SPRING</b>
Applicants submit the original application plus five (5) copies to the Department Chair	October 16, 2009	February 3, 2010
Department Chairs submit applications and copies to the Dean	October 28, 2009	February 12, 2010
Dean submits the original plus five (5) copies of the application packet <b>and</b> supportive documentation to the Office of the Vice President for Research for Council on Research review.	November 18, 2009	March 5, 2010
Vice President for Research notifies applicants	January 4, 2010	April 19, 2010

**UNIVERSITY AT ALBANY JOURNAL SUPPORT AWARD  
APPLICATION COVER SHEET**

Please complete the application cover sheet in 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 \_\_\_\_\_

Name of Journal \_\_\_\_\_

Department \_\_\_\_\_ School/College \_\_\_\_\_

**Description of the Journal (attach separate sheets if necessary)**

1. Is the journal the publication of an association or professional organization? Yes ( ) No ( )  
If yes, please identify \_\_\_\_\_

2. Is there a "ranking" for your journal within your field? Yes ( ) No ( )  
If yes, where does your journal rank? \_\_\_\_\_

3. Does the editorship rotate on a specified schedule? Yes ( ) No ( )

4. Did the journal begin at the University at Albany? Yes ( ) No ( )

5. Number of subscriptions \_\_\_\_\_; Distribution (check one) National \_\_\_ International \_\_\_ Regional \_\_\_

6. What is the policy for solicitation and selection of articles?

7. How many articles, on the average, are submitted per issue? \_\_\_\_\_  
Of the articles submitted, how many articles are published? \_\_\_\_\_

8. Describe the type and level of subject matter and source of authors.

9. Describe your readership.

10. Date of your editorship From: \_\_\_\_\_ To: \_\_\_\_\_  
date date

**JOURNAL ITEMIZED BUDGET**

**INCOME & OTHER SUPPORT**

1. Cost of Subscription X Number of Subscriptions \$ \_\_\_\_\_  
     \$ \_\_\_\_\_ X \_\_\_\_\_

2. Contributions from UAlbany (total of 2a, b & c) \$ \_\_\_\_\_  
 (do not include the Journal Support Award for which you are applying)

- a. Department Chairperson \$ \_\_\_\_\_
- b. Dean \$ \_\_\_\_\_
- c. Other (please specify) \$ \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**TOTAL INCOME & OTHER SUPPORT** \$ \_\_\_\_\_

**ANTICIPATED EXPENSES**

1. Supplies \$ \_\_\_\_\_

2. Printing \$ \_\_\_\_\_

3. Typesetting \$ \_\_\_\_\_

4. Postage \$ \_\_\_\_\_

5. Copying \$ \_\_\_\_\_

6. Telephone \$ \_\_\_\_\_

7. Other (total of 7a, b & c) \$ \_\_\_\_\_

<u>Description</u>	<u>Amount</u>
a. _____	\$ _____
b. _____	\$ _____
c. _____	\$ _____

**TOTAL ESTIMATED EXPENSES** \$ \_\_\_\_\_

<b>TOTAL JOURNAL SUPPORT AWARD AMOUNT REQUESTED</b>	<b>\$ _____</b>
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Distribution of the total award amount requested (check all that apply):

_____ 2009-10	\$ _____
_____ 2010-11	\$ _____
_____ 2011-12	\$ _____

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

***BUDGET JUSTIFICATION STATEMENT***

In the space provided below, please provide rationales for all of the expenses listed in the budget itemization. Describe how the award will facilitate the journal expenses.