

# **FACULTY RESEARCH AND CREATIVE ENDEAVORS COMMITTEE 2019-2020 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 Dean of Graduate Studies or designee (ex officio and voting). The current membership roster is available at the Office of Research and Graduate Studies (ORGS) website on Centrallink.

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

**August 21, 2019 (5 pm)** for September 4, 2019 meeting  
**September 18, 2019 (5 pm)** for October 2, 2019 meeting  
**October 23, 2019 (5 pm)** for November 6, 2019 meeting  
**November 20, 2019 (5 pm)** for December 4, 2019 meeting  
**January 22, 2019 (5 pm)** for February 5, 2020 meeting  
**February 19, 2020 (5 pm)** for March 4, 2020 meeting  
**March 18, 2020 (5 pm)** for April 1, 2020 meeting  
**April 15, 2020 (5 pm)** for April 29, 2020 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 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 grants to cover publication and exhibition costs must be received electronically by the Office of Research and Graduate Studies, at [FRCE@cmich.edu](mailto:FRCE@cmich.edu), by 5:00 p.m. on the deadline date for the 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 have foreseeable continuous employment for more than one academic year, emeritus faculty with 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 particular 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 letter.

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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.

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

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

1. Inclusion of the letter received from the FRCE Committee Chair in which the Committee's comments were summarized;
2. A cover letter detailing how the applicant has responded to the Committee's review comments;
3. 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, open access charges, indexing, and other similar expenses.

**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 Grants 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.

## **The Application**

The application must be typewritten, dated and signed. Signatures may be hand-written or electronic. Submissions should be sent as **ONE** PDF saved as: Last Name, First Name, FRCE Publication Exhibition Cost Fund Application to [FRCE@cmich.edu](mailto:FRCE@cmich.edu), (example: Doe, Jane, FRCE Publication Exhibition Cost Fund Application).

The application must consist of the following five items in the order listed.

1. **Application Cover Page.**
2. **Abstract:** Provide an abstract of not more than 250 words, 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 lay person. 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 breath 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.

3. **Evidence** that the publication or exhibition went through a peer review process, and **was accepted must** be included in the application. Due to the proliferation of what has been termed “predatory journals,” the committee must be able to verify the authenticity and quality of the journal/venue. It is the applicant’s responsibility to provide such evidence for the committee. 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.’ 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;
  - peer review comments to verify the manuscript or other scholarly project was actually peer-reviewed.

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

4. **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
5. **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.

## **Responsibilities of Recipients**

Requests for reimbursement or journal transfer must include the invoice and must be forwarded to ORGS, Foust Hall 251, phone 2459 within four months of the award.

Recipients of FRCE funding are required to adhere to the university’s Intellectual Property Rights Policy, which is available on the ORGS website at Centrallink.