

**Publications Fund Grant Application Form
Learned Journal Subsidy**

- **Deadlines:** May 1, September 1 & January 1. If the date lands on a weekend or holiday the deadline will be the next business day.
- Prior to completing the application form, please ensure you have read the **guidelines**.
- Submit the complete application through [UnivRS](#). Paper application are not accepted.
- **Late or incomplete applications will not be accepted.**

Name of Applicant		Email	
College/Centre/School	Department/Division	Telephone	
Academic Appointment		Date of First Appointment	
Title of Journal		Funding Requested	

CATEGORY OF ASSISTANCE REQUESTED (CHOOSE ONLY ONE)

Short-Term Journal Subsidy (\$3,500/year up to 3 years)

ATTACHMENTS CHECKLIST – REQUIRED SUPPORTING DOCUMENTS

Evidence of application to external support programs
(i.e. copy of award letter or first page of submitted application) Attached

One copy of the most recent issue or volume published Attached

FOR LONG-TERM STUDY ONLY:

Evidence of awarded funding from the Aid to Scholarly Journals Program of the Social Sciences and Humanities Research Council of Canada (*i.e. copy of award letter/notice of funding.*)

Attached

Not Applicable

COMPLETE THE BELOW QUESTIONS (1-11)

- 1. Describe the scholarly quality and significance of the journal and the potential impact and benefit to the University.**

- 2. List the journal's current annual subscription rate and total annual revenue raised through subscriptions.**
Please include the number of subscribers (including both individuals and institutions) and the rate of subscriptions.

- 3. List the number of issues published per year and approximate number of pages per issue.**

- 4. Is the journal to be edited or published from the University of Saskatchewan?** **Yes** **No**

If no, please explain U of S participation (e.g. a strong regional connection, significant faculty and graduate student involvement).

- 5. List the editor and if applicable the editorial team.**

- 6. Is this a new journal to be housed at the University of Saskatchewan or a publication transferred from elsewhere?**
If the latter, where was it previously published or edited? Please include the date the journal began/will begin its term at the University of Saskatchewan.

- 7. Describe plans for involving University of Saskatchewan graduate students in the production of the journal and how the journal will contribute to the scholarly research program of its host department/unit within the UoF.**

- 8. Does the journal receive any other internal and/or external financial support from other funding agencies or institutions?**

 Yes **No**

If Yes, please list the amount and date of funding received.

- 9. Please provide details on how funds requested will be utilized.** For personnel costs, please include total salary and benefits to be paid and identify the number of hours to be worked and the rate of pay (\$/hr).

10. Have you received journal subsidy funding from the Publications Fund previously?

Yes No

If yes, please indicate the date of the award and name of the journal. Briefly describe the benefit of the funding.

11. Complete Budget Table 1 (Expenses) and Table 2 (Revenue)

TABLE 1 - EXPENSES: Provide a clear, detailed list of all expenditures by type and amount incurred last year in the left column. In the right column, list all anticipated expenditures for the current year in which you are requesting Publications Fund monies to pay for.

JOURNAL EXPENSE CATEGORY	TOTAL EXPENDITURES (LAST FISCAL YEAR)	REQUESTED FUNDING FOR PROJECTED EXPENSES (CURRENT FISCAL YEAR)
SALARIES (INCLUDE BENEFITS)		
Editorial Assistant		
Copy Editor		
Web-page construction		
Translation		
Graduate student support		
Other		
OPERATING EXPENSES		
Printing and binding		
Copyright/reprint fees		
Mailing, Shipping, Handling		
Advertising and Promotion		
Photocopying/printing		
Membership/registration fees		
Telephone and fax charges		
General Office Expenses		
Other		
TOTAL EXPENSES:		

TABLE 2 - REVENUE: Provide a clear, detailed list of all revenue by type and amount incurred last year in the left column. In the right column, list all projected revenue for the current year.

JOURNAL REVENUE CATEGORY	TOTAL REVENUE (LAST FISCAL YEAR)	PROJECTED REVENUE (CURRENT FISCAL YEAR)
SALARIES (INCLUDING BENEFITS)		
Subscriptions		
Subscriptions		
Royalties		
Donations		

JOURNAL REVENUE CATEGORY	TOTAL REVENUE (LAST FISCAL YEAR)	PROJECTED REVENUE (CURRENT FISCAL YEAR)
U of S Institutional Support		
Other External Institutional Support		
External Funding Agency Support		
Previous U of S Publications Fund Grant		
Requested U of S Publications Fund Grant		
TOTAL REVENUE:		