

Office of the Dean Faculty of Community Services
FCS PUBLICATION GRANT POLICY

PURPOSE

The FCS Publication Grant supports manuscript completion and submission. Publication Grants are designed to support manuscripts close to completion. It is designed to cover expenses such as hiring a professional editor, paying for costs of publication as charged by some journals and small presses, hiring an experienced and qualified research assistant to assist with manuscript completion, translation charges or other expenses identified by the applicant that would enable or encourage a manuscript submission for publication.

*Ineligible expenses for a FCS Publication Grant include initial literature review, data collection, and data analysis.

AMOUNT: Publication grants are funded up to \$1,500.

ELIGIBILITY

- The FCS Publication Grant is targeted for faculty members for whom research related activities are part of their contractual obligations.
- RFA members are expected to be the first author. If not, an explanation of their contribution as co-author and the contribution of the first author to publication costs to the manuscript is required.
- All grants are conditional on continued employment at Ryerson.

APPLICATION REQUIREMENTS

- Applicants must provide a detailed budget description and justification.
- The manuscript(s) must be close to completion.
- Close-to-completion draft(s) of the manuscript(s) must be attached to the online application.
- Co-author contributions must be clearly stated.
- Please include a recent CV. The Canadian Common CV is a highly recommended submission format.
- All sections must be complete. Incomplete proposals will not be reviewed.

EVALUATION CRITERIA

- Manuscript is close to completion.
- Clarity and comprehensiveness of submission.
- Feasibility of completion within the proposed time frame and budget.
- Priority will be given to RFA members who are applying within their first 3 years of contract, or are first-time applicants.
- Previous Publication Grant recipients who have, as a result of a FCS Publication Grant completed peer published/peer reviewed manuscript(s) or have manuscript(s) currently under review by a peer reviewed journal should provide a copy of the manuscript.

- FCS Publication Grant proposals will be reviewed by the FCS SRC Committee comprised of faculty who are representatives of FCS Schools. To assist Committee members to constructively review proposals, please provide enough detail with regard to the background and plans for completion of the manuscript.

RESPONSIBILITIES

- Recipients of an FCS Publication Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from a FCS Publication Grant cannot be transferred to a faculty member's Professional Development Fund or an OVPRI cost centre.
- Recipients of an FCS grants will be required to submit a final report to be submitted to the office of the Associate Dean 3 months after the completion of the project or 18 months after the awarding of the grant, whichever comes first. The report describes the outcomes, future plans and outputs as well as the final title of the manuscript.
*Subsequent funding will be conditional on timely submission of annual report.
- Recipients of FCS Grants are expected to present their paper abstract/publication at the annual Faculty of Community Services' Faculty Achievement Event. All publications should acknowledge the support of the Faculty of Community Services, Ryerson University. The following wording is suggested: "This publication has been supported by the Faculty of Community Services Publication Grant, Ryerson University."
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project may not be funded or the budget may be adjusted.
- Funds must be spent according to the SRC Committee's approved budget and within one year of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

- The competition for the spring competitions open on March 18th and close on April 18th at 4:00 pm.
- The competition for the fall competitions open on October 1st and close on October 31st at 4:00 pm.
- The funding for successful application for the spring competition will be available on June 1st.
- The funding for successful application for the fall competition will be available on January 1st.
- Applications must be submitted electronically via Ryerson University's Research Information System (RIS).

For more information, please contact:

- Jennifer Martin, Associate Dean at extension 6314 or by email at jjmartin@ryerson.ca