

## UNIVERSITY OF MASSACHUSETTS BOSTON

### BOOK SUBVENTION FUND

#### Information and Application Guidelines

##### *General information*

As financial pressures on academic presses, and especially university presses, have increased over the past decade, it has become common for even the most respected presses to ask the author for a publication subvention to defray estimated losses the press expects to incur by publishing a scholarly volume. By requiring guaranteed funding as a partial subsidy prior to the publication of an important but audience-limited book, the academic press is in a better position to choose works for publication based purely on merit. However, publication subvention puts faculty members, in particular junior faculty members who have less money and are under particular pressure to publish, in a difficult position. Moreover, some faculty members are publishing books in disciplines where there is very little grant money to support research. To assist UMass Boston faculty members who are asked to underwrite the cost of publishing a book through a publication subvention, the provost has established a **Book Subvention Fund** to be managed by the Vice Provost for Research and Strategic Initiatives and Dean of Graduate Studies.

##### *Who may submit an application?*

UMass Boston tenured and tenure-track faculty members at any stage of their careers are eligible to apply. Specifically excluded from eligibility for support are emeritus, adjunct, research, or visiting faculty members, as well as faculty members whose contracts will not be renewed for the following year and faculty members who plan to retire or resign their appointments at the end of the current year.

No faculty member may receive publication subvention support more than once in a three-year period. Unsuccessful applicants may reapply without prejudice.

In no case may the faculty member be an agent or employee of the book's publisher. A faculty member who has or will receive a cash advance from the publisher is not eligible for publication subvention support.

##### *Nature of the subvention fund program*

Applicants may request any amount up to **\$3,000** from the fund for book subvention support. Cost sharing from the faculty member's department and college is encouraged. There are limited funds available, so not all applicants will receive funding.

The author must be under a final and fully executed contract with an academic press that (a) is non-commercial, (b) uses a peer-review mechanism to select books to publish, and (c) stipulates that the publication subvention is required for the book to be published.

The book whose publication costs are to be subvented must be (a) a scholarly book single authored by the faculty member, or (b) a scholarly multi-author work of which the faculty member is sole editor. The book may be in any language and in any discipline. Subvention support will not be

provided for the publication of textbooks, or for re-publication of a previously published book. In addition, subvention support will not be provided for reimbursement for subvention paid for a book that is already published, the purchase of copies by the author, costs of routine activities such as copyediting or indexing, fees for the publication of figures or illustrations, permission fees to use quoted materials, costs of dust jacket artwork, or other similar publication costs.

### ***Where to get an application and additional information***

The book subvention application form can be obtained on the Web page of the Office of the Vice Provost for Research and Strategic Initiatives and Dean of Graduate Studies (<http://www.umb.edu/research/>) or from the Office of the Vice Provost for Research and Strategic Initiatives and Dean of Graduate Studies. For additional information, call the Office of the Vice Provost for Research and Strategic Initiatives and Dean of Graduate Studies at 617-287-7879 or send an e-mail message to [paul.mullane@umb.edu](mailto:paul.mullane@umb.edu).

### ***When to submit an application***

A subvention application may be submitted at any time.

### ***What to submit***

The book publication subvention application form, signed by the author and the author's department chairperson and dean, must be submitted together with the following supplementary materials:

- CV or brief biographical sketch of the author;
- Information about the academic press, including written statement of the press's editorial policies (i.e., refereeing, acceptance rates);
- Copies of prepublication reviews;
- Letters of support from the author's department chairperson;
- Copy of the final and fully executed contract between the faculty member and the publisher;
- Information about any royalty arrangement between the publisher and the author; and
- Copies of any correspondence with the publisher concerning the amount of subvention required and the specific publication costs the subvention will defray.

### ***Where to submit an application***

One copy of the completed application form, together with the required supplementary materials, must be submitted Office of the Vice Provost for Research and Strategic Initiatives and Dean of Graduate Studies. It is the responsibility of the individual submitting the application to ascertain that a complete packet of materials has been received for processing.

### ***Review of applications***

Each application must be reviewed and endorsed in writing by the author's department chairperson and dean. The chairperson's and dean's signature on the application form acknowledges the significance of the book and its importance for the author's career development. In addition, these signatures acknowledge the availability of any departmental or college subvention support specified in the author's application. The Vice Provost for Research and Strategic Initiatives and Dean of Graduate Studies will make all final decisions concerning subvention support awards.

### ***Subvention support management***

Awards will be provided on a first-come, first-served basis until the amount of funding available each year is exhausted.

The following conditions are attached to the award of subvention support and must be accepted by the recipient:

- Support awarded to an author will be paid directly to the publisher, which will be required to provide written assurance that the funds will be returned to the university in the eventuality that the book is not published for any reason.
- The faculty member will be solely responsible for any and all tax consequences that may result from the payment of the publication subvention support to the publisher.
- In cases where royalties are to be paid to the faculty member by the publisher, the faculty member must assign any prospective royalty revenue to UMass Boston up to the amount of the subvention support awarded. Royalties paid to the university will be returned to the Book Subvention Fund for use in supporting other faculty members requesting publication subvention support.
- The faculty member must agree to acknowledge UMass Boston publication subvention support in the preface, introduction, or acknowledgement of the book.
- The publisher must agree to provide one copy of the book to the UMass Boston Healey Library at no cost to the author or to UMass Boston.