



Publication Subvention Grant Instructions

J. R. Smallwood Foundation for Newfoundland and Labrador Studies

Publication Subvention Grant Deadline Date

December 1

J.R. Smallwood Foundation for Newfoundland and Labrador Studies Publication Subvention Grants (to a maximum of \$5000) are available on a competitive basis to authors to provide financial assistance for scholarly publishing that falls within the Smallwood Foundation mandate. While all forms of scholarly publication are eligible for support, priority will be given to original book-length manuscripts of merit. Book chapters and journal articles will be considered where funds permit.

J.R. Smallwood Foundation for Newfoundland and Labrador Studies
Mandate: The funds are to be used specifically for the promotion and support of research in Newfoundland Studies in the areas of the Humanities and Social Sciences.

Note: Completed applications must be submitted via email by the deadline to iser@mun.ca.

Eligibility

- Authors inside or outside the Memorial University community.
- Funds are limited and their allocation will be competitive in keeping with normative criteria of scholarly excellence.

Term of Award

Award must be utilized within 12 months of notification.

Categories of Financial Assistance

The Committee will consider:

- Subvention towards publication costs where the publisher makes this a condition of publication.
- Assistance towards cost of illustrative material (maps, photos, figures, and the like) after a manuscript has been accepted by a publisher.
- Assistance towards costs of indexing the material accepted for publication.

Contractual Obligations

- Acknowledgement in the published work of the subvention received.
- Deposit of one copy of the published work in Memorial University's Library.

A complete application package should be emailed to iser@mun.ca by the deadline. This package consists of:

1. A completed application
2. A copy of all relevant correspondence with the publisher (relevant correspondence includes readers' reports and contract)
3. A copy of the original work (may be forwarded via email or hard copy through regular mail)

All applicants must complete sections I, II and III and relevant sections of IV.

Note: Attach additional pages if more space is required.

SECTION I: General Applicant Information (on a separate page, for administrative purposes solely)

- 1) Name of Applicant
- 2) Department
- 3) Position
- 4) Student or Employee Number
- 5) Mailing Address (including Postal Code)
- 6) Email
- 7) Contact Phone Number
- 8) Supervisor's Contact Information (graduate students only)

SECTION II: Author Information

- 1) Name of Applicant
- 2) Department
- 3) Position
- 4) Supervisor's Contact Information (graduate students only)

SECTION III: Manuscript and Publisher's Information

- 1) Title of Manuscript
- 2) Name of Publisher
- 3) Mailing Address (including Postal Code)
- 4) Contact phone number
- 5) Email
- 6) Date of acceptance of work by the Publisher
- 7) Total amount of Funds Requested (please estimate in Canadian dollars)

Please provide a 100-word description of your manuscript and explain how it falls within the J.R. Smallwood Foundation mandate. In multi-authored manuscripts, a complete table of contents must be supplied.

Include copies of reviews or evaluations if the manuscript or proposal has been subjected to reader evaluations, peer reviews or any other review process. If the manuscript has not been evaluated, please explain why this is the case.

SECTION IV: Budget Request and Justification

1. Subvention towards Publication Costs

Please include the following if your subvention grant would be used towards publication costs:

- a) Budget breakdown from the publisher showing itemized publication information, distribution, size of print run, projected retail price and advertising costs, and expected revenue (please attach relevant correspondence)
- b) Statement of publisher's financial conditions of publication (please enclose relevant correspondence):

2. Subvention towards Costs of Illustrative Materials or Indexing Costs

Please indicate which of the following you are applying for:

- a) Illustrative Materials
- b) Indexing Costs

Note: Costs must be incurred *after* the manuscript has been accepted by a publisher.

Please list Information about the Individual(s)/Organization(s) contracted to do the work (add additional pages if more than one)

- 1) Name
- 2) Mailing Address (including Postal Code)
- 3) Contact phone number
- 4) Email
- 5) Qualifications

- Description of illustrative material for which financial assistance is being requested (if applicable):
- Itemized statement of costs, preferably from the party who will be undertaking the illustrative work or indexing, the publishers, or your own best estimates. (Attach extra sheet, if necessary)
- Full statement regarding publisher's contribution (financial or in-kind) to the work specified above:
- Additional information you deem relevant to the subvention of costs incurred for the illustrative materials/indexing of the manuscript:

SECTION V: Grant Holder's Responsibilities

By submitting your application you are signifying your agreement to the following:

If awarded a Publication Subvention Grant by the J. R. Smallwood Foundation for Newfoundland & Labrador Studies, Memorial University of Newfoundland, I agree to:

- be accountable to the Foundation for the proper disposition of funds.
- advise the Foundation of any other awards held concurrently, so that an appropriate adjustment may be considered in the amount of the Publication Subvention Grant awarded by the Foundation.
- provide a final report on the publication of the work within 30 days of completion of the Publication Subvention Grant.
- provide a copy of the book or other publication to Memorial University Library
- acknowledge the support of the Foundation in the publication

Memorial University protects your privacy and maintains the confidentiality of your personal information.

All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your J.R. Smallwood Foundation application. The information will be used for the purposes of academic administration (ie. verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Administrative Assistant at 709-864-8156.