



**Office of Research Services  
Internal Research Awards**

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## **BOOK SUBVENTION GRANT GUIDELINES**

Full-time faculty from the Lakeside campus may apply for a book subvention for up to \$2,000, to be paid to the publisher after receiving an invoice up to this amount. *NOTE: The grant award is paid directly to the publisher.*

### **Purpose of Award**

The purpose of this grant is to aid faculty in publishing scholarly books. Book Subvention Grants will cover expenses, up to \$2,000, that are required by the press, which may include the author's mandatory contribution to the cost of production, publishing subsidies, payment to offset the costs of paper, printing, and binding to help ensure a reasonably priced book, typesetting, professional indexing, and editorial work.

### **Eligibility**

Lakeshore full-time faculty are eligible to apply. Applications for subvention will only be accepted when the completed manuscript has been formally accepted by a publisher.

### **Application**

Your application must include:

1. A one-to-two-page statement describing the book to be published, specifying the topic, length, nature of the work (such as, monograph, edited work, compendium, or translation) and its importance to your discipline.
2. A copy of a letter of agreement or a contract from publisher.
3. A detailed budget and explanation of the expenses to which the subvention would be applied. Wherever possible, expenses should be itemized.

### **Submission**

Applications may be submitted at any time and are reviewed on a rolling basis by the Director, Office of Research Services. To apply, [click here](#).

### **Note**

The award is valid for 12 months from the awarded date. In order to maximize the number of faculty who can benefit from the grant, we generally limit one Book Subvention award/faculty in each fiscal year. However, if multiple requests submitted at the same time, we'll make every effort to support faculty.

**Open Access**

Grant recipients should post subvented books to Loyola's eCommons (<http://ecommons.luc.edu/>) to the extent allowed by copyright. Contact (773)508-2686 or [ecommons@luc.edu](mailto:ecommons@luc.edu) for assistance with this process.