



Office of Research Services

Internal Research Awards

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MANUSCRIPT PUBLICATION ASSISTANCE GRANT GUIDELINES

Full-time faculty from the Lakeside campus may apply for a grant of up to \$1,000 to assist them with fees associated with the publication of scholarly manuscripts or creative artwork.

NOTE: We recognize that this amount may not cover the full cost of publication. As such the PI may use grant funds (if allowed, F&A dollars) or seek support from their Chair/Dean.

Purpose of the Grant

To assist faculty whose work conducted or part of their role as faculty at LUC, in the preparation or publication of books or article-length manuscripts. The money may be used for such purposes as page charges, color plates/photos, permissions, poster presentations, or creative artwork.

Eligibility

Lakeside full-time faculty are eligible to apply.

Application

Your application must include:

- A description of the project to be published and its importance to your discipline,
- The invoice from the publisher, and
- Confirmation of the source of funds that will cover the balance of cost.

Submission

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

Note

The award will be reviewed for use at 6 months past award notice date. If not used, a follow up will be required of PI. After that date, the award would lapse, and the funds would no longer be available unless written approval has been obtained from ORS. This approval must be obtained before the end date. In order to maximize the number of faculty who can benefit from the grant, we generally limit one Manuscript Publication Assistance 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

Scholarly paper, journal articles, posters, conference presentations, etc., that arise, directly or indirectly, out of the work supported by this program should be made available to the

Loyola University community and beyond. Grant recipients should post relevant research product to Loyola's eCommons (<http://ecommons.luc.edu/>) to the extent allowed by copyright. Grant recipients should negotiate with publishers if applicable to ensure that research products are open access. Contact (773)508-2686 or ecommons@luc.edu for assistance with this process.