Marywood University Publication Subvention Application Form

Submit application to: Office of Research and Sponsored Programs 211A, O’Neill Center

Please submit the original hard copy of your proposal including:
Application form, budget justification, proposal narrative, copies of correspondence with the publisher indicating acceptance for publication, acceptance conditional on revision, advance contract, etc.

Author: ____________________________________________________________
Academic Rank: ____________________________ e-mail: _____________________________
Department: ____________________________________________________________________
Campus Phone: ______________________________
Collaborators _________________________________________________________________

Publication Title: ______________________________________________________________________
Amount Requested : __________________________________ (up to $1,000)

Budget Justification (Not to exceed one page.)
Indicate total publishing costs and other sources of funding (confirmed or pending).

Proposal Narrative (Not to exceed one page.)
A narrative should be attached which provides a concise description of the publication, including a description of the significance or proposed publication to the discipline or field, for the applicant’s scholarship and for the University.

The following conditions are attached to the award of subvention 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 funds will be returned to Marywood if the book is not published.

• The faculty member will be solely responsible for all tax consequences that may result from payment of the publication subvention to the publisher.

• In case where royalties are paid to the faculty member by the publisher, the faculty member must assign prospective royalty revenue to Marywood University up to the amount of the subvention awarded. Royalties paid to the university will be returned to the Subvention Fund for use in supporting other faculty.

• The faculty member must agree to acknowledge Marywood University 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 Marywood University Library at no cost to Marywood.

Signatures required before applications can be processed.

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(printed) (printed) (printed)

Author Date Chair or Unit Head Date Dean Date

If you have any questions, please contact:
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