

# **FACULTY RESEARCH AND CREATIVE ENDEAVORS COMMITTEE 2024-2025 PUBLICATION & EXHIBITION COST FUNDS**

Faculty Research and Creative Endeavors Committee Membership: 10 faculty, 1 staff member, and 1 senior officer: 1 from College of Arts and Media, 1 from College of Business Administration, 1 from College of Education and Human Services, 1 from College of Health Professions, 2 from College of Liberal Arts and Social Sciences, 1 from Library or Counseling, 1 from College of Medicine, 2 from College of Science and Engineering, 1 Professional Administrative, and the Vice President for Research and Innovation or designee (ex officio and voting.) The current membership roster is available on the Office of Sponsored Programs (OSP) website.

## **DEADLINES for FRCE Publication & Exhibition Cost Applications**

**September 4<sup>th</sup> for September 18<sup>th</sup> meeting**  
**October 2<sup>nd</sup> for October 16<sup>th</sup> meeting**  
**October 30<sup>th</sup> for November 13<sup>th</sup> meeting**  
**January 29<sup>th</sup> for February 12<sup>th</sup> meeting**  
**February 26<sup>th</sup> for March 12<sup>th</sup> meeting**  
**March 26<sup>th</sup> for April 9<sup>th</sup> meeting**

## **General Information**

The charge of the Faculty Research and Creative Endeavors (FRCE) Committee is to promote high-impact research and creative endeavors at CMU.<sup>1</sup> This charge includes the dissemination of research findings, artistic endeavors, and other forms of scholarly activity within one's respective professional field. The Committee will place a high value on proposals that clearly define the visibility, educational, and broader impacts of the publication or exhibition.

Members of the committee are available for consultation about preparing applications, but it is the responsibility of the applicant to read and follow the guidelines when submitting requests. Proposals that do not meet the listed requirements will not be funded. Additionally, proposals that are not submitted in the requested format will be returned without review.

Applications for funds to cover publication and exhibition costs must be received electronically via the FRCE Application Portal by 11:59 p.m. on the deadline date for the FRCE Committee meeting (see above). All submissions and resubmissions must be submitted within three meetings before or after the date the publication/exhibition is accepted or invoiced. Applicants will be notified within two weeks of the Committee's decision.

## **Eligibility and Guidelines**

- All persons on regular appointment and holding faculty rank, fixed-term faculty with at least a half-time (0.5 FTE) for the current academic year and having foreseeable continuous employment for more than one academic year, emeriti faculty with a current academic assignment, professional administrative personnel, and post-doctoral researchers are eligible for support. Endowed chairs and faculty are not eligible for this award. In times of budgetary

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<sup>1</sup> The terms "research" and "creative endeavors" are used interchangeably to describe those activities that constitute scholarly activity in a particular discipline, i.e., those professional activities that lead to promotion and tenure.

crisis, funding preference will be given to regular faculty, followed by (in no order): fixed-term faculty, emeriti faculty, professional administrative personnel, and post-doctoral researchers.

- Applicants must ensure all requirements by oversight committees (Internal Review Board/IRB, Institutional Animal Care and Use Committee/IACUC, Institutional Biosafety Committee/IBC, etc) for a proposed FRCE project are in place, or in progress, prior to submitting an application. Funding will not be released to award recipients who are non-compliant with ORGS funding programs until all compliance issues are satisfactorily resolved.
- Applicants who receive conditional approval must respond to the committee with a plan for how conditions will be met within two weeks of receiving their conditional approval notification.
- Awarded amounts for approved submissions will be rounded to the nearest dollar.

An application that was reviewed, but not funded may be resubmitted. Resubmissions must contain the following:

- a. Inclusion of the notification email received which summarizes the Committee's comments;
- b. A cover letter detailing how the applicant has responded to the Committee's review comments (provided as part of the application's PDF attachment);
- c. A revised application, which provides new or altered information in response to the Committee's review, noting this new information in **highlighted** type.

Initial submission and resubmission applications must be submitted within three meetings before or after the date the publication/exhibition is accepted or invoiced.

**The project must be scholarly and must have gone through a peer-review process.** This grant covers costs associated with the publication of a scholarly book or monograph, page charges, exhibition fees, shipping costs of artwork, indexing, image reproduction costs, article processing, and other similar expenses.

Open access costs will only be an eligible expense for FRCE funding if the journal does not offer a subscription option. Proof must be provided by the applicant in order for this exception to be made. Contact the Vice President for Research and Innovation to request support for open access costs that do not meet this requirement.

Applicants must properly vet presentations/conferences to ensure they are not predatory. The following [website](#) provides some useful tools to check the legitimacy of an academic conference.

**IN GENERAL, THE FOLLOWING ARE NOT ELIGIBLE FOR SUPPORT:**

- Letters to the editor
- Author's comments
- Book reviews and similar publications
- Costs for the preparation of a manuscript or other expenses associated with the production of the work (e.g., pre-acceptance costs such as payment for typing or artwork)
- Fees for accelerated publication
- Publication in media other than periodicals generally accepted by the scholarly community.

- Endowed chairs and faculty are ineligible for receiving this award.

Publication and Exhibition Cost Funds are limited to \$1,000 per individual per academic year with a maximum funding limit of \$1,000 per project. Only one application for Publication and Exhibition Costs is allowed to be turned in per academic year.

**Please note, as of 2023-2024, applicants may only receive one award per academic year funding cycle between all FRCE funding programs.** Ex.: If someone receives funding for a Publication and Exhibition Cost Fund award, they are not eligible for further funding from a Research Grant or Premier Display Funds. A funding cycle lasts one academic year.

FRCE funding support acknowledgement is required on publications.

For papers with coauthors at other institutions, costs will generally be reimbursed proportionally in relation to the number of CMU affiliated authors. For multi-authored proposals, funding will be dispersed according to how many CMU authors are affiliated. CMU students will be counted in this percentage. Ex: If there are 10 authors and only one is affiliated with CMU, then the proposal is eligible for 10 percent of the maximum funding allowed. If there are 10 authors and one is CMU faculty, four are CMU students, and five are not CMU affiliated, then the applicant would be eligible for 50 percent of the maximum funding allowed. If an individual has multiple university appointments, (CMU and another university), their dominant appointment will be used in calculating the portion paid for with FRCE funding.

*Given the limited funds, support at the maximum level is not guaranteed.*

## The Application

Please log into the [FRCE Application Portal](#), found on the OSP website and linked here, once all materials outlined below are ready for submission. The first page of the application (cover page) within the portal will consist of general questions and will require attaching a PDF (one document only) containing all the information requested below (“Abstract, Evidence, Impact Statement, Copies of rates and invoices”).

The PDF abstract and impact statements must be typewritten with one-inch margins and 11-point font or larger. The electronic submission must be submitted via the FRCE Application Portal located on OSP’s website. Please attach the Abstract, Evidence, Impact Statement, and copies of rates and invoices as **ONE** PDF saved as *Last Name, First Name, FRCE PEC Application* (example: Doe, Jane, FRCE PE Application) by 11:59 p.m. on or before the deadline date.

The line-item budget will be available for completion on the second page of the application in the portal once the cover page and PDF have been submitted. **It is important to note that the portal does not have the ability to return to the cover page once submitted, so having all materials prepared ahead of the submission is necessary.**

**The Application Cover Page** – Completed in the FRCE Application Portal located on OSP’s website. The following information is requested on the cover page:

- Applicant’s employment status
- A list of all co-authors(s) and their affiliations (ex: Tom Smith, Grand Valley State University)
- Title of Article
- Name of Journal or Exhibition (**do not abbreviate**)

- Date of Article Acceptance/Publication or Exhibition

The PDF document attachment must consist of the following items in the order listed.

1. **Abstract:** Provide an abstract of not more than 250 words, with one-inch margins and 11-point font or larger, describing the significance of the work in layman's terms. The abstract may not be the same as the technical abstract published with the article, playbill, advertisement, etc. The abstract must communicate the essence and significance of the project in terms understandable to the educated layperson. The applicant must clearly state the quality and intended audience of the publication/exhibit. The items listed may include the impact factor of the journal and its distribution; the breadth of the readership and the number of citations anticipated; libraries that may purchase the book; the importance of the exhibit; the educational importance; and/or the broader social impacts of the scholarly activity.

2. **Evidence** that the publication or exhibition went through a peer-review process and **was accepted** must be included in the application.

- a. Due to the proliferation of what has been termed "predatory journals," the committee must verify the authenticity and quality of the journal/venue. It is the applicant's responsibility to provide such evidence for the committee.
  - a. Evidence must include listing as refereed in Ulrich's Periodicals Directory. Ulrich's can be accessed through the University Libraries web page while signed into CentralLink, and choosing 'Databases A-Z.' Then click on the 'All Vendors/Providers' tab or on 'U.'
  - b. If the journal is not listed as refereed in Ulrich's, the applicant must include alternative evidence to substantiate peer review. Types of evidence may include, but is not limited to, one or more of the following:
    - links to impact ratings
    - reviews of quality of exhibition and/or agencies sponsoring them
    - evidence of the research and/or creative scholarship associated with the journal/exhibit
    - peer review comments to verify the manuscript or other scholarly project was peer-reviewed.

If the committee cannot verify the quality of the journal/exhibit or the peer review process, the application will be denied.

Primarily, submissions must be to Q1 or Q2 journals, or the application will not be considered. If requesting support of a Q3 or Q4 journal publication, a strong justification for an exception must be included in the application.

3. **Impact Statement:** Applicants must clearly demonstrate the significance of the publication/exhibit/performance. Some examples that could be addressed include:
  - how does the publication/exhibit contribute to the advances of the discipline
  - how the publication/exhibit increases the recognition of the applicant and CMU
4. **Copies** of rates and invoices related to the publication of scholarly book or monographs, page charges, exhibition fees, shipping costs of artwork, and other similar expenses should be included with the application. All documents must be submitted in English.

**DO NOT submit reimbursement vouchers or original receipts with your application.**

**Budget** – completed on page 2 of the FRCE Application Portal.

- Publication and Exhibition Cost Funds are limited to \$1,000 per individual per academic year with a maximum funding limit of \$1,000 per project.
- For papers with coauthors at other institutions, costs will generally be reimbursed proportionally in relation the number of CMU affiliated authors.

The line items available for completion in the FRCE Application Portal are as follows (a line-item budget worksheet is available on the last page of the guidelines):

- Page Charge
- Publication Charge
- Exhibition Fee
- Shipping Expense
- Other Expense (will be required to explain any expenses in this category)

### **Responsibilities of Recipients**

Reference to FRCE funding must be included on all reimbursement requests. All requests for reimbursement must include the invoice be forwarded to the Office of Sponsored Programs, Foust Hall 251, phone 2459, for review and approval.

*For approved applications, expense reimbursement must be submitted within 3 months of notification of the award.*

Recipients of FRCE funding are required to adhere to the university's Intellectual Property Rights Policy

*Line-Item Budget Worksheet*

The budget will self-calculate in the portal.

Page Charge:	\$
Publication Charge:	\$
Exhibition Fee:	\$
Shipping Expense	\$
Other Expense: (explain)	\$
	\$
<b>FRCE TOTAL PROJECT COST</b>	<b>\$</b>

**Please note that the application does not accept decimals or cents, so these will need to be rounded to the nearest dollar.**