

GRADUATE STUDENT ASSOCIATION

University at Buffalo *The State University of New York*
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GSA Funding Request

Scholarly Publications Funding
(Revised 7/ 09)

I. Deadlines

Funding requests will be decided at the **October 8th** and **February 3rd** Senate meetings. Applications for funding must be received in the GSA office by the appropriate deadlines as outlined below. A representative must attend both the Finance Committee and Senate meetings to speak about their publication for their proposal to be considered. **IT IS YOUR RESPONSIBILITY TO CONFIRM TIMES, DATES, AND PLACES FOR THESE MEETINGS WITH THE GSA OFFICE.**

	<u>Fall, 2009</u>	<u>Spring, 2010</u>
Request Deadline: <i>(all application materials due to GSA office by 4:30)</i>	SEPT 23	JAN 20
Finance Committee: <i>(representative attends meeting to speak for event)</i>	SEPT 30	JAN 27
Senate Meeting: <i>(representative attends meeting to speak for event)</i>	OCT 8	FEB 3

II. Purpose

The GSA Scholarly Publications Fund exists to support original and scholarly academic publications such as journals of varying periodicity and media or the formal proceedings of graduate student conferences. Funding is intended to help establish journals run by and for graduate students, with the thought that some of these journals, over the years, will become regular, independent publications.

III. Guidelines

1. Eligibility - A proposal may be initiated by any group of graduate students for the publication of graduate student scholarly academic works. Some referee procedure must be established which must be submitted with the application (e.g. peer review, written response with rebuttal, etc.).
2. Submission Requirements - Applicants must apply in writing to GSA by completing the official GSA scholarly publication form. The following information must be provided:
 - a. Purpose of the publication, including the primary audience.
 - b. Names of institutions and departments contacted in the call for papers.
 - c. Referee or peer review procedures, editorial guidelines.
 - d. Proposed deadlines for 1. formation of editorial board, 2. call for papers, 3. receipt of papers, 4. typesetting and proofreading, 5. printing and distribution.
 - e. Plans for copyrighting

- f. Cosponsorships: institutions and amounts. Each publication must be cosponsored, monetarily or in kind, by three other groups from within or outside the university community. **In addition to the sponsoring GSA Club, which must be monetary, one other cosponsor must be a GSA club.**
- g. Budget: call for papers, mailing, printing, and distribution costs
3. Exclusions – a) Faculty input must be limited to that of advisory status on the publication's editorial board and short commentaries on graduate student articles. b) Undergraduate works are not usually suitable for inclusion in graduate student scholarly publications unless they are of unique merit such as essays that win special competitive awards conferred by the faculty of academic programs. c) Proposals for publications advocating specific political or social agendas. d) Publications that feature the work of graduate students but which are, in fact, publications for the benefit of an academic program itself, such as recruitment or information flyers.
4. Sales – Since the monies in this fund are generated from the mandatory student fees paid to the GSA by UB's graduate student population, any publication receiving funds must be available to the graduate student population free of charge. Publications may be sold to non-GSA members provided the publication holds a separate account and the GSA sponsors the publication in the form of a grant.
5. Visibility – GSA support must be acknowledged and a disclaimer (provided by GSA) prominently included in the publication.
6. Funding – No grant will be in excess of **\$1200**. Applicants shall submit a written proposal describing the publication and a budget detailing projected production and distribution expenses. For each subsequent year, applicants must demonstrate that a number of steps have been taken to put the publication on solid financial and scholarly footing. Examples of these steps include, but are not necessarily limited to: a) an organized call for papers which includes academic departments on this campus and other universities. b) attracting a significant number of submissions from other departments and universities. c) distributing copies of the publication to academic libraries. d) distributing copies of the publication to national indexing services. e) attracting additional funds or in-kind assistance from other sources such as GSA Department, Special Interest and International clubs, UB academic departments, any funding grants administered by Sub-Board, any funding grants administered by the Faculty Student Association (FSA). Also, each group needs to put into place a continuation plan to ensure that the publication continues after they leave the University.
7. Allocation – The use of these funds are subject to the approval by the GSA Senate. The approved amount will be paid directly by GSA, not by any other means. *Proposals for support of a continuing publication that do not include the steps described above, and do not include a convincing argument with reasons why these steps should not apply to the publication, will be subject to reduced or denied funding by the GSA Finance Committee.*
8. **ALL** accounting will be handled by the GSA, a recognized university office or department. Applicants must designate the accounting agent on their application. If GSA will be handling the accounting, organizers **MUST** deposit **ALL** cosponsorship money with the GSA. The process is easy; we will help you with the paperwork.
9. The Finance Committee will interview applicants and review the proposed publication's budget so that a funding recommendation can be prepared for the GSA Senate.
10. The Finance Committee cannot recommend and the Senate cannot approve retroactive funding for any expenses.
11. After the GSA Senate has approved the proposal, the GSA Treasurer must receive periodic written updates on the progress corresponding to the proposed publication timetable made by the publication's editorial board.

12. If more than 1/ 2 of the cosponsorship funding amount listed in the original proposal or more than 1/ 3 of the total funding as presented to the Finance Committee is not received, the GSA will consider its allocation null and void.
13. Reimbursement – Upon approval, the organizers will have access to a percentage of the funds (determined in consultation with the GSA Treasurer) to pay for expenses associated with the preparation of the publication. An example of these expenses might include the preparation, printing, and mailing of a “Call for Papers”. All expenditures **MUST** receive prior approval. This means that funds must be encumbered before any purchases are made by submitting a REP form to the GSA office for each vendor. If expenditures are made before approval, this may jeopardize your reimbursement.
14. If GSA does not handle the accounting for the publication, the applicant must submit a final accounting. The final accounting must include a list of cosponsors and the actual amounts contributed and a list of actual expenses along with copies of **ALL** receipts. A copy of the publication must also be submitted to the GSA.
15. If the publication attains revenues in excess of cost, the GSA will be entitled to a partial or total refund of its contributed amount in direct proportion to these revenues.

SCHOLARLY PUBLICATION REQUEST FORM

I. PURPOSE

II. CALL FOR PAPERS (NAMES OF INSTITUTIONS/ DEPARTMENTS CONTACTED)

III. EDITORIAL GUIDELINES

IV. PROPOSED DEADLINES

V. PLANS FOR COPYRIGHTS

VI. FUNDING SOURCES

<u>COSPONSORS</u> (INSERT A (P) AFTER AMOUNT IF FUNDING IS PENDING)	<u>EST. AMOUNTS</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

VII. Accounting Agent: (Designate GSA or other UB office/department) _____

VIII. BUDGET

<u>TYPE OF EXPENDITURES</u>	<u>EST. EXPENSES</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

9. AMOUNT OF FUNDING REQUESTED (VIII - VI) \$ _____

CONTACT:

NAME _____ PHONE _____ EMAIL _____
DEPT. _____ ADDRESS _____

IN ORDER FOR THIS FORM TO BE CONSIDERED, THE ABOVE REPRESENTATIVE MUST BE PRESENT AT THE FINANCE COMMITTEE AND SENATE MEETINGS AT WHICH THIS REQUEST WILL BE REVIEWED TO ANSWER ANY QUESTIONS REGARDING THE EVENT. CALL THE GSA OFFICE (645-2960) FOR INFORMATION ABOUT TIMES AND LOCATIONS.