**UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.**

310 Student Union, Box 602100, Buffalo, NY 14260-2100

South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)

 (716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

*$****Scholarly Publication Funding***

 (Revised 7/22)

**I. Purpose**

The GSA provides Scholarly Publication Funding to support original scholarly academic publications such as journals (of varying media) or the formal proceedings of graduate student conferences. This funding is intended to help create and support graduate-student run publications which will eventually become continuing venues for publishing graduate student research. Any GSA club may request up to $1,500 for a scholarly publication.

**2022 Funding Request Schedule**

 *September October November December*

Proposal deadline  **AUG 31\* SEPT 21 OCT 19 NOV 22\***

*Complete application due in GSA Office*

*by 4:30 pm*

GSA Finance Committee meeting AUG **31 SEPT 28 OCT 26 NOV 30**

*Club representative must attend*

GSA Board meeting **SEPT 7 OCT 5 NOV 2 DEC 7**

*Club representative must attend*

†A representative **must** attend meetings of both the GSA Finance Committee and GSA Board of Directors to speak about the publication.­

\*The first deadline, August 31st, is only one week prior to the Board meeting due to the beginning date of the new school year. The November proposal deadline is on Tuesday instead of Wednesday due to Thanksgiving Break.

**II. Proposal Process**

All proposals must be submitted to the GSA Office by the appropriate deadline (see the schedule above). Late submissions will not be reviewed.

* Outline of Proposal Process:
	+ After the proposal deadline, the GSA Finance Committee (GSAFC) will review the proposal during its regularly scheduled meeting.
	+ The GSAFC will then recommend to the GSA Board of Directors to approve, reject, or conditionally approve all or part of the requested funds.
	+ The following week the GSA Board of Directors will hear the GSAFC's recommendation and vote on the proposal. The Board's decision is final.
* A member of the organizing club should be designated as a contact person whom the GSAFC and the GSA Board of Directors may approach for clarification on matters pertaining to the proposal.
* A representative of the organizing club must attend both the GSAFC meeting and GSA Board of Directors meeting where the proposal is to be reviewed. The representative will be asked to speak about the proposal at both of the meetings and should be someone who knows the proposal well.
* Scholarly Publication Funding proposals will only be reviewed during the Fall semester.
* It is the responsibility of the applicant to consult with the GSA office to confirm the times, dates and places for the GSAFC and GSA Board of Directors meetings at which the proposal will be reviewed.
* The applicant is responsible for reviewing the complete guidelines provided below and accurately completing the proposal.
* No expenses will be funded retroactively. The proposal must be submitted in time to be presented to the GSA Board of Directors before any expenses are incurred.

**III. Policies for Funding**

1. Any GSA club may apply for Scholarly Publication Funding to fund the publication of graduate student academic works.
2. Only refereed publications (e.g. peer review, written response with rebuttal, etc.*)* will be funded.
3. GSAFC Recommendation:
	* The GSAFC can recommend a maximum amount of $1,500 for a scholarly publication.
	* The GSAFC can only recommend funding for a publication showing sufficient graduate student involvement in both the planning and content of the publication.
4. Co-sponsorship:
	* Organizers must have co-sponsorship from at least three (3) other groups or organizations.
	* At least one of the co-sponsors must be another GSA club.
	* Sponsorship must be monetary or in kind support from co-sponsors.
	* The organizing GSA club must contribute monetarily to the proposed publication.
	* “In kind” support must be defined on the proposal and the support must be tangible.
	* Publication sales and anticipated sales are not considered a co-sponsor, but must be listed as revenue.
5. Sales:
	* 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.
6. Exclusions:
* UB graduate students may not be paid stipends or compensation for submitting content.
* Faculty input must be limited to that of advisory status on the publication's editorial board and short commentaries on graduate student articles.
* 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.
* The GSA will not fund publications advocating specific political, social, or religious agendas.
* The GSA will not fund publications for the benefit of an academic program itself, such as recruitment or information flyers, even if that publication features the work of graduate students.
1. If at any point you are uncertain about how to follow and fulfill these guidelines, please contact the GSA office for assistance.

**IV. Guidelines for Using and Accessing Funds**

1. Accounting and Funding:
	* If the publication attains revenues in excess of costs, the GSA will be entitled to a partial or total refund of the funded amount.
	* If more than one half (1/2) of the co-sponsorship funding amount listed in the original proposal or more than one third (1/3) of the total funding as presented to the GSAFC is lost, the GSA will consider its allocation null and void.
	* If the publication budget must be revised significantly, then the GSA Treasurer should be alerted and a new budget filed with the GSA office.
	* All expenditures must receive prior approval. That is, funds must be requisitioned before any purchases or payments are made by submitting a *Requisition Request Form* online for each vendor. Expenditures that are made before approval will jeopardize reimbursements.
	* All accounting will be handled by the GSA, or by a recognized university office or department. Applicants must designate the accounting agent on their proposal.
	* If GSA will be handling the accounting, organizers mustdeposit allco-sponsorship money with the GSA.
	* If GSA does not handle the accounting for the publication, the organizing club must submit a final accounting. The final accounting must include a list of cosponsors and the actual amounts contributed (including the amount of sales revenues) and a list of actual expenses along with copies of all itemized receipts.
2. Visibility – GSA support must be acknowledged and a disclaimer (provided by GSA) prominently included in the publication.
3. All publicationsmust be printed no later than **June 30th** in order to receive this funding. No exceptions!
4. Regulations:

The GSA expects good faith from all of its applicants and fund recipients. You are responsible for:

* + Abiding by all the rules set forth in these guidelines
	+ Abiding by the *GSA Budgetary Guidelines* available at <https://ubwp.buffalo.edu/gsa> or in the GSA office.
	+ Conforming to general accounting procedures as set forth by the accountants and SUNY Board of Trustees. (These are described in section I of the *GSA Budgetary Guidelines.*)
	+ Any organization, club or group found to be in violation of any of these guidelines will be subject to appropriate corrective and punitive measures determined by the GSA Executive Committee. This power of enforcement shall include any and all measures necessary to ensure that these guidelines are followed and that GSA club officers are fiscally responsible to their constituents.

**V. Proposal Form**

Applicants must apply in writing to GSA by completing the attached *Proposal Form for GSA Scholarly Publication Funding*. The following information should be provided:

* Purpose of the publication, including the primary audience.
* Names of institutions and departments contacted in the call for papers.
* Refereeing procedures and editorial guidelines.
* Proposed deadlines for:
	+ - 1. Formation of editorial board,
			2. Call for papers
			3. Receipt of papers
			4. Typesetting and proofreading
			5. Printing and distribution.
* Publication year – How many years your publication has been printed.
* Plans for copyrights
* Funding sources – Names of co-sponsoring institutions and amounts/nature of co-sponsorship. Pending funding sources should be marked with a “(P)”.
* Accounting agent - Will the GSA or other university office manage the finances for the proposed publication?
* Budget - Outline all expenses, including the call for papers, mailing, printing, and distribution costs.

**The attached proposal will only be considered if a club representative knowledgeable about the proposal is present and able to answer questions regarding the proposal at the GSAFC and GSA Board of Directors meetings (listed in section I) where the proposal is reviewed. Contact the GSA Office for information about the times and places when these meetings will be held.PROPOSAL FORM FOR GSA SCHOLARLY PUBLICATION FUNDING**

**I. Purpose of publication**

**II. Call for papers** (Names of institutions/ departments contacted)

**III. Refereeing procedure & editorial guidelines**

**IV. Proposed deadlines**

**V. Publication year:**

**VI. Plans for copyrights**

**VII. Funding sources** (Insert a (P) after cosponsor if funding is pending)**:** Amount

|  |  |
| --- | --- |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
| TOTAL | $      |

**VIII. Accounting agent** (Designate GSA or other UB office/department)**:**

**IX. Budget**

|  |  |
| --- | --- |
| TYPE OF EXPENDITURE | ESTIMATED EXPENSE |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
| TOTAL | $      |

**X. Amount of funding requested** (Subtract the total of **VII** from the total of **IX**)$

Organizing club:

Contact name:       Phone:

Email:       Address: