

Application Guidelines and Procedures

Background

At the heart of a strong university is its faculty, those highly educated individuals whose responsibilities encompass teaching, research and scholarship, and community service. As competition for the most talented of these intensifies across the country, the ability to offer faculty unique opportunities for study, travel, renewal and professional development can provide a decided advantage in recruiting and retaining top scholars. This is particularly crucial for UNB as it strives to promote its fundamental role in the intellectual, social, economic and cultural well-being of this province.

Award Criteria

The Harrison McCain Grant in Aid of Scholarly Book Publishing is designed to provide support to UNB faculty and librarians who require funding to defray costs directly associated with publishing a scholarly, analytical book. Grants are valued up to \$3,000 each, and a total of up to \$15,000 will be awarded per year. The Harrison McCain Grant in Aid of Scholarly Book Publishing is not a substitute for external funding, and applicants are expected to have made every effort to obtain support for publication costs from external granting agencies (such as the Awards to Scholarly Publications Program, administered by the Federation of Humanities and Social Sciences, <http://www.ideas-idees.ca/aspp>).

Applicant Eligibility

Any full-time faculty member or librarian who holds or will hold a remunerated position at UNB for the duration of the grant is eligible to apply; however, those currently enrolled as students at UNB or any other university at the time of application are not eligible. Applicants must have a publication contract in hand, and a manuscript that can feasibly be published within one year of the award. Higher priority will be given to applicants who have not received support previously, and new faculty within the first five years of their appointment at UNB. Individuals may only apply for this opportunity once in any three-year period.

Publication Eligibility

The grant can be used to help fund the publication of scholarly, analytical monographs, revised conference proceedings, and edited collections; if, however, the work is co-authored or co-edited, the home university of each editor must make equal contribution. The grant cannot be used to fund the publication of textbooks, reports, translations, unrevised theses, or creative works of fiction or literature.

Expenses and Activities Eligible for Support

Funds may only be used to defray costs directly associated with the act or process of publication. These include permissions for images or other copyrighted materials, indexing, proof-reading and copy-editing, preparation of tables and maps, etc.

Ineligible expenses include travel, promotion and marketing, distribution activities, honoraria for authors or editors, or any post-publication costs. The grant cannot be used to publish with predatory publishers or vanity presses.

Application Process

Applicants are asked to email one complete copy of their application package, including the original form-fillable PDF and all attachments, to ors@unb.ca by 4:00 pm on the competition deadline date indicated on the funding program page (<http://www.unb.ca/research/ors/internal-funding/harrison-mccain-foundation.html>). The application process is as follows:

- An electronic copy of the full application package (including the original form-fillable PDF, and all relevant attachments). “Grant in Aid of Scholarly Book Publishing” should appear in the subject line.
- Successful candidates may take up their award beginning in May of the same year.
- An application package includes:
 - the completed Application Form (.pdf), with the proposed budget; if the Dean and Chair (if applicable) cannot sign the Application Form they should confirm support through email, which must be included in the package;
 - book description form (max. 3 pages, use template provided);
 - budget justification form (max. 1 page, use template provided);
 - the applicant's current curriculum vitae (maximum 5 pages), including degrees and academic positions held, but focusing on research contributions. The CV should be written in 12pt font, with minimum margins of 0.75";
 - copy of the contract with the publisher;
 - copy of the manuscript to be submitted for publication;
 - publisher's comments on the manuscript, along with those of any reviewers (if peer-reviewed);
 - publisher's estimate of the publication costs (if possible).

Please convert *all* application pieces to PDF and assemble them into *one* document in the order in which they are listed, above.

Templates for the various sections can be found on the Harrison McCain Foundation Awards page at <http://www.unb.ca/research/ors/internal-funding/harrison-mccain-foundation.html>.

As the membership of the selection committee is representative of a broad spectrum of research interests, applicants should refrain from extensive use of technical terms or jargon when describing their scholarly book.

Due to the tight schedule involved in the review process, late applications cannot be accepted.

Eligible applicants may submit one application only, and all information must be contained within the forms and attachments listed above. No other attachments are permitted.

Selection Process

- Applications will be adjudicated by a committee chaired by the Vice-President (Research), following the selection criteria (see below).
- The Committee shall have a quorum of at least three members and will meet at the call of the Chair once per year following the submission of applications.

Administration and Reporting

The application processes for the Harrison McCain Grant in Aid of Scholarly Book Publishing will be administered by the Office of the Vice-President (Research).

In most cases grant funds will be available for use beginning May 1st of the competition year. Grant funds will be set aside in the amount justified in the budget, and made available in the form of a restricted account administered by the Office of Research Services. Only officially invoiced costs will be reimbursed or paid directly to the invoice issuer. Costs incurred from the time of application for this grant are eligible for payment or reimbursement.

Funds will be available for one year after which they **will be automatically returned** to the Harrison McCain Foundation general account for re-distribution to other awardees. Requests for an extension to use the funds must be made in writing prior to the end of the grant period to ors@unb.ca.

Award recipients will be required to submit an annual report detailing the activities undertaken as a result of the grant, within one month of the end of the grant period as noted on the letter of award. The University will provide an annual report to the Foundation each year detailing the activities encompassed by the Harrison McCain Foundation Grant in Aid of Scholarly Book Publishing.

Further Information

Further information may be obtained by contacting ORS at (506) 453-4674 or ors@unb.ca.

Harrison McCain Foundation Selection Criteria

Grant in Aid of Scholarly Book Publishing:

- 1) the quality of the manuscript
- 2) the feasibility of publishing within one year
- 3) the appropriateness of, and justification for, the budget
- 4) the Chair's/Dean's ranking
- 5) the academic achievement, experience, publication record and research aptitude of the applicant
- 6) the expected contribution of the book to the advancement of knowledge