# Publishing Fee Incentive Request Form

*To be submitted to the Dean’s office with a copy of acceptance letter and/or request for payment, or invoice from publisher. (Acceptance letter and publisher’s request for payment may be in one document.)*

Author (s)

Title of Article

Name of Journal

*Once you have received notification of approval from the Dean’s Office, you will need to submit your publishing fee receipt as a Purchasing Policy in the Concur system for reimbursement. The allocation account will be 2-12052.*

Signature of faculty Date of request

## For office use only

Copy of acceptance letter received

Copy of publisher’s request for payment or invoice received

Signature of Dean Date

# Publishing Fee Incentive Plan

The Dean is making available **$5,000** to College faculty to assist with publication fees during the current academic year. The journal must be on the faculty-approved journal list before the acceptance letter is received. Articles will be awarded to reimburse for publication costs. The faculty member will provide this form to the Dean’s office with the following attached:

1. Copy of the acceptance letter
2. Copy of publisher’s request for payment or invoice

Once approved by the Executive Committee, the Dean will , a Concur Purchasing report must be completed in order to obtain reimbursement.

First come, first serve. There is no limit on how many awards one individual may be awarded. Once the $5,000 is awarded, the incentive ends.