

**Publication Awards Criteria and Application Process 2018/19**  
**Faculty of Arts and Humanities, University of East Anglia**

**Purpose and Scope:** each year the Faculty sets aside a fund of £10,000 for Publication Awards to support REF publications (e.g. for index costs; permissions and copies of illustrations, open access fees etc.). The maximum award is £1000 and applicants are eligible to apply **once** per academic year. Awards will be made only to support publications that will contribute to the REF2021 submission at UEA and are anticipated to be of 4\* or 3\* quality.

Staff on contracts eligible for submission to REF, and on open-ended and fixed-term contracts that end after 30/11/2020 are eligible to apply for a Publication Award. Applicants must also be up to date with Research Activity Plans, open access and study leave reports.

There is no closing date and applications can be made at any point in the academic year (though please note the firm deadline for expenditure when applying). The Associate Dean Research, in consultation with the Faculty Research Committee, will make allocations 5 times per year.

Applicants should consult their School Director of Research at early stages of planning, as **retrospective applications are ineligible.**

Successful applicants will be allocated with a financial code for use for all claims to be charged to the award. **Please note that all expenditure must be incurred by the end of the financial year, Wednesday 31<sup>st</sup> July 2019. This is a firm deadline, no exceptions can be made, and awards cannot be rolled over to 2019/20. To ensure costs are charged correctly, ALL CLAIMS MUST BE SUBMITTED TO THE HUM FINANCE OFFICE BY MONDAY 15<sup>TH</sup> 2019. Failure to do this by this date will lead to claims being rejected/charged to your school.**

If awarded a grant, and you no longer need it, you must inform the Associate Dean Research, Professor Claire Jowitt ([C.Jowitt@uea.ac.uk](mailto:C.Jowitt@uea.ac.uk)) as soon as possible.

**Application process:** send applications (on a single A4 sheet) as an attachment to Claire Grasby ([C.Grasby@uea.ac.uk](mailto:C.Grasby@uea.ac.uk)). The application must include the following information:

- Name & Date of application:
- School(s):
- Confirmation of eligibility for inclusion in REF2021 at UEA:
- Title and date of REF-eligible publication (please attach a copy of your contract with the publisher/journal's or editor's acceptance letter):
- Sum requested and purpose for which funds are sought:
- Details of other funds sought/already acquired:
- Statement by your RD in support of application, including anticipated REF grading:

**Incomplete applications will not be considered.**