

YORK AD HOC RESEARCH FUND

PERIODICALS AT YORK APPLICATION FORM

PERSONAL DATA

1. Name:	2. Year appointed at York University:
Academic Rank:	Department/Unit:
Campus Address:	
Telephone:	E-Mail:

CONFERENCE DATA

3. Name of Periodical:
Expected Date of First Issue:

FUNDING REQUEST

4. Amount Requested from the Ad Hoc Committee:	
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5. DOCUMENTS TO BE APPENDED:

A. Proposal

1. Requests for support of a new periodical must include:

- i) List of editorial personnel, indicating their affiliations with York.**
- ii) Outline of the need for the periodical, and a clear indication of the way in which the proposed periodical will fulfill the need.**
- iii) Schedule of work and anticipated first issue.**
- iv) Outline of anticipated equilibrium financing once the periodical is established.**
- v) Names of three people to act as referees who may be approached by the Committee.**

2. Requests for renewals of previous awards must include:

- i) List of editorial personnel, indicating their affiliations with York.**
- ii) Review of current issues.**
- iii) Current and anticipated budgets.**
- iv) Outline of the need for continued support from the Fund.**

B. Detailed Budget

Provide a budget outlining current project costs. List anticipated and obtained funding, both from York University and from external sources.

C. Letter of Support from Dean or Chair

Provide a letter of endorsement from the Dean or Chair supporting the establishment of the periodical and identify the departmental and/or Faculty resources that will be dedicated to it.

D. Sample Copies of Prospectus or a Recent Issue

Provide an endorsement (form attached) from the Department Chair, identifying the departmental resources that will be dedicated to it.

E. Copy of the Printed Program (if available)

6. Have you received funding from the Ad Hoc Committee in the past? (Check One)	
Yes	No
If yes indicate the date of the last award:	

ENDORSEMENT BY DEPARTMENT CHAIR or DEAN

After completing the above application, please submit an **original plus six copies** along with supporting documents directly to the Office of Research Services.

In addition, you should submit a copy of your application to the Chair of your department along with this endorsement form. The Chair will forward the endorsement under separate cover to ORS.

NAME OF APPLICANT:

I have read this application and rank its priority as follows: (Check One)

Low Moderate Fairly High Very High

COMMENTS:

Department Chair Signature

Date

** If applicant is the Chair, then Dean or Associate Dean's signature is required.

YORK AD HOC RESEARCH FUND

GRANTS FOR PERIODICALS AT YORK

December 15 competition only

PURPOSE OF THE FUND

1. The York Ad Hoc Research Fund receives a small annual budget and is administered by the Senate Committee on Research. The purpose of this fund is (a) to assist York faculty members in attending conferences at which they are to make a substantial presentation, and for which they have been unable to obtain alternate funding; (b) to help defray the cost of conferences which will make a contribution to scholarship and bring prestige to York University (December 15th competition only); and (c) to help support the publication of periodicals (December 15th competition only).

2. Periodicals at York: Funds will only be provided to support the publication of a new periodical. Grants are for one year only, and renewals are rare. Requests for grants after the first three years of publication will only be considered in highly exceptional circumstances, and it is expected that periodicals will be self-supporting within three years of first publication.

ELIGIBILITY

3. Support is provided to (a) full time faculty and professional librarians holding probationary/tenured continuing appointments and (b) full time faculty and professional librarians holding contractually limited appointments for more than one year, provided the travel falls within the current appointment period.

COMMITTEE MEMBERSHIP

4. The York Ad Hoc Research Fund Sub-Committee will consist of:

i) three permanent members from the Faculty of Arts, Atkinson College and Glendon College;

ii) the Chair (or designate) of the Senate Committee on Research (SCOR); and

iii) two rotating members from the Libraries, Osgoode Hall Law School and the Schulich School of Business, Education, Environmental Studies, Fine Arts.

5. Members' terms are for three years (with the exception of the SCOR representative whose term will usually coincide with her or his term on the SCOR).

TERMS AND CONDITIONS

6. Only one grant per fiscal year (May 1 - April 30) will be awarded per faculty member.

7. Awards will never be made retroactively.

8. Since the Fund is considered a source of last resort for funding, applicants must demonstrate to the Committee's satisfaction that they have approached other avenues of support.

9. No application will be considered unless all questions on the application form have been answered and all required supporting material has been supplied.

DEADLINES

10. Please note that the above subcommittee has one deadline dates per year for receipt of applications. The dates in any fiscal year will be as follows:

December 15 (Travel, Conferences and Periodicals)

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day.

11. "A deadline is a deadline is a deadline"; the Committee will not accept late applications. However, those received after the deadline will be put forward for the next deadline, keeping under consideration that no retroactive awards are made.

12. An application form, if not attached to this document, is available from the Office of Research Services, Fifth Floor, York Research Tower, 736-5055

ANNOUNCEMENTS

13. Award decisions will normally be distributed six weeks after the deadline date.

APPLICATION SUBMISSION

After completing the above application, please submit an **original plus six copies** along with supporting documents directly to the Office of Research Services.

In addition, you should submit a copy of your application to the Chair/Dean of your department/faculty along with the endorsement form. The Chair/Dean will forward the endorsement under separate cover to ORS.

Please note: An **original** plus **six** copies of the one page application form, endorsement by department Chair and all supporting documents are required. Please DO NOT photocopy the guidelines and include in your original plus six copies.

Please address all correspondence to:

**Secretary, York Ad Hoc Funding Committee
Office of Research Services
Fifth Floor, York Research Tower**