Manuscript Preparation Grants Program

Office of Research and Sponsored Programs

Program Description. This program provides up to $2,200 to assist with manuscript preparation and publication, of which up to $1,800 may be used to pay open-access fees. Allowable costs include indexing, licensing fees for copyrighted materials, page charges, open-access fees, and figure preparation. Professional editing costs for books (but not journal papers) is also supported.

Annual requests to this program have recently exceeded available funding levels. The eligibility restrictions and evaluation criteria below are intended to support a broad range of publication types while directing finite funds to activities producing the greatest impact.

Eligibility
- Program is open to all non-student employees with formal appointments to the university. This includes staff, research associates, tenured, tenure-track, and non-tenure track faculty.
- An individual may receive up to one award in any 12-month period.
- Members of the review committee* are eligible to apply to the program, but must recuse themselves from the review of their own application.

Evaluation of Proposals. Proposals are evaluated based on:
- Demonstrated likelihood of publication
- For journal articles: the publisher employs a robust peer-review selection process.**
- For books: the publisher is a recognized academic or commercial imprint. Costs associated with "self-published" books are not normally supported by this program unless the author can provide a strong academic or professional rationale.
- Likely impact on discipline/students/community
- Opportunity for advancing the professional scholarship of the applicant

Application Checklist: The proposal consists of a ONE-PAGE narrative providing a description of the publication, the proposed use of funds, and the expected outcomes.

Submission Procedure:
1. Fill out the Manuscript Preparation Grant esign form and attach the single pdf file containing the one-page narrative.
2. Submit the esign form to your department chair.
3. Department chairs should review the application, complete the comment section, and approve the application onto RSP at research@wwu.edu. If the chair is the applicant, they should send their esign form to their Dean, who will review the application and complete the comments section.

*Proposals to this program are evaluated using both committee and desk review processes.

**A journal is considered to be peer-reviewed if it is designated as such in the Ulrichsweb database (accessible online through Western Libraries) or is otherwise considered to meet professional editorial standards for the field.