



University  
of Victoria

# Book and Creative Works Subvention Fund Guidelines

**Purpose:** To assist in the publishing of scholarly books and creative work of University of Victoria faculty members. The fund is restricted to books and certain forms of creative work (see eligibility criteria below). Costs associated with journal or conference publications, academic textbooks or the translation of original work in its entirety are not covered by this fund.

Preference will be given to publishing outcomes of externally grant-funded research.

**Value:** up to \$3,500

**Deadline:** Applications are accepted three times per year.

Deadline	Notification of decision
May 1	June 1
September 1	October 1
January 1	February 1

The funding envelope for each competition is \$12,000 with a total budget allocation of \$36,000 per fiscal year. If there are insufficient funds to award all eligible requests, funding will be prorated across eligible applications for the current period. Unallocated funds for a given period will be carried over to the next period.

**Timeframe:** Funds must be used within 12 months from the date of the award.

*Any unused funds remaining at the end of that period will be recalled. Requests for extensions will not normally be granted.*

**Eligibility:** All full-time University of Victoria faculty members (including Teaching Professors) and Librarians are eligible to apply. Only one application per applicant will be considered in any two-year period. Normally an applicant will be awarded only one subvention in a three-year period.

Subventions will be considered for:

- Peer-reviewed, scholarly research works by recognized external North American or International scholarly publishing houses,
- art catalogues and collections for which the applicant is the artist or senior editor,
- non-print media such as electronic books, the production of a film/video or the production of a master recording,
- digital/electronic media such as the digitization of collections defined such that all of the content of the entire collection is freely available online,
- graphic novels related to applicants' research or creative activity,
- literary works such as a collection of poems, a play, or a screen play, and
- publication of a composition of music.

There will be a one-time subvention for any given work.

**How to apply:** Application forms can be downloaded at <https://www.uvic.ca/research/conduct/home/funding/internalgrants/index.php>. Completed application forms should be sent to [resprog3@uvic.ca](mailto:resprog3@uvic.ca). All required attachments must be included with the application. Incomplete applications will be returned and if resubmitted will be deemed to have been received on the date of resubmission.

**Conditions of Funding:** The publisher and/or author will acknowledge the University of Victoria as having provided a subvention.

Updated January 2022

**Notification:** Notifications of decision will be sent by email.

**Eligible expenses:** Only costs associated with the direct act or process of publishing are eligible.

Eligible expenses include:

- design, typesetting, layout and formatting (outside of what is provided by the publisher);
- copy-editing (outside of what is provided by the publisher);
- production of graphics or artwork;
- reproduction of images;
- indexing;
- open-access costs;
- translation of individual chapters from their original language (up to \$2,000).

The maximum direct subsidy to a publisher is \$2,500. Further costs may be included upon receipt of invoices for services provided outside of the publisher.

**Ineligible expenses:**

Ineligible expenses include but are not limited to:

- costs associated with non-reviewed works and self-publishing;
- reimbursement for costs incurred more than 12 months prior to the application deadline;
- creation of teaching curriculum;
- honoraria for authors or editors.

**Contact:** Research Programs Liaison, [resprog3@uvic.ca](mailto:resprog3@uvic.ca)