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 the eligibility criteria below). Costs associated with journal or conference publications are not covered by this fund.

Value: up to $5,000

Deadline: Applications are accepted three times per year.

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<th>Deadline</th>
<th>Notification of decision</th>
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<td>May 1</td>
<td>June 1</td>
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<td>September 1</td>
<td>October 1</td>
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<td>January 1</td>
<td>February 1</td>
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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 expended 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: University of Victoria faculty members (excluding limited term, adjunct and emeritus), Librarians and Assistant Teaching Professors are eligible to apply. Only one application per applicant will be considered in any twelve-month period. Normally an applicant will be awarded only one subvention in a two-year period.

Subventions will be considered for:

- scholarly research works,
- 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,
- 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 igfacilitator@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.
**Notification:** Notifications of decision will be sent by email.

**Eligible expenses:** Only costs associated with the direct act or process of publishing are eligible. Applications must include documentation from the publisher indicating a detailed budget for the publication and how the funds requested will be used. Requests for publishing subventions without a copy of an agreement to publish will not be funded.

Examples of eligible expenses include design, typesetting, layout and formatting, copyright permission fees, reproduction of images, printing and binding.

Subventions will normally be paid directly to the publisher upon receipt of an invoice.

Up to $1,000 may be put towards copy-editing expenses as required and will be paid directly to the author upon presentation of a paid invoice for the work performed.

**Ineligible expenses:** Ineligible expenses include but are not necessarily limited to:

- costs associated with non-refereed or non-juried works, and self-publishing;
- Reimbursement for costs incurred prior to 12 months from the competition deadline;
- Creation of teaching curriculum;
- Translations of the original work;
- Production of graphics or images; and
- Honoraria for authors or editors.

**Contact:** Jessica Worsley, International Grants Facilitator, 250-472-4371, igfacilitator@uvic.ca