

Rutgers University  
Office of Research and Sponsored Programs  
3 Rutgers Plaza, ASB III  
Cook Campus  
Website: <http://orsp.rutgers.edu>

## **GUIDELINES FOR SUBVENTION OF PUBLICATION OF SCHOLARY BOOKS**

The Research Council makes grants to reputable presses to subsidize the publication of scholarly books authored by the faculty. **Textbooks are excluded from support of this kind.** A request for subvention should be submitted on the form entitled "Application for a Research Council Grant". Awards, **conditional upon the availability of funds from the State**, will be announced in June and must be used by May 1 of the following year.

An application for subvention should include the following special materials:

- A copy of a letter from the Director of the Press accepting the manuscript for publication, specifying the total cost of publication, the contribution the Press intends to make towards total costs, and an explanation as to why and how much subvention is necessary. The Council will not award a subvention equal to the total cost of any publication.
- A copy, if available, of outside reviews of the manuscript of the book in question obtained by the publisher from experts in the field.

All grants in aid to publication will be made with the following conditions:

1. The book will acknowledge support from the Rutgers University Research Council, and the publisher or the author will send one copy of the book to the Office of Research and Sponsored Programs.
2. In advance of payment, a letter will be sent by the publisher to the Office of Research and Sponsored Programs stating that the publisher agrees to pay to the University all royalties that would normally accrue to the author, until the Office of Research and Sponsored Programs has recovered the amount invested in subvention of the book. The publisher will then pay royalties directly to the author. Monies returned to the University under this arrangement are deposited in a revolving fund that the Office of Research and Sponsored Programs uses to assist in publishing the faculty's scholarly works. **Please note: You will not be able to access your account until this letter from the publisher is received by the Office of Research and Sponsored Programs.**

Questions concerning this program should be directed to Dr. David Pramer [732] 932-0150x3027 or Joan Suber [732] 932-0150x2118.