

Request for Payment of Publication, Exhibit, Professional Poster, or Performance Charges

Purpose, Eligibility Specifics

- To offset required charges so that scholarly work has a venue for academic and/or public audience and to promote scholarly work.
- Only works that have been refereed, invited, or juried by a body external to the University are eligible for this fund.
- Charges are required by the publisher, gallery or organization as a condition of participation and next steps.

Funds Available

- Funds are limited.
- One request from this fund per fiscal year up to \$200.
- Awards are subject to availability of funds.

Required Content

- Online Application - (completed in its entirety)
- Official documents showing acceptance of work, result of review, charges required for participation.
- Proof of payment or official bill/invoice.
- Dean's signature (downloadable form available)

Process

When approved, the applicant and the Dean will be notified. At which time, the appropriate paperwork should be completed in the School office and payments made on a departmental account. When the invoice is processed for payment, a copy of the Direct Pay or P-Card purchase should be forwarded to the ORSP. Funds will then be transferred to reimburse the invoiced account.