<table>
<thead>
<tr>
<th>Manuscript Publication Assistance (MPA)</th>
<th>Book Subvention</th>
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<tr>
<td>ORS will cover 50% of the total cost</td>
<td>ORS will cover expenses</td>
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<tr>
<td><strong>UP TO $1,000</strong></td>
<td><strong>UP TO $2,000</strong></td>
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**PURPOSE**

Assist faculty in the preparation or publication of books or article-length manuscripts

May include:

- Student wages
- Page charges
- Color plates/Photos
- Permissions
- Poster Presentation
- Creative work

Aid faculty in publishing scholarly books

May include:

- Author’s mandatory contribution to the cost of production
- Publishing subsidies
- payment to offset the costs of paper, printing, and binding (PP&G)
- Typesetting
- Professional indexing
- Editorial work

**Application**

1. Project description

   Two page statement describing the book to be published, specifying the topic, length, nature of the work (such as, monograph, edited work, compendium, or translation) and its importance to your discipline.

2. Budget justification

   A copy of a letter of agreement or a contract from publisher and a copy of the publisher’s policy on subvention (if not already included as part of the contract or agreement letter).

3. Copy of the Cost-share email from Department Chair/Dean

   Detailed budget and explanation of the expenses to which the subvention would be applied. Wherever possible, expenses should be itemized.

**Open Access**

Scholarly papers, journal articles, posters, conference presentations, etc., that arise, directly or indirectly, out of the work supported by this grant program should be made available to the Loyola University community and beyond. Grant recipients should post relevant research products to Loyola’s eCommons (http://ecommons.luc.edu/) to the extent allowed by copyright.

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