

THE OFFICE OF RESEARCH & ENGAGEMENT
SARIF EPPE **BOOK PUBLICATION SUBVENTION**
APPLICATION: Three-way Match

**PLEASE COMPLETE THIS FORM FOR SUBVENTION REQUESTS SPECIFICALLY FOR EXPENSES PERTAINING TO INDEXING,
PREPARATION OF MANUSCRIPTS, PAGE CHARGES, DIAGRAMS AND PHOTOGRAPHS, AND CHARGES OTHER THAN
PUBLISHING**

Name: _____

Email: _____

Department: _____

Academic rank: _____

Title of manuscript: _____

*Amount of subvention request: _____

Publisher: _____

Publisher's Address: _____

Publisher's phone number: _____

Editor: _____

Anticipated publication date: _____

Please submit the following materials to this cover sheet:

1. An abstract of manuscript (no more than 150 words)
2. Complete responses to the following questions:
 - a. What is the publication history of any portion of the manuscript?
 - b. What is the history of the submission of the manuscript to publishers?
 - c. Information about contracting publisher:
 - i. Why did you select this publisher?
 - ii. Why is subvention required?
 - iii. What is the peer-review procedure of this publisher?
3. Has the project been supported by UTK or by external funding? If so, please describe briefly how it has been supported.
4. All major correspondence with the publisher, including all external evaluations of the manuscript obtained by the publisher.
5. Letter of support from department head, including statement of financial support to be provided by the department.
6. A short budget
7. Other supportive documentation that you wish to provide the Humanities Center
8. A two-page CV

Please send this application and associated materials to your department head for processing as a three-way match with your department, the College and the Office of Research.

Acceptance of the manuscript by the press is required before applying for subvention. Applications lacking any of the materials requested will not be considered.

APPLICATION DEADLINE: Rolling Application.

Subventions are available to University of Tennessee tenured or tenure-track faculty.

Subventions for textbooks, journal articles, or costs to presses/editors of essay collections for reprint charges pertaining to previously published articles are not provided.

***MAXIMUM AMOUNT OF SUBVENTION: \$1,650.**

(Rev 6/05/17)