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**RESEARCH GRANTS COMMITTEE:  
PROPOSAL GUIDELINES FOR  
SUBSIDIES FOR BOOK PUBLICATION,  
EXHIBITION/PERFORMANCE CHARGES, SUBMISSION FEES,  
PUBLICATION PAGE CHARGES AND JOURNAL ARTICLE REPRINTS  
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Adopted by the Research Council prior to 1965)  
(Revised by the Research Grants Committee, December 1992 and May 1999)**

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Funds allocated for Publication/Exhibition applications are divided equally between the Fall and Spring Semesters. If funds for one semester are not encumbered, they will be used for the following semester during the academic year. For example, if \$5,000 is allocated, then \$2,500 will be available each semester. If the total amount of \$2,500 is not used during the Fall semester, these funds will be added to funds available in the Spring semester. All requests for funds submitted to the Research Grants Committee must include an application. Applications are reviewed once each semester (November and March) by the Research Grants Committee. Requests for funds must include a statement of rationale and budget justification. If matching funds are available, they should be noted.

Requests will only be considered for expense incurred in the past twelve months. The application must not exceed two pages. Original receipts or copies of cancelled checks must be submitted with the application. Check carbons, if used, must be accompanied by bank statements showing the check cleared. If awarded partial payment, the check must be made to UNC Greensboro for the portion of the publication/exhibition charges; submit check to the Office of Sponsored Programs for processing of full payment.

Funds for the different requests are limited to the following in order of priority:

1. Subsidies for Book Publication (creative/research based books-notebooks) – up to \$1,000 and Exhibition/Performance Charge – up to \$1,000
2. Submission Fee – up to \$100
3. Required Journal Article Reprints and Publication Page Charges – up to \$400 per semester
4. Non-required Journal Article Reprints (will be awarded at the end of the year if funds are available) – up to \$100

For book subsidies, priority is given to those who have not received an award during the past five years. All requests for funds are approved by the Research Grants Committee. Book indexing and copyright charges are not included in the reimbursement requests, as they are included in the book publication.