

SCOPE:

These terms and conditions apply to all Royal Victoria Regional Health Centre (RVH) employees, students/residents/fellows, and affiliated professional staff seeking financial support to help defray costs associated with publishing their scholarly work in peer-reviewed, scientific open-access or hybrid journals.

GENERAL STATEMENT:

Accelerate Teaching and Research is a major focus of RVH's patient-centred **MY CARE** strategic plan. Disseminating research findings in peer-reviewed, scientific journals is a critical part of professional and personal development; however, article processing charges (also known as publication fees) levied by journals on authors can be prohibitively expensive, particularly for investigators without dedicated research funding.

The RVH Research Institute is committed to supporting staff, students/residents/fellows, and professional staff who wish to publish their research findings. A small, dedicated fund designed to provide financial support to cover the cost of publishing RVH-led research in peer-reviewed, scientific open access or hybrid journals. Funds are administered in the form of an award, with article processing charges either paid directly to the publisher or reimbursed to the author upon receipt and approval of all required documentation. Dispersal of funds are subject to the terms and conditions described below. All monetary values are in Canadian Dollars (CDN).

SOURCE OF FUNDING

The RVH Research Publication Award is funded through the efforts of the RVH Foundation.

The RVH Research Institute shall administer the Research Publication Award in accordance with the eligibility criteria below. Applications will be reviewed and approved by members of the RVH Research Council.

DEFINITIONS:

Article Processing Charge: also known as a publication fee, is a fee which is sometimes levied on authors to make scholarly work publically available in either an open access journal or hybrid journal.

Hybrid Journal: Research journals that are at least partially funded by subscriptions, and only provide open access for those individual articles for which the authors (or research sponsor) pay a publication.

Open Access Journal: Research journals whereby the publisher of the journal makes all articles and related content available for free on the journal's web site. Open access journals are funded by article processing charges paid by contributing authors.

Predatory Journal: Journals that charge an APC to authors, yet do not have the hallmarks of legitimate scholarly journals such as peer review and editing, Editorial Boards, editorial offices, and other editorial standards.

RVH Research Council: The RVH Research Council was established in December 2013 with a mandate to accelerate research by advising on research strategy and infrastructure, and by providing research leadership through advocacy and mentorship. The membership of the RVH Research Council is as follows:

Research Council Members:

- Chief Research Scientist
- Vice President, Academic and Medical Affairs (Chair)
- CEO, RVH Foundation
- Director, Academic and Medical Affairs
- Research Manager, Academic and Medical Affairs
- Physician Leaders (2-8)
- Staff Leaders (2-8)
- Community Partners (2-4)
- Patient Representative (1-2)

Research Publication Award: A sum of money awarded (in the form of a reimbursement) to defray costs associated with publishing RVH-led research in peer-reviewed, scientific open access or hybrid journals.

PROCEDURE:

The RVH Research Institute shall administer the Research Publication Award in accordance with the eligibility criteria below. Applications will be reviewed and approved by members of the RVH Research Council.

Eligibility Criteria:

1. Applicants must be RVH employees (full-time or part-time with a minimum 0.3 FTE appointment), students/residents/fellows, or professional staff to be eligible to apply for the Research Publication Award.
2. Applicants must be the primary and/or senior responsible author of the published work.
3. Applicants must provide evidence that the manuscript has been fully accepted (i.e., manuscripts that are accepted with minor or major revisions will not be considered). Evidence should be in the form of an acceptance letter or e-mail from the editor and/or journal. If the acceptance letter or e-mail is no longer

available, a copy of the accepted and/or published manuscript is acceptable, provided that a digital object identifier (DOI) number has been assigned to the manuscript.

4. Only publications in peer-reviewed, scientific open access or hybrid journals will be considered for the award. Publications in newspapers, magazines, whitepapers, and other non-academic periodicals will not be considered.
5. Only primary/original research, systematic/scoping reviews, and case study/series reports will be considered for the award.
6. Applicants may be considered for a Research Publication Award up to sixty (60) days after the print or electronic publication date.
7. RVH must be indicated as an institutional affiliation of the primary and/or senior responsible author on the publication.
8. Whenever possible, applicants should acknowledge the contributions and support of the RVH Foundation in the manuscript.
9. Successful applicants are expected to apply to present their research at the annual RVH IGNITE Research Conference.
10. Applications that have been rejected may not be re-submitted.
11. Applicants who have published in a traditional, closed access journal with an impact factor of greater than four (4), as reported in the [Journal Citation Reports \(JCR\)](#) database, will be considered.
12. Applicants may be funded for more than one (1) Research Publication Award per year, however, only a limited number of awards are available for each fiscal year (April 1-March 31) and meeting the eligibility criteria does not guarantee receipt of funding. The number of awards available each year is contingent upon the availability of funding, which will be distributed on a first-come basis.
13. The RVH Research Institute may only provide up to \$3,500 per publication in financial support for costs directly associated with article processing charges.
14. The RVH Research Institute maintains the right to refuse funding should the research be considered to be published in a Predatory Journal.

Application Process

1. Applications accepted at any time throughout the year and considered on a first-come basis.
2. Applicants must print and complete the Research Publication Award Application within sixty (60) days of the print or electronic publication date.
3. Submissions must be accompanied by:
 - a. Evidence that the manuscript has been fully accepted
 - b. Invoice summarizing the Article Processing Charge(s) or Publication Fee(s)
4. Submit the material above to:
Dr. Jesse McLean, Research Manager
Centre for Education and Research, Room 3355
Royal Victoria Regional Health Centre
201 Georgian Drive,

Barrie, ON L4M 6M2

research@rvh.on.ca

5. Each application will be reviewed by two (2) members of the RVH Research Council. Reviewers will declare that no conflict-of-interest exists and recommendations for funding will be made based on fulfilling the above eligibility criteria. When consensus is not reached between the two reviewers, the recommendations of a third member will be followed.
6. Award notifications will be made within thirty days (30) of submission.
7. Applications that are incomplete or do not use the official form will be returned to the applicant for revision.

Reimbursement

1. The Research Publication Award may be used in combination with other research funding, however, applicants must declare all additional funding they have received in relation to the published research.
2. The maximum amount of funds that may be disbursed to an applicant (per award) is \$3,500.
3. It is the applicant's responsibility to retain all supporting documents, including journal acceptance letters and invoices/receipts for article processing charges. RVH maintains the right to deny funding to the applicant.
4. If the award is approved, reimbursement may be made in one of two ways, depending on the applicants preference:
 - a. The applicant may pay the article processing charge at their own expense and will be reimbursed in the form of a cheque for the amount approved by the Research Council. Cash advances to fund publication are not permitted. Cheques will be made payable to the individual who has incurred the article processing charge.
 - b. The RVH Research Institute will directly pay the publisher through receipt of an invoice for the article processing charge.

Recognition

To recognize awardees, all successful applicants must agree to have their name, department, and summary of their published research placed on the RVH, RVH Foundation, and RVH Research Institute websites and other media outlets. Please note, it is the responsibility of the applicant to understand and adhere to the terms and conditions associated with transferring copyright of an article to the journal publisher, if applicable.

Final Approval

The RVH Research Council shall make all recommendations for funding and shall have final approval over all funding decisions.