**Appendix 1 Open Access Funding Checklist**

|  |  |
| --- | --- |
| **Applicant details** | |
| Author’s name |  |
| Department & Faculty |  |
| Co-authors (if applicable) |  |
| Co-authors’ Faculty / Institution |  |
| Likely REF unit of assessment |  |
| **Details of the publication** | |
| Paper title |  |
| Journal |  |
| Total cost of OA publication |  |
| Likely publication date |  |

*Answer yes or no to each of the following questions based on the article for which you wish to receive funding for publication. These questions will provide guidance to the UoA REF leader, but the ultimate decision will be made on the quality of the paper*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Question** | **Yes** | **No** |
| 1. | Is this a peer-reviewed article? |  |  |
| 2. | Has the article been submitted? |  |  |
| 3. | Does your article contain original analyses or theory?  *(e.g. editorials, commentaries and letters to the editor will not be funded)* |  |  |
| 4. | Is the article submitted/accepted for publication in a bona fide Pure open access journal that publishes 100% open access articles (as opposed to a hybrid journal)? |  |  |
| 5a. | Is the journal in the top 50% ranked titles in your discipline according to Impact Factor ([Journal Citation Reports](https://www1.bournemouth.ac.uk/discover/library/search-library-resources/alphabetical-list-databases/j)), SJR (SCImago Journal Rank in [Scopus](https://www1.bournemouth.ac.uk/discover/library/search-library-resources/alphabetical-list-databases/s)) or ABS (Association of Business Schools) Academic Journal Guide? |  |  |
| 5b. | Please state Impact Factor, SJR or ABS \*rating and source as relevant to your discipline. |  | |
| 6. | Do you have co-authors within BU who could submit this article to a different UoA other than your own UoA? |  |  |
| 7. | Are any of your co-authors from an institution in another country? |  |  |
| 8. | If you have co-authors from another institution (UK or international) will that institution contribute to the costs? |  |  |
| 9. | Is this a co-created article with a student (UG, PGT or PGR)? |  |  |
| 10. | Has the primary author previously had funding from the open access fund? |  |  |
|  | If yes, please enter the amount of funding received in the current academic year[[1]](#footnote-1) | £ | |
| **Additional comment in support of your application** – *This may include a short justification (maximum 200 words) of why it is beneficial for your research to be published open access via the gold route* | | | | |

**Annex 1**

*Guidance Notes*

6. Eligibility

6.1 As the Open Access fund is finite, in the interest of fairness, only one successful application per academic in each academic year will be funded. This criterion may be relaxed if funds allow. Where a paper lists a co-author who has previously been granted BU open access funding, this does not make the paper ineligible for funding as long as the applying author has not been previously granted such funding.

6.2 Applicants should consider potential alternative sources of funding before approaching the BU Open Access fund. Possible sources include:

-arrangements with your research funders, eg. OpenAIRE(EU), Wellcome Trust, British Heart Foundation, SMEs, industrial partners, etc.

-partnering institutions with RCUK Open Access block grant. BU is not currently eligible to receive the RCUK Block grant but other institutions that receive this grant may have funds available to spend on jointly authored outputs arising from RCUK funded research.

-partnering institutions with centralised institutional open access funding. Other institutions may provide funding similar to BU’s open access fund and it may be worth exploring this option with them.

There are no hard and fast rules as to who should fund the open access cost in the case of jointly authored outputs, but clearly it is in the interest of all institutions involved, that good outputs are made open access immediately.

1. See [Annex 1 – Guidance notes to eligibility](#Guidance) [↑](#footnote-ref-1)