

OA funding application process

Request funding

- Author identifies an interest/need in Gold open access prior to submitting publication.
- Consults Research Support Librarian to discuss OA publication options and potential OA discounts.
- Completes OA Fund form and sends to ADR.

Approval

- ADR approves or rejects request.
- Completed forms must be sent to the Library Research Team who will ringfence the funds and alert the author to any publisher requirements when requesting gold OA.

Publication

- Upon acceptance of the article, the author informs the publisher that they wish to proceed with gold OA publication.
- Author contacts the library if pre-payment account code is required or raises an invoice with the publisher.

Payment

- The Library will process the invoice or verify the request in accordance with the publisher's process.
- The Library will send an acknowledgment to the author that payment has been made and check to see that the article has been made open access on the publisher's website.

Deposit

- It is the author's responsibility to deposit the published version in IRep.

Reporting

- The Library will provide a report to ARLT three times a year showing active requests and completed payments.