

**Request for Publication Funds**

**Requesting Faculty Member:** Name.

Department ofChoose a department.

**Article Title:** Title of article to be published.

**Journal:** Title of journal in which the article will be published.

**Journal Two-year Impact Factor:** Journal IF.

**Amount Requested:** $ in US dollars.

To ensure this request falls within the guidelines, please confirm the following by checking the box next to each statement.

[ ]  I am the senior author of this manuscript.

[ ]  The manuscript for which I am seeking funds is completed and ready for submission.

[ ]  I am submitting a copy of the completed manuscript with this request.

[ ]  This journal does not offer a free publishing option.

[ ]  This manuscript is not supported by other funding sources.

[ ]  If I am allocated funds, as a result of this request, I will notify the Associate Dean of the journal’s publication decision or provide an update of the status of this manuscript by 3 months after the allocation of funds (whichever comes first).

