

OPEN ACCESS FUND APPLICATION FORM TEMPLATE

In order to track fund disbursements, measure the program's reach, and maintain clear records and reporting, you should strongly consider requiring all authors to submit a standardized Open Access Fund application. The form should contain at least the following elements:

- Applicant's name
- Applicant's contact information
- Applicant's university ID
- Applicant's status (e.g., faculty, postdoc)
- Applicant's department
- Title of article
- Title of journal/publication outlet
- Names and affiliations of all co-authors
- Proof of publication (e.g., printed copy of title page)*
- Verifiable link to open access version of article on publisher's website
- Total charges related to providing free immediate access to this article
- Total amount requested from Fund
- An acknowledgement of the terms and conditions of the program requiring the applicant's signature

This form can also detail the reimbursement process and timing so that the author has reasonable expectations.

An example of an Open Access Fund Application Form in practice may be found at http://www.lib.berkeley.edu/brii/funding_application.html.

Available online at <http://www.arl.org/sparc/openaccess>.

* Some institutions elect to have authors submit applications before the manuscript has been published. In this event, you may wish to include a field for the article's status (e.g., accepted, under revision) and an estimated publication date.