**Application Instructions**

You are required to provide the following information in the required fields in [CSUF InfoReady](https://csuf.infoready4.com):

**\* Required**

## Applicant First Name **\***

## Applicant Last Name **\***

## Email Address **\***

## College **\***

* + Select only one option

## Department **\***

## Faculty or Graduate Student Status **\***

* + Select only one option

## Proposal Title **\***

* + Enter your Article Title

## ORCID URLs **\***

Please provide the URL for completed and CSUF-connected ORCID profiles for ALL AUTHORS AFFILIATED WITH CSUF.

For example, <https://orcid.org/0000-0001-6916-1265>. If you or any of your CSUF-affiliated co-authors haven't created, completed or connected your ORCID profile to CSUF, please follow the instructions on <https://libraryguides.fullerton.edu/ORCID>

## Publication Status **\*** (Articles published more than 30 days are ineligible.)

* + Select only one option

## Journal ISSN **\***

## Authorship **\***

Please detail Author Names, Institutional Affiliations, Article Roles, and Respective Percentages of Authorship/Credit.

For example: 1. Roberta Ortega, CSUF Faculty, First Author, 65%. 2. Jim Smith, CSUF Graduate Student, Second Author, 20%. 3. Jeremiah Okafor, USC Faculty, Corresponding Author, 15%.

## Journal Evaluations **\***

* + Check all that apply.
	+ To search Cabell's and Ulrich's, use CSUF Databases for subscribed access.
	+ Ulrich’s Peer-Reviewed (look for referee jersey)
	+ Ulrich's Open Access (look for unlocked lock)
	+ Directory of Open Access Journals listing (Search by ISSN at <https://doaj.org/>)
	+ Publisher Membership in OASPA (<https://oaspa.org/membership/members/>)

## Ulrich’s URL **\***

Go through Library Databases for subscribed access to Ulrich's, search Ulrich's by the Journal ISSN, then copy the Ulrich's journal URL. E.g., <http://ulrichsweb.serialssolutions.com/title/1504821306200/450323>

## DOAJ URL **\***

Search by ISSN at <https://doaj.org/>, then copy the first part of the URL, but only up to the ISSN number. For example, <https://doaj.org/toc/1617-9625>. If the journal is not listed on DOAJ, just write N/A.

## SHERPA URL **\***

Find the journal's archiving policy as detailed by SHERPA/RoMEO. Search by ISSN at <https://v2.sherpa.ac.uk/romeo/> then copy the URL from the journal record line that says "Link to this page." E.g., <http://www.sherpa.ac.uk/romeo/issn/1617-9625/>

## SHERPA Color

* + Select only one option

## Impact Factor(s) of the Journal

## E.g., 6.3 in Cabell's; 2.2 in Web of Science; 3.4 in Clarivate Analytics

## Supplemental Documentation

If available, please upload RTP College/Department Journal whitelist and/or Other Supporting Documentation to demonstrate Peer-Review and/or Open Access

Please upload Funding, Fee, and Invoice Information

## Related Grants **\***

Please list all grants related to this publication and its research, and indicate if the grant funds are secured, requested, spent, earmarked for other needs, or available to cover OA Publishing costs.

For example:

1. NSF Grant, $25500 (secured, already spent).

2. NIH Grant, $14,500 (secured, $13,500 spent; $500 earmarked; $500 available).

3. Other Institutions' OA Funds, $500 (requested).

4. CSUF OA Fund, $750 (requested).

On a side note, please be sure to include Pollak Library and Open Access Publishing costs in your future grant applications!

## APC Fee Schedule URL \*

A publicized list of fees related to Open Access Article Processing Charges (APCs), as listed on the publisher's or journal's website.

## Fees to Cover \*

The specific Open Access publishing related fees you want the fund to cover.

For example:

1. Article Processing Charge ($900).

2. PubMed Indexing Fee ($100).

(Please note that CSUF OA grant funds do not cover fees for submission, pages/plates/graphics, editing/typesetting, embargoes, or donations.)

## Invoice \*

Detailing the fees you want the fund to cover. Be sure the invoice is made out to the applicant and/or CSUF. If there are multiple invoices, please collate them into a single pdf.

## Grant of Deposit \*

If you receive this grant, do you give permission to CSUF and Pollak Library to deposit and share your article publicly in our institutional repository and/or other open access repositories? Yes or No?

## Grant of Promotional Rights \*

If you receive this grant, do you give permission to CSUF, Pollak Library, and the Pollak Library Open Access Team to use your likeness and article in their promotional efforts and materials? Yes or No?

## Profile Picture URL \*

Please copy and paste a DIRECT URL to a jpg or png file of your profile image (e.g., <http://www.library.fullerton.edu/_resources/images/profile_images/markbilby.png>) Make sure it is NOT just a link to your profile page (htm/html/php).