Guidelines for Approval for HDR Candidate APC Support

Related Policies

Higher Degree by Research Support Policy (Issue 1)

The Policy outlines the resources available to all candidates and recognizes that some candidates require other reasonable research related resources to support their research.

2.4. Support Costs Related to Research
All HDR candidates are able to access funding to support and enrich their research for both project and dissemination costs.

This includes access to literature and publication resources

Open Access and Scholarly Publishing

Open access defined:

Open Access means that the outputs of scholarship and research are made available online and world-wide, in perpetuity, free of charge and free of most other access restrictions. (from the Bond University Open Access Policy)

Open access publication aims to accelerate the pace of discovery and innovation and enrich education by facilitating the worldwide communication of research and scholarship.

Open access shifts the costs of publishing so that the reader can obtain the content at no cost.

HDR APC Support Request process

1. Bond University HDR Candidates can apply for Article Processing Charge (APC) support for publication of a research article in a peer reviewed Gold Open Access Journal.

2. APC requests must meet the required eligibility criteria set out on the Bond University Library Open Access and Scholarly Publishing/ APC Support webpage.

3. HDR Students should send their APC requests to Library Services prior to submission of the article to an OA journal using the APC Request Form. A completed Authorship Agreement Form and a copy of the paper to be submitted should accompany the APC request.

4. Library Services will advise the HDR student and the HDRU that the application has met the APC eligibility criteria and been approved for APC funding.
5. Once APC Support approval has been received from Library Services, HDR students who are first authors can seek budget approval for APC payments from the HDR Unit as a part of their project budget. APC funding requests should be submitted to the HDRU for approval \textit{prior} to submission of the article to an OA journal.

6. APC approved HDR students should seek, in the first instance, to access their HDR Project funds using the HDR budget request form.

   a. If the candidate is seeking to use the remainder of their HDR Project funds towards an APC, they must state this and the amount available in the APC Request form as the amount may not be sufficient to cover the entire APC. Central APC funds, or alternative HDR fund monies, may be required to pay the outstanding portion of the APC if and when the submission is accepted for publication.
   
   b. If the candidate’s project budget has been committed, the Chair of Graduate Research may grant approval for the expense to come from an alternative central HDR fund.
   
   c. Once the HDR Project budget request is approved the HDRU protocol for approved funds for payments and documenting expenditure will ensue.

7. Library Services and the HDRU must be informed, in the same email, when a submission has been accepted for publication.

   a. The HDR student must provide the payment link, or invoice in some circumstances, to both Library Services and the HDRU.
   
   b. Login details must be provided at this time if they are required to access the publisher’s payment webpage.
   
   c. If partial HDR Project funds are to be used for the APC payment Library Services will liaise with HDRU to effect payment.

8. The HDR student will receive notice from the primary payment provider, Library Services or HDRU as the case may be, that the APC payment has been made.

   a. The HDR student may receive an invoice receipt directly from the publisher which should be immediately forwarded to the payment provider.