**St George’s Institutional Open Access Fund Application Form**

Before completing this form, please ensure you have checked if [a read and publish deal](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs#glossarylink) is available through the following [link](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/paying-open-access-fees). Please only complete this form if you are seeking funds for an article processing charge (APC) that is not fully covered by one of our read and publish deals.

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| **Open Access charges – funding requested** **Note:** Applications for funding will only be considered prior to acceptance.  |
| **Applicant details** |
| **Name of applicant** |  |
| **Position held**  |  |
| **Research Institute**  |  |
| **Email address** |  |
| **ORCID number** |  |
| **1a) Who are the research funders relevant to this paper?1b) Do your funders require** [**immediate Open Access**](https://www.ukri.org/manage-your-award/publishing-your-research-findings/making-your-research-publications-open-access/) **(e.g. UKRI from 1st April 2022 & Horizon Europe)** **1c) Does the funder require a** [**CC BY licence**](https://creativecommons.org/about/cclicenses/) **to be applied to the work? For advice contact:** **openaccess@sgul.ac.uk** | Funder 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Funder 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Funder 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YES / NO / Don’t know YES / NO |
| **2.a) Is the** [corresponding author](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs#glossarylink) **from St George’s, University of London or from St George’s NHS Trust?**  | SGUL YES / NO*(delete as appropriate)*NHS Trust YES / NO*(delete as appropriate)* |
| **2.b) Are the co-authors from St George’s, University of London or St George’s University Hospitals NHS Foundation Trust.** | SGUL YES / NO*(delete as appropriate)*NHS Trust YES / NO*(delete as appropriate)* |
| **3. Add details of SGUL co-authors** (*name, position held and Research Institute for each author from St George’s, and ORCID)* |  |
| **4. Manuscript title** |  |
| **5. Is this an original article or a review?** | Journal article: YES / NO*(delete as appropriate)*A review: YES / NO*(delete as appropriate)* |
| **6. Full Journal title and ISSN***You are permitted to list* ***up to three*** *journal titles that you may submit to for the manuscript named above.*Journals where SGUL has a read and publish deal article processing charges can often be ‘waived’: [Open Access Publishing FAQs (sgul.ac.uk)](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs)  | Journal 1 title: |  |
| Is this an Open Access only journal? IF **yes**, what is the article processing charge (APC) cost? | YES / NO*(delete as appropriate)*If YES, APC cost £/$ (Excluding VAT) ……………………….. |
| Is this a [hybrid journal](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs#glossarylink) that is ineligible for UKRI/WT funding?Hint: Utilise [Journal checker tool](https://journalcheckertool.org/) and [Sherpa Fact](https://v2.sherpa.ac.uk/fact/)  | YES / NO*(delete as appropriate)* |
| Journal 2 title: |  |
| Is this an Open Access only journal? IF **yes**, what is the article processing charge (APC) cost?  | YES / NO*(delete as appropriate)*If YES, APC cost £/$ (Excluding VAT) ………………………. |
| Is this a [hybrid journal](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs#glossarylink) that is ineligible for UKRI/WT funding?Hint: Utilise [Journal checker tool](https://journalcheckertool.org/) and [Sherpa Fact](https://v2.sherpa.ac.uk/fact/) | YES / NO*(delete as appropriate)* |
| Journal 3 title: |  |
| Is this an Open Access only journal? IF **yes**, what is the article processing charge (APC) cost? | YES / NO*(delete as appropriate)*If YES, APC cost £/$ (Excluding VAT)………………………. |
| Is this a [hybrid journal](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs#glossarylink) that is ineligible for UKRI/WT funding?Hint: Utilise [Journal checker tool](https://journalcheckertool.org/) and [Sherpa Fact](https://v2.sherpa.ac.uk/fact/) | YES / NO*(delete as appropriate)* |

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| **Supporting documentation**  |
| **Supporting documents** | **Documents attached** |
| 1. Title page of your manuscript, including list of authors their affiliations and the sources of funding (full list of funders)
 | YES/NO *(delete as appropriate. If not, please state why.)* |
| 1. Abstract
 | YES/NO *(delete as appropriate. If not, please state why.)* |
| 1. Inclusion of funder acknowledgements
 | YES/NO*(delete as appropriate. If not, please state why.)* |
| 1. Does your funder(s) require [a rights retention statement?](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs) \*See [Open Access Glossary](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs#glossarylink) – RRS)
 | YES/NO*(delete as appropriate. If not, please state why.)* |
| 1. Inclusion of an author contribution statement.
 | YES/NO*(delete as appropriate. If not, please state why.)* |
| 1. Inclusion of a [data access statement](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/research-data-management)
 | YES/NO*(delete as appropriate. If not, please state why.)* |

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| **Supporting Statement** |
| 1. Provide a narrative of the quality of the publication and/or publisher and why [Gold Open Access](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/open-access-publishing-faqs#glossarylink) would be appropriate. *Max 150 words.*
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| **Signature of Applicant** *The applicant signatory should ensure that the form is correctly completed before submission.* |
| **Signature** |  |
| **Date** |  |

Submit your completed application form to Library Open Access (openaccess@sgul.ac.uk).

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| **Open Access compliance – to be completed by Library Open Access** |
| 1. Verification that the journal is Open Access compliant.
 | YES / NO *(delete as appropriate)*Additional information (as required): |
| 1. Confirmation that the funder is acknowledged in the manuscript.
 | YES / NO *(delete as appropriate)*Additional information (as required): |
| **Outcome of application – to be completed by Research Steering Group or Joint Research and Enterprise Services** |
| **Date application reviewed** |  |
| **Signature of Chair, Research Steering Group** |  |
| **Date of signature**  |  |
| **Outcome** | Approved / Rejected |
| **Date applicant informed of decision** |  |