

Warnock Gift to the Department of Art History Alumni Publication Fund Guidelines

The Publication Fund is administered by a committee of three faculty members in the Department of Art History, including the chair and two members elected each year in Fall Quarter. The fund is intended to support the scholarly work and professional development of recent department graduates by providing subventions for book publication.

Who can apply?

Department of Art History alumni (ordinarily up to fifteen years after the PhD defense date). Please note that alumni subvention requests are up to \$8,000.

Which types of projects are eligible?

The Committee is favorably disposed toward subvention of the initial publication of the product of primary research. In addition to books, other academic publications such as journal articles, DVDs, and digital media are eligible for support.

Projects must be the product of primary research or based on doctoral research by former Northwestern graduate students in Art History. Former graduate students may apply for a second book publication if it falls within those fifteen years.

In the event that funds are available in any given year, requests will be entertained for research travel related to scholarly research by faculty members at the spring Committee meeting.

Which expenses can be covered by these funds?

Funds might take the form of a subvention for enhancements to the publication. For example, a subsidy to a publisher might allow for the inclusion of color images. For book subventions, the completed manuscript should be with the press at the time of the request. If funded, subventions will be paid directly to the press.

The fund also supports the cost of reproduction fees charged by image collections. For these costs, an application by the author, and separate from the subvention request by the press, should be submitted. This request must include a list of images, the institutions, and the cost. If approved, payment will be handled by the Department Assistant via vendor payments or by reimbursement after all images have been paid. Included in a request for image fees, an

author may request reimbursement for the cost of copies of books requested by organizations granting these reproduction permissions.

Translations of books may be applied for by the press. The subvention must be for the production of the book, not the translation cost itself. In general, lower priority will be assigned to costs associated with translations.

In cases of collaborative research with colleagues at other institutions, the Committee requests clarification of the use of funds. A definition of the respective responsibilities and support available for the applicant must be indicated in the grant proposal. In general, lower priority will be assigned to costs associated with faculty research collaboration.

How are awardees selected?

The Committee meets two times a year to consider grant requests. It will consider no more than one book/CV/DVD project per faculty member per meeting (normally November and late April or early May). A second request within a single year may be granted lower priority.

What are the grant requirements if I'm selected?

Every project published with aid from this fund shall carry this statement in a prominent place (books should have this on their title page):

Publication is made possible in part by a gift from Elizabeth Warnock to the Department of Art History at Northwestern University.

We also request one hard copy of the project sent to: Department of Art History, Attn: Mel Keiser, Northwestern University, Kresge 4305, 1880 Campus Drive, Evanston, IL 60208.

What if I have any further questions?

Please contact Mel Keiser at mel.keiser@northwestern.edu.

How to Apply

2023-24 Application Deadlines: Friday, November 10, 2023 and Friday, May 5, 2024

Proposals should be submitted through the following Smartsheet link:
<https://app.smartsheet.com/b/form/2a841584e78c44d4a4778f504f89a079>. In addition to answering the questions in this form, please attach as a single PDF:

For subventions, please include:

- (1) a detailed description of the project;
- (2) a cover letter from the publisher detailing the request for the subvention including a specific amount and what enhancements will be made with the funding;
- (3) a copy of the book contract; and
- (4) a detailed and completed budget showing costs *with* and *without* the subvention (applications without the publisher's budget information will not be considered).