

## Publication fund (University of Bonn)

Researchers from the University of Bonn can now apply for central funding to cover the cost of publishing in open-access journals. The Bonn University and State Library is responsible for managing the fund set up for this purpose. Funding is awarded subject to the criteria set out below. Scroll down further for details of how the process works.

### Criteria

- The corresponding author is a member of the University of Bonn or University Hospital Bonn at the time the article is brought out.
- The journal applies the rigorous quality assurance procedures deemed standard in the respective discipline (e.g. peer reviews).
- Publication fees totaling up to €2,000 net will be covered in full. If the publication fees are higher, the fund will only make a pro rata contribution of €700(!) on top of the total, with the rest to be covered by the applicant's institution in full.
- The article awarded funding must be brought out under a Creative Commons license, ideally CC-BY (CC-BY-SA or CC-BY-ND is also an option).
- Articles that were funded from the publication fund must be published together with a note referencing the funding (e.g. "This work was supported by the Open Access Publication Fund of the University of Bonn").
- Articles resulting from a DFG project must include a note referencing the DFG funding.
- Articles that have received funding from the University of Bonn's open-access publication fund will also be added to bonndoc, the University-wide repository, after publication (including any supporting information/materials and similar) in the version used by the publisher (more details below).
- The following are not eligible for funding: non-research articles, publications in "mirror journals," fees for ancillary publication costs (e.g. submission charges, page charges, color charges, etc.), articles that do not end up being made open access ("opt-out"), administration fees, single articles in edited volumes and volumes of conference proceedings if their publication is being funded by other means (e.g. via admission charges, membership subscriptions), dual funding of the same publication in several formats (e.g. preprint and journal article).
- Publications are to obtain a DOI where possible.
- Publications are to be linked to the authors' ORCID profiles where possible.
- The publication fund can only be used to fund articles that have not already been awarded or secured any other funding for their publication. With this in mind, we recommend factoring any open-access publication fees to be incurred in the future into applications for third-party funding in order to secure financing.

### Process

Please read the following information about the process:

1. Contact us by email ([openaccess@ulb.uni-bonn.de](mailto:openaccess@ulb.uni-bonn.de)) BEFORE submitting your article and make an [application for funding](#). This will allow us to clear up any potential uncertainties and questions regarding the abovementioned criteria. In addition, the fund does not have unlimited resources, and there is no guarantee of funding. You can inquire at any time whether there is still enough money left in the fund.
2. If the publication costs exceed €2,000 net, you will only be able to receive funding worth up to €700 in total. Please find out from your institution how the remainder is to be funded and provide the name and address of a contact to whom we can write in order to ask about the payment arrangements (particularly the WBS element). The USL will then split the invoice for the publication costs and pay €700 on a pro rata basis. The remainder will be deducted from the WBS element specified. In your application, please include the name of your institution and the name and email address of your contact, who we can ask about the payment arrangements (particularly the WBS element).
3. Make sure that you meet all the formal criteria.
4. Submit your article to your chosen journal and give the Bonn University and State Library as the invoice address (**this is important!**):

Universität Bonn  
Universitäts- und Landesbibliothek Bonn  
Zeitschriftenmanagement / Open-Access-Team  
Regina-Pacis-Weg 3  
53113 Bonn

The invoice must also contain the following information:

- Invoicing party (= publisher)
- Subject of the invoice (= article) and quantity (= 1)
- Publication medium
- Invoice date
- Invoice number
- Payment term
- For invoices from abroad (other EU and non-EU countries): net invoice stating the "UID" ("Umsatzsteuer-Identifikationsnummer," or VAT ID number) of the University of Bonn (UID: DE 122119125) and the UID of the publisher
- For invoices from within Germany: gross invoice stating the rate and amount of tax

Pass this information on to the publisher to prevent invoices from being amended retrospectively.

5. Once you have received it, send the invoice as a PDF to [openaccess@ulb.uni-bonn.de](mailto:openaccess@ulb.uni-bonn.de).
6. We will set aside the invoice amount for your publication for three months. If we have not received the publisher's invoice from you by then, please get back in touch with us and we will set the earmarked amount aside for a further three months. If you do not get back in touch, we will release the money for other publications. Please also let us know should your publication not be accepted so that we can free up the money.
7. If the abovementioned formal criteria for funding are met and there is still money left in the fund, we will transfer the invoice amount to the publisher directly once we have received the invoice. Applications will be processed on a first-come, first-served basis until all the available funding has been allocated. (We review applications purely against formal criteria (is the corresponding author a member of the University of Bonn, has a Creative Commons license

been selected, etc.). The specialist review is done as part of the individual journals' quality assurance procedures (e.g. peer reviews.)

## Consent

By submitting your application for funding, you are agreeing to have your funded article (including any supporting information/materials or similar) added to the University-wide repository bonndoc as well in the PDF version used by the publisher (the USL's Open Access team will upload it on your behalf).

You also confirm that, before submitting your application, you obtained approval from your institution for the remaining publication costs to be covered from its own funds (insofar as these costs exceed €2,000 net). To make it absolutely clear once again, **you will only be able to receive total funding of €700 in such cases. Your institution will need to cover all of the rest, i.e. the total minus €700.**

**Important!** The authors are responsible for all communication with the publisher from end-to-end. Please never give the e-mail address of the Open Access team as a contact. In case, it is necessary, the OA Team will initiate communication with the publisher on an author's request. **Furthermore, due to administrative necessities, it can take the university's financial department up to around 30 days to process a payment. Please inform the publisher about this fact in advance and check that the terms of payment on the invoice state at least 30 days before forwarding it to us.**

If you have any questions about the fund, the process for obtaining funding or open access in general, please do not hesitate to email [openaccess@ulb.uni-bonn.de](mailto:openaccess@ulb.uni-bonn.de) at any time.