

**PUBLICATIONS AND INTELLECTUAL PROPERTIES COMMITTEE (PIPC)  
PROCEDURES and POLICIES**

**PROCEDURES**

- I. Application Process
  - A. Contact the chair of the PIPC via e-mail for consultation.
  - B. Supply your name, a title for your work, an indication of the category of work, a brief description of the work, and the nature of your funding request.
  
- II. Application form
  - A. Complete and return the application form to the chair of the PIPC.
  - B. An application is evaluated particularly on the basis of the applicant's description of the work's contribution to the field.
  - C. Funding is commonly requested for the following: subventions, indexing fees, copyright and licensing fees, payment for illustrations, and copy-editing.
  - D. Requests for subventions to publishers are considered to offset the costs of publication. However, funding is denied for subsidy presses that will not publish without funding from the author. The University Libraries' resources are used to determine the merit of an unknown or foreign publisher and its corresponding record of academic publishing. Any requested for funding must be supported with a printed estimate or signed contract on vendor letterhead.
  - E. Support materials include: outside peer review(s), outside expert opinions, and internal/external letters of support.
  - F. If no reviewers or experts are identified in the application, and no one on the committee is familiar with that particular field or discipline, an outside reviewer in the same field/discipline, may be asked to provide consultation.
  - G. The PIPC will take one of the following actions.
    1. Recommend funding
    2. Request clarification or submission of additional information.
    3. Recommend funding pending clarification; or
    4. Reject the request
  - H. The applicant will receive written notification of the committee's action.
  - I. If the applicant's request is approved, the PIPC chair will send a letter of recommendation for support to the Provost's Office.

**COMMITTEE AUTHORITY:** The PIPC represents a "Standing Committee" of the university and its membership and responsibilities can be found in the *Ball State University Faculty and Professional Personnel Handbook*, under Professional Affairs Council and Committees, Section III.

**BASIC RESPONSIBILITIES**

- I. To financially aid faculty and professional personnel with the publication, distribution, and/or evaluation of a manuscript.
- II. Promote and facilitate the development and dissemination of intellectual property.
- III. Act as an advisory board to those who administer the various institutional programs related to the publication and dissemination of intellectual properties.

**POLICY**

- I. Eligibility: Faculty and professional personnel can apply for publication or intellectual property financial aid available through the PIPC.
- II. Materials to be Submitted: Publications or intellectual properties
- III. Publications

- A. The PIPC will consider **a work in any discipline that in the author’s opinion constitutes a significant scholarly contribution to that academic discipline or represents a recognized body of knowledge.**
  - B. Acceptable materials: articles or books, monographs (in a current series or separate from it), occasional publications (translations, lectures, and reprints) and research reports (including aids such as references, bibliographies, and concordances).
  - C. Examples of prior funding provided by the PIPC
    - Subvention costs (i.e., publication costs assessed by the publication company), illustration costs, composition costs, and reviewer costs. [copyright and licensing fees as well]
  - D. Non-acceptable materials
    - 1. Textbooks
    - 2. Journal page costs (contact the Academic Research & Sponsored Programs)
    - 3. Classroom aids (field books, laboratory manuals, etc.)
    - 4. Master’s theses, graduate research papers, and doctoral dissertations (unless rewritten as a book or monograph)
- IV. Intellectual Properties
- A. The PIPC will consider a work in any discipline that in the author’s opinion constitutes a significant contribution to that academic discipline.
  - B. Acceptable materials: computer software and creative works (i.e., plays, poetry, musical compositions, sound recordings, and works of art).
  - C. Non-acceptable materials
    - 1. Commercial properties
    - 2. Materials designed for classroom usage.
- V. **Criteria for review**
- A. **Only complete manuscripts or works will be considered for financial support.**
  - B. **Abstracts, suggestions, proposals, ideas, or outlines will be reviewed to determine if they are appropriate, but no action will be taken until they have been completed.**
- VI. Copyright ownership considerations
- A. Works presented to the PIPC will be guided by provisions of the Ball State University Intellectual Property Policy and may be either author-owned or university-owned.
    - 1. Scholarly or creative works, such as articles, books, plays, musical compositions, works of art, and the like are normally owned by the author/artist.
    - 2. The university normally owns works developed through the resources of the university or created by faculty “within the scope of their employment.”
  - B. The Ball State University Intellectual Property Policy as found at <http://cms.bsu.edu/About/AdministrativeOffices/TechTransfer.aspx> should be reviewed prior to submitting an application.

(Revised 09/11)