CITY UNIVERSITY LONDON

**Open Access Article Processing Charges: Request Form**

Requests for funds to cover an article processing charge (APC) must be made using this form. These include the use of funds from the Open Access Block Grant which covers RCUK grant-funded research. Further guidance is available at

<http://www.city.ac.uk/research/research/support-for-staff/open-access-to-research>

|  |  |
| --- | --- |
| Author’s name |  |
| School *[1]* | Cass / SASS / SHS / SMCSE / Law |
|  |  |
| **A. Grant details** |  |
| Funder *[1]* | AHRC / BBSRC / EPSRC / ESRC / MRC / NERC / STFC / Other (please give name): |
| Funder’s ref (if available) |  |
| Project title |  |
| Funding dates (dd/mm/yy) | Start |  | End |  |
| Did the grant include funds to cover article processing charges? *[1]* | Yes / No | If ‘Yes’, then state the amount (GBP) to be used towards the APC. | £ |
|  |  |
| **B. Article and journal details** |  |
| Article title |  |
| Journal name |  |
| Expected publication date (mm/yy) |  |  |
|  |  |
| **C. Publisher and payment details** |  |
| Publisher name |  |
| Publisher address |  |
| Publisher contact name |  |
| Method of payment *[1]* | Bank transfer / cheque / other |
| Bank / Payment Details |  |  |
| Total APC (GBP) | £ |  |
| Requested contribution towards the APC (GBP) *[2]* | £ |  |
|  |  |
| **D. Open Access Compliance** |  |
| Please provide information relevant to the request, paying particular attention to the choice of journal (Inc. impact rating where appropriate), is this Open Access compliant via Gold or Green route and any additional items for which funding is required |  |
|  |  |
| **E. Author’s declaration** |  |
| I confirm that the information stated above is correct to the best of my knowledge. I understand that **I am required to make available a final version of all research outputs published from 1 January 2013 on City Research Online and external repositories as may be required by individual funder’s terms and conditions.** |
| Signature |  |
| Date (dd/mm/yy) |  |
|  |  |
| **F. School approval** |  |
| I approve this request for funds to cover the APC for the article and journal stated above. |
| Signature (to be provided by the Dean or Associate Dean for Research) |  |
| Name |  |
| Position |  |
| Date (dd/mm/yy) |  |  |
| Cost centre code (required where the research is not RCUK-funded) |  |  |
| Signature for authorisation of expenditure (if different from above) |  |
| Name |  |
| Position |  |
| Date (dd/mm/yy) |  |  |

**Completed forms to: Claire Bensusan**

**University Research Office, E214, Drysdale Building**

**claire.bensusan.1@city.ac.uk**

**Notes**

[1] Delete as applicable.

[2] If funds have been provided in the grant as a contribution towards article processing charges, the requested amount should be adjusted accordingly.