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University Book Writing Grants Committee



Objectives

To promote and encourage publications, by providing funds for the writing of fiction and non-fiction books and other documents.

Terms of Reference

1. To determine the principle purpose of the funds, including the setting of priorities
2. To ensure that the application process is clear and appropriate
3. To set the criteria for the selection
4. To ensure that funds are allocated in a fair and transparent manner
5. To decide upon the recipients of funding
6. To review the progress of projects funded via awards under its control
7. To consider the use and allocation of any additional sources of funding, internal or external, that may become available on an ad hoc basis.

Membership

1. Deputy Vice Chancellor (Research and Enterprise)
2. Deputy Vice Chancellor (Administration and Finance)
3. Director of Research
4. A member with research/ book writing and publication experience appointed by the Council

5. One member with research/ book writing and publication experience appointed by the Academic Senate.
6. One member with research/ book writing and publication experience appointed by the Vice Chancellor.

The chair will be elected by the committee for a duration of one year. The duration of membership shall be three years. Four members of the committee shall form a valid quorum.

Eligibility for Funds

Staff of MNU regardless of rank or duration of service may apply to the Committee for financial assistance to undertake a book research/ publication project. Full-time students may also apply for MNU Funds for Book Writing Grant.

Calls for Book Writing Grants will be announced bi-annually and an amount of MVR 2,500,000 will be allocated as Book Writing Grants annually. The contestable funds are limited and once a certain category of available funds are exhausted, no further funds will be available even if there are strong applications. In distributing grant funds, priority will be given to those who have not received funds earlier.

Once awarded, the Book Writing Grant has to be utilised within one year duration.

Levels of Funding

- (a) Small Grants
Small grants are up to MVR 10,000.
- (b) Mid-Range Grants
Mid-Range Grants are upto 50,000
- (c) High-Range Grants
High Range Grants are upto 100,000.

Forms and Guidelines

Applications for funding must be submitted in the appropriate form and must follow the guidelines therein.

Review of Proposals

The committee's secretary will check the book proposal against established criteria, and allow the applicant to make any revisions. The proposal will then be sent to two reviewers approved by the committee. Reviewers cannot be directly involved with the project. Reviewers submit their confidential evaluations to the Deputy Vice-Chancellor

(Research and Enterprise). The reviews are then provided to the Research Centre, who will present the proposal to the Grants Committee at the next meeting.

Criteria for evaluation and acceptance include:

1. The significance of the book project in its particular field.
2. The soundness of the proposed plan and budget.
3. The competence of the applicant.
4. The significance of the proposed work to the career development and intellectual growth of the applicant.
5. In funding cycles in which the committee receives more applications than it can fund, the committee will take under consideration the number and frequency of the applicant's previous grants.

The book proposal is evaluated primarily on its own merits, and only secondarily on the past achievements of the applicant. A strong academic reputation will not substitute for a complete and well-written proposal. The committee may defer acting on the proposal and request additional information.

Priority will be given for books to be published in Dhivehi

Intellectual Property

Intellectual property arising from the research will be considered within the University Intellectual Property Policy.

Acknowledgement of Grant

Any published work supported in whole or in part by an MNU UBC grant should acknowledge such support. If a paper or article or the book is published online or hard copy, such acknowledgement may be the inclusion of the following statement in the text:

“This book project was supported in part by a Book Writing Grant from the Maldives National University.”

Final Report

Awardees are required to submit a final project report to UBC within 1 month of the completion of the book project. This report must include a brief summary of the manuscripts published. Failure to comply with this requirement may render the investigator ineligible for future funding from the UBC.

Proposal Guidelines for Book Authors

This is a guideline prepared for book authors who are interested in obtaining a grant to produce a book and for its publication purposes.

The outline of proposal must contain the following:

1. Completed application form
2. Working title of the book.
3. Statement of the purpose of the book, its intended audience, genre and how it will benefit larger audience/s
4. Approximate length of the whole book manuscript (number of words)
5. Anticipated number of figures (tables, charts, graphics, photos, etc.)
6. Table of contents and a brief description of each chapter/ part
7. At least one or two sample chapters that give a clear idea of both the content and writing style of author.
8. Preference will be given to completed book manuscripts.
9. Book promotion plans – your planned outreach to organizations and individuals, seminar or conference presentations, articles in periodicals, social networking and website activities, and so forth.
10. A detailed budget expenditure plan from the final manuscript onwards to plans to publishing the book step by step detailed expenditure plan

Date of Approval: 20th November 2020

Effective date: