Accessing VT Library Open Access Subvention Fund: Key Items to Remember

*Updated June 27, 2023*

The Virginia Tech library system has set aside funds *“to subsidize article processing charges (APCs) for scholarly, peer-reviewed OA journals. A primary goal of the Open Access Subvention Fund is to enable authors to engage in open publishing environments.”* This fund is called the Subvention fund. The VT web site for detailed information about the fund is: <https://guides.lib.vt.edu/oasf>.

Please keep the following in mind as you consider requesting support from the Subvention fund:

* Funds are limited, and the total available is less this year than in prior years. Funds are granted to all university faculty and/or residents on a “first come, first served” basis. Funds are only available when there are no other sources of funding (e.g., grant dollars, medical school research funds allocated to medical student projects). Other funding sources must be used first.
* The journal’s publisher must be a member of the Committee on Publishing Ethics (COPE) or the Open Access Scholarly Publishers Association (OASPA). Authors considering open access publishing should see if the journal is listed online at DOAJ (Directory of Open Access Journals) here: <https://doaj.org/>; or at Sherpa/Romeo here: <https://www.sherpa.ac.uk/romeo/>. Journals not listed will not be supported.
* The primary author of the article must complete the university’s online request form, found at the web site shown above.
* The VT library notifies each author as to whether funding has been approved. This notification includes an email message or letter providing important process details that must be followed if funding is to occur.
* The library is no longer supporting cost-sharing with departments. The new cap per article is $1,500. A request for subvention funds must be at or below this amount, and invoices for article processing fees cannot exceed this amount.
* All article processing fees must be processed via the VT Hokie Mart system. In those instances where clinical departments have agreed to pay a share of the fees, VTCSOM will make payment through the VT system and bill the clinical departments on a quarterly basis.
* Authors should NOT pay any or all of the article processing fees using personal funds and then request reimbursement; this process is not allowed. If this occurs, departments have the option of reimbursing the author for the entire amount of article processing fees.
* Payment of subvention funds requires an invoice from the journal showing all article processing fees. Regarding these invoices:
  + Invoices must be received within 45 days of notification from the library that the funds have been awarded; if not received within 45 days, the author will need to re-apply for the funds.
  + Invoices must be prepared with Virginia Tech or VTCSOM as the entity being billed; invoices showing Carilion Clinic or other entity cannot be paid by the university.
  + Payment to the journal can take up to 30-60 days; the sooner a request is made known and accompanied by the required invoice, the sooner payment can be made.
* Funds are not available to support hybrid open access journals; the journal must be entirely open access in nature.
* If support is received from the Subvention fund, the university requires an acknowledgement of those funds; this is normally included at the end of a given journal article in an acknowledgement section. Suggested format:

**Acknowledgment**

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**Subvention Fund, which encourages open access publishing by furnishing funding for article publication fees.**