**Form RC/JEditor**

(15 Dec 2023)



**Application for Financial Support for**

**Editor-in-chief / Editor of Journals or**

**Book Series Editor of Books Making Impact**

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| Notes:   1. The Academic Council agreed at its 121st meeting in December 2020 that financial support of at most $200k will be provided to colleagues serving as Editor-in-chief or Editor (or Associate Editor in special cases) of journals or book series Editor of books making impact to help colleagues do their work effectively (e.g., recruiting a full-time assistant). It was subsequently agreed by the Research Committee (RC) at its 276th meeting in March 2021 that $0.2m should be the maximum amount provided to an applicant even if the applicant has more than one journal/ book series editorship. 2. Applications for financial support should be submitted to FRC/School Board for consideration. FRC/School Board will make recommendation to the RC which is the final approving authority to decide the financial support to be granted. 3. The Faculty/School/Department should contribute 10% - 20% of the financial support provided to a successful applicant. 4. FO will put the approved financial support in a separate account and inform the successful applicants of their account code. Such account will be valid for two years from the date of RC’s approval. Any remuneration or honorarium received by a successful applicant from the journal should also be put in this account. 5. At the 287th meeting in February 2023, the RC agreed that supported applicants will be allowed to submit a new application for financial support if the account contains less than $1,000. 6. It was also agreed by the RC Chairman in December 2023 that supported applicants are only required to submit a completion report after the initial approved duration of 24 months. The Research and Innovation Office will call for reports periodically. 7. According to the advice of the RC at its 286th meeting in November 2022, successful applicants under the captioned scheme who fail to (a) submit report(s) as requested and/or (b) transfer remuneration/honorarium received for their editorship to the account of financial support without providing justification would be barred from future applications until receipt of the reports and/or transfer of remuneration/honorarium. |

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| 1. **Application Summary** |

1. **Applicant**

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| Applicant: |  | (Surname) |  | | | (Name) |
| Post: |  | | | Department: |  | |
| Ext.: |  | Email: |  | | | |

1. **Editorship**

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| 1. Role: | | |  | Journal Editor-in-chief | | | | | | |  | Journal Editor | | | | | |  | Book Series Editor | | |
|  | | |  | Others. Please specify: | | | | | |  | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | |
| 2. Appointment Period: | | | | | From | |  | | | | | | | | To |  | | | | |
|  | | | | |  | | (mmm-yyyy) | | | | | | | |  | (mmm-yyyy) | | | | |
|  | | |  | | | | | | | | | | | | | | | | | |
| 3. Do you receive any remuneration or honorarium from the publisher for the editorial work? | | | | | | | | | | | | |  | No | | | | | | |
|  | Yes\* | | | (Amount: | | | ) |
| *\* If the response is “Yes”, please check the box below to indicate your understanding of the relevant arrangement and will follow up accordingly.* | | | | | | | | | | | | | | | | | | | | |
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|  | I will transfer the honorarium received from the relevant journal to the account set up by FO for two years; and will inform RIO as soon as the honorarium has been transferred to the said account. | | | | | | | | | | | | | | | | | | | |
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| 4. Journal / Book Series Title: | | | | | |  | | | | | | | | | | | | | | |
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| 5. Publisher of Book Series (if applicable): | | | | | | | | |  | | | | | | | | | | | |
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| 6. Subject Categories^: | | | | |  | | | | | | | | | | | | | | | |
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| Ranking^: | |  | | | | | | | | Impact Factor^: | | | | | |  | | | | |

*(^ Please refer to the following link of LIB for the subject categories, ranking and impact factor of the journal:* [*https://libguides.lb.polyu.edu.hk/journalimpact#sthash.ZggQRf9F.qo1buzCM.dpbs*](https://libguides.lb.polyu.edu.hk/journalimpact#sthash.ZggQRf9F.qo1buzCM.dpbs)*)*

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| 7. I was granted the financial support by the RC in the past. | | | |  | No | |
|  | | | |  | Yes (Please provide details below.) | |
|  | | | |  |  | |
| Date when the financial support was approved | | |  | | | (Date or No. of RC meeting) |
|  | | |  | | |  |
| Was the journal / book series stated in this application same as that in the previous application approved by RC for financial support? | | | | | | |
|  |  | No | | | | |
|  |  | Yes | | | | |
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| 8. Duties involved (including number of manuscripts handled and reviewed; time devoted to the related duties in one year): | | | | |
| No. of manuscripts handled in a year: | |  | | |
| No. of time devoted/spent in a year: | |  | | |
| Duties: | | | | |
|  |  | | | |
| 9. Additional information (if any): | | |  | |
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| 10. Amount of Financial Support Requested (at most $200,000): | | | |  |
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| 11. The requested amount will be used in the following way: | | | |  |
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| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | Applicant |  |  |

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| 1. **Endorsement of School / Departmental Research Committee** |

S/DRC **endorse / do not endorse** \* the application.

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| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |
|  | S/DRC Chair |  |  |  |  |

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| 1. **Decision of the Faculty Research Committee / School Board** |

1. **Comment (Detailed comment should be provided to facilitate RC’s decision.)**

|  | Comment of FRC / School Board |
| --- | --- |
| 1. Impact of the journal (such as Q1 and Q2 journals) / reputation of the publisher for book series |  |
| 1. Rejection rate of the journal / review process for book series |  |
| 1. Special consideration (such as new but important journals without quartile information; chief editorship by junior colleagues) |  |
| 1. Workload involved (What do you think about the efforts that the applicant spent in the relevant work?) |  |
| 1. Whether the editorial work is substantially paid by the publisher |  |
| 1. Others: |  |

1. **Decision**

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| FRC / School Board **agree / do not agree** \* to provide financial support to the applicant. | | | | |
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| Total financial support amount to be provided to the applicant: | | |  | |
|  | | | (including the contribution of Faculty/School/Dept) | |
|  | | | | |
| Faculty/School/Department will contribute \_\_\_\_\_\_\_ % (10% - 20%) of the above stated financial support amount using the following account: | | | | |
|  | | | | |
| A/C No.: |  | Signature of the A/C holder: | |  |

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| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |
|  | FRC/ School Board Chair |  |  |  |  |

*(\* Please delete as appropriate.)*

~ Please send the completed form to the Research Committee (c/o RIO) ~