This is the PDF version of the application form for the Stage 1, where organisations can register monographs, book chapters and edited collections for UKRI open access funding

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAGE</th>
<th>QUESTION</th>
<th>UPDATE</th>
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<td>Publication details</td>
<td>Publication type</td>
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<td>Resubmissions</td>
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<td>26.04.24</td>
<td>Publication details</td>
<td>Organisation reference</td>
<td>Addition of an optional question to allow organisations to include an internal reference</td>
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<td>26.04.24</td>
<td>Publication details</td>
<td>Estimated costs</td>
<td>Update to field to only allow figures to be added</td>
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<td>26.04.24</td>
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UKRI Open access fund for monographs, book chapters and edited collections

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Overview

This is the Stage 1 form for UKRI's open access fund for long-form publications. UK-based research organisations can use this form to register eligible monographs, book chapters and edited collections, where there is an intention to claim open access funding.

This fund has a two-stage application process. At Stage 1, UKRI will consider your application and provide confirmation if the publication(s) registered will be eligible for funding, subject to meeting eligibility requirements on publication.

Funds are not allocated for publications at Stage 1. Funding is only guaranteed following successful submission of a Stage 2 application for reimbursement. Stage 2 applications will open in January 2024 - please refer to open access funding for details.

What publications are eligible?

The publication must be a monograph, book chapter or edited collection within scope of UKRI’s open access policy.

Funding is only available where the final Version of Record will be made immediately open access on publication, with a Creative Commons licence. Please refer to the UKRI open access policy for more information about all of the policy compliant publication routes.

Funding will only be provided where publication occurs within 7 years of the formal end date of the associated UKRI research funding, unless extenuating circumstances apply. Please see our website for further information.

Open access costs for research articles are not supported by this fund. UKRI supports research article costs via block grants to research organisations.

For further information about the publications that are in scope of the policy refer to Annex 1 of the UKRI open access policy or speak to your research organisation for guidance.

Who can apply?

Applications are only accepted from staff responsible for open access funding in UK-based research organisations.

Authors should not complete this form. You should speak to the team responsible for open access funding at your research organisation, who will register eligible publications on your behalf. This will typically be your library or research office, but institutional arrangements may vary.
UKRI Open access fund for monographs, book chapters and edited collections

Authors not currently based at a UK research organisation should contact openresearch@ukri.org for information on how to apply.

The research organisation making this submission does not need to be the organisation where the research funding being acknowledged was originally held. Instead, the submission should be made by the research organisation that is author’s current employer and/or the research organisation supporting the author(s) to publish their output.

**When will I receive a response from UKRI?**

UKRI will aim to provide confirmation within 10 working days, subject to application volumes.

**Questions?**

If you have any questions about completing this form or the eligibility of an output for support through UKRI’s ring-fenced fund, then please email openresearch@ukri.org.

**Common questions about Stage 1**

**Why are there two stages to the application process?**

Our two-stage registration and application process is designed to support research organisations who wanted an indication of a publication’s eligibility for support through the ring-fenced fund prior to entering into a contract with a publisher. Stage 1 is designed to provide that indication to organisations at an early stage in the publication lifecycle. Stage 2 allows organisations to apply to UKRI for funding once the output has been published.

**Do submissions need to be made at both stages to receive funding?**

Yes, you must complete a Stage 1 registration form and a Stage 2 application for funds for each publication. You should ensure that you receive confirmation of eligibility from UKRI before you submit a Stage 2 application for funds.

Our two-stage registration and application process is designed to support research organisations who wanted an indication of a publication’s eligibility for support through the ring-fenced fund prior to entering into a contract with a publisher.

**Is there a minimum or maximum time limit to submit the Stage 2 application following Stage 1 confirmation from UKRI?**
UKRI Open access fund for monographs, book chapters and edited collections

No. However, publication must occur within seven years of the formal end of the UKRI funding which the output is acknowledging. Please see our website for further information.

**How many publications can we register at once?**

You can include up to ten publications in each submission and make as many submissions as needed. Each submission can include a combination of monographs, book chapters and edited collections.

**An author is writing a book series. Can we make a single submission for the whole series?**

No, individual volumes will need to be registered as separate publications. However, all volumes can be registered in one application as separate publications.

**Do I have to complete the form in one go?**

No, you can use the 'save and return' feature to save a partially completed form and return to it at a later date. You should ensure that you have cookies enabled on your browser and that you do not clear your cache.

**What happens when I submit the form?**

Please disregard the text on the 'almost done' page, which mentions entering an email address to receive a pdf copy of your submission. This unfortunately cannot be changed.

Once you submit the form, you will be emailed a submission confirmation from ukri@mail1.citizenspace.com, a copy of your unique reference number and a link where you can download a pdf copy of your submission. Please make a note of this reference; you will need this if contacting UKRI about your application and when submitting a Stage 2 application.

You do not have to download the pdf version of your submission, **but we strongly recommend that you do this so that you have a full record of the information included your submission.**

UKRI will then consider your application and will confirm by email to the address you provided in the application form whether the publication(s) can be funded, subject to meeting eligibility requirements on publication.
UKRI Open access fund for monographs, book chapters and edited collections

If additional information is required, UKRI will email you using the address you provided in the application form.
UKRI Open access fund for monographs, book chapters and edited collections

Introduction

Please confirm that you are responsible for open access at your research organisation and are making this submission on behalf of an author(s) from your organisation.

(Required)

Please select only one item

- Yes
- No

N.B. If ‘no’ is selected, then respondents will be directed to the ‘important information’ page.

Important information

This form should only be completed by a member of a relevant team in a research organisation. It should not be completed by authors.

If you are an author, then please contact the team responsible for open access funding at your research organisation who can submit an application on your behalf.

If you are not based at/no longer employed by a UK-based research organisation who can submit your publication details on your behalf, then please do not submit any information through this form and instead, contact UKRI directly at openresearch@ukri.org.

Thank you.
UKRI Open access fund for monographs, book chapters and edited collections

Submission details

Name of person making this submission to UKRI

Job title of person making this submission to UKRI

Contact email address for this submission (we recommend that you use a generic or team email address)

Name of your organisation
UKRI Open access fund for monographs, book chapters and edited collections
UKRI Open access fund for monographs, book chapters and edited collections

Organisational Research Organisation Registry (ROR) id (if known)

More information

Please add your organisation’s Research Organisation Registry (ROR) id, which you can find by searching on the ROR website.

If the organisation does not have an ROR id, you can leave this field blank.

ROR
Publication Details

Please provide details about the first publication you would like to register.

If you are registering more than one publication, you will have the opportunity to add details for additional publications (up to ten in total) later.

What is the type of publication you are registering?

Are you resubmitting details for a publication that was previously deemed ineligible for support from the longform publications fund?

Organisation reference
UKRI Open access fund for monographs, book chapters and edited collections

UKRI funding reference (e.g., ES/X000000/1)

End date of UKRI funding (DD/MM/YYYY)

Author/editor name(s)

Author(s)/editor(s) ORCiD (if known)
UKRI Open access fund for monographs, book chapters and edited collections

**Title of publication**

**Only complete for book chapters – name(s) of the editor(s) of the collection where the chapter will be published**

**Only complete for book chapters – title of the edited collection where the chapter will be published**
UKRI Open access fund for monographs, book chapters and edited collections

Name of publisher

Publishers Research Organisation Registry (ROR) id (if known)

Estimated open access costs to be requested from UKRI
UKRI Open access fund for monographs, book chapters and edited collections

Anticipated date of publication
UKRI Open access fund for monographs, book chapters and edited collections

Are you the grant holding organisation for the UKRI grant that the publication acknowledges?

If you are not the grant-holding organisation for the UKRI grant that this publication acknowledges, please specify the grant-holding organisation

Additional information
UKRI Open access fund for monographs, book chapters and edited collections

Do you wish to add details for another publication?

Do you wish to add details for another publication?

[Required]
Please select only one item

☐ Yes
☐ No

N.B. If ‘yes’ is selected, you will be directed to a new version of the publication page. If ‘no’ is selected, you will be directed to submit your form to UKRI.
Almost done …

You are about to submit your response. By clicking 'Submit Response' you give us permission to analyse and include your response in our results. After you click Submit, you will no longer be able to go back and change any of your answers.

When you submit your response, you will be sent a receipt and a link to a PDF copy of your response.

Your response has been submitted

Your response ID is XXXX-XXXX-XXXX-X. Please have this ID available if you need to contact us about your response.

A receipt for your response has been emailed to you from the address ukri@citizenspace.com with the subject "Response received - Response ID: XXXX-XXXX-XXXX-X". If it doesn't appear in your inbox within a couple of minutes, please check your "spam" or "junk" folder.

Please make a note of your response ID as you will need this when making a Stage 2 application for any of the publications included in this submission.
Annex 1: List of questions in the Stage 1 registration form

To help you plan and prepare your Stage 1 application to register outputs for the UKRI open access long-form fund we include a list of the on-line form questions below. An Excel spreadsheet containing a table version of these questions can also be found on our website.

This is to help you prepare and collect information prior to using the on-line form.

For further details, including guidance on answering the questions, please refer to the main section of this guide.

Introduction:

<table>
<thead>
<tr>
<th>Information required</th>
<th>Mandatory?</th>
<th>Other details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please confirm that you are responsible for open access at your research organisation and are making this submission on behalf of an author(s) from your organisation.</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Submission information:

<table>
<thead>
<tr>
<th>Information required</th>
<th>Mandatory?</th>
<th>Other details</th>
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<tbody>
<tr>
<td>Name of person making this submission to UKRI</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Job title of person making this submission to UKRI</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Contact email address for this submission</td>
<td>Yes</td>
<td>Can be a team or generic address. We recommend using an organisational address.</td>
</tr>
<tr>
<td>Name of your research organisation</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Organisational Research Organisation Registry (ROR) id (if known)</td>
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Publication page:

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<th>Information required</th>
<th>Mandatory?</th>
<th>Other details</th>
</tr>
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<tbody>
<tr>
<td>What type of publication are you registering with UKRI</td>
<td>Yes</td>
<td>One to be selected from monograph, book chapter, edited collection or trade book</td>
</tr>
<tr>
<td>Question</td>
<td>Yes/No Options</td>
<td>Notes/Restrictions</td>
</tr>
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<td>------------------------------------------------------------------------</td>
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<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Are you resubmitting details for a publication that was previously deemed ineligible for support from the longform publications fund?</td>
<td>Yes</td>
<td>Only select 'yes' if you have been in contact with UKRI about a previously unsuccessful submission, and you have been advised to resubmit</td>
</tr>
<tr>
<td>Organisation reference</td>
<td>No</td>
<td>A non-mandatory field for organisations to include their own reference, if required</td>
</tr>
<tr>
<td>UKRI funding reference</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>End date of UKRI funding (DD/MM/YYYY)</td>
<td>Yes</td>
<td>Date must be on or beyond 01/01/2017</td>
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<tr>
<td>Author/editor name(s)</td>
<td>Yes</td>
<td>Limit of 100 characters</td>
</tr>
<tr>
<td>Author(s)/editor(s) ORCiD (if known)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Title of publication</td>
<td>Yes</td>
<td>Limit of 200 characters</td>
</tr>
<tr>
<td>Only complete for book chapters – name(s) of the editor(s) of the collection where the chapter will be published</td>
<td>No</td>
<td>Limit of 200 characters</td>
</tr>
<tr>
<td>Only complete for book chapters – title of the edited collection where the chapter will be published</td>
<td>No</td>
<td>Limit of 200 characters</td>
</tr>
<tr>
<td>Name of publisher</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Publisher's Research Organisation Registry (ROR) id</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Estimated open access costs to be requested from UKRI</td>
<td>Yes</td>
<td>Only figures may be submitted in this field</td>
</tr>
<tr>
<td>Anticipated date of publication (DD/MM/YYYY)</td>
<td>Yes</td>
<td>Date must be on or beyond 01/01/2024</td>
</tr>
<tr>
<td>Are you the grant-holding organisation for the UKRI grant that this publication acknowledges</td>
<td>Yes</td>
<td>Yes/No options</td>
</tr>
<tr>
<td>If you are not the grant-holding organisation for the UKRI grant that this publication acknowledges, please specify the grant-holding organisation</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Additional information</td>
<td>No</td>
<td>A free-text field which organisations can use to supply additional information</td>
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