

## OA FUND AUTHOR FAQ TEMPLATE

The authors at your institution will likely have a number of questions as they learn about the Open Access Fund you have launched. To that end, you should consider making a Frequently Asked Questions resource available on your website to enumerate your policies and procedures. This resource should address at least the following issues that are typically of interest to authors.

- Who is eligible to receive reimbursement from the Open Access Fund?
- What types of fees are covered by the Fund (e.g., publication charges, illustration and color fees)?
- Are there any limits to the amount that can be requested, either per article or cumulatively?
- What types of journals are eligible for the Fund?
- Can the Open Access Fund be used to cover formats other than journal articles that are openly accessible, such as conference presentations and monographs?
- Does the Open Access Fund cover "hybrid" Open Access publishers that offer authors open access to their article for a fee?
- Do authors need to exhaust other funding sources that can be used to pay for submission fees before applying to the Open Access Fund?
- What happens in the case of multiple authorship, when some authors are from our institution and others are not?
- What is the procedure for reimbursement?
- Who decides which applications are funded?
- From where does the money for the Open Access Fund come?

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