THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
**OFFICE OF THE CAMPUS REGISTRAR**
**SCHOOL FOR GRADUATE STUDIES & RESEARCH**
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# Campus Research and Publication Fund (CR&P)
# Declaration and Verification for Article Processing Charge (APC) Form

This declaration must be completed and signed by the applicant as part of any application to the Campus Research and Publication Fund (CRPF) for support toward Article Processing Charges (APCs) **(upload with grant application)**. It confirms that:

(i) the applicant has investigated available routes to a full or partial waiver of the APC, and
(ii) the target journal/publisher has been checked against recognised indicators of legitimate scholarly publishing.
(iii) Academic staff applicants should use their Staff Book Grant to pay the Article Processing Charge (APC) in the first instance. If their Book Grant remains available, a justification for requesting CRPF support must be provided. This requirement does not apply to graduate student applicants **– (refer to section D below).**

## Status: (tick)

☐ **Academic Staff** ☐ **Graduate Research (M.Phil./Ph.D.) Student**

## Section A – Applicant and Publication Details:

**Applicant's Full Name:** _____

**Staff / Student ID No.:** _____

**Faculty / Department:** _____

**Manuscript / Article Title:** _____

_____

**Target Journal:** _____

**Publisher:** _____

**Co-Author(s) and Affiliation(s):** _____

## Section B – Declaration: Library Agreements and Institutional Waivers

I, the undersigned, declare the following to the best of my knowledge:

☐ I have consulted the UWI Campus Libraries' Open Access publishing agreements (e.g., Read & Publish, Transformative, or consortium agreements) to determine whether the above journal/publisher is covered, in whole or in part, by an existing institutional agreement that would waive or reduce the APC.

☐ I have confirmed with the Campus Libraries (or reviewed the published list of participating publishers) that no such institutional agreement currently applies to this journal, or that the agreement does not fully cover the APC for this publication.

☐ Where one or more co-authors are affiliated with an international institution, I have enquired whether an APC waiver, discount, or institutional agreement is available through that co-author's institution, and confirm that no such waiver is available, is not applicable, or is insufficient to cover the full cost.

☐ I have explored other applicable waiver or discount schemes offered directly by the publisher (e.g., low- and middle-income country waivers, society membership discounts, editorial board discounts) and confirm that the applicant/co-authors are not eligible, or that the waiver does not fully cover the APC.

☐ I confirm that the amount requested from the Campus Research and Publication Fund reflects only the residual APC cost after any applicable discount or partial waiver has been applied.

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## Section C – Declaration: Journal and Publisher Legitimacy

I, the undersigned, further declare the following regarding the integrity of the target journal/publisher:

☐ The journal/publisher is indexed in a recognised database (e.g., Scopus, Web of Science, DOAJ, SJR) or is otherwise verifiably reputable within the discipline.

☐ The journal has a clearly identifiable editorial board with verifiable institutional affiliations, and states a transparent, defined peer-review process.

☐ I have checked the journal/publisher against Campus Library-recommended screening resources (e.g., Cabells Predatory Reports, Think.Check.Submit, DOAJ) and found no adverse indicators.

☐ The decision to submit to this journal was not prompted by an unsolicited mass-email solicitation, and the journal's scope, fees, and turnaround times were independently verified rather than taken solely from the journal's own promotional material.

☐ I understand that any misrepresentation in this declaration may result in the withdrawal of Fund support and/or referral to the relevant Campus authority.

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## Section D – Declaration and Signature

(a) Extract from the CR&P Guidelines #17 (i)

**(i) Book grant:** Researchers should use their Book Grant to pay for article publication costs in the first instance. Where an application is submitted to the CR&P Fund while the staff Book Grant remains available, the researcher must provide a justification for requesting funding under this Fund.

(b) Do you currently have access to a Staff Book Grant? This requirement applies to an academic staff member only. A graduate student should select "Not Applicable".

**☐ Yes ☐ No ☐ Not Applicable (Graduate Student Applicant)**

**If you selected "Yes", please indicate in the comments section below whether your Book Grant has been (a) used to cover the Article Processing Charge (APC) or (b) remains available.**

(c) Justification (where applicable) - If your book Grant remains available, please briefly explain why you are requesting CR&P Funding for the APC instead. (If additional space is required, attach a separate letter or memorandum addressed to the Director, Graduate Studies and Research and upload it with this form into the UWI Scholar Platform).

**Comments:** _____

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I confirm that the information provided in this declaration is true and accurate to the best of my knowledge.

**Comments:** _____

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**Signature of Applicant**

**Name (Capital letters):** _____

**Date:** _____

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## Section E – For Verification by the Alma Jordan Faculty Librarian or Medical Sciences Librarian

(i) I confirm that the information provided in this declaration is true and accurate to the best of my knowledge.

☐ Waiver eligibility confirmed — no applicable institutional/consortium/co-author waiver covers this APC in full.

☐ Journal/publisher legitimacy confirmed — no adverse indicators found against Library screening resources.

(ii) Outcome:

☐ Recommended for Campus Research & Publication Funding (CR&P)

☐ Recommended for partial waiver (state below)

☐ Queried — returned to applicant

☐ Not approved

**Comments:** _____

_____

**Signature of Faculty Librarian**

**Name (Capital letters):** _____

**Date:** _____

**The Registry**
**St. Augustine**