There are two main types of page charges. One is designed to cover administrative costs and possibly the cost of print publication. The other, usually called Article Processing Charges, is charged to the author instead of subscription fees to gain access to the articles. The latter makes the articles open access.

Before you request page charge funds from the School, you need to determine if there are other available sources.

- The first source should be grant funding. Page charges are becoming increasingly common and, in most cases, you should plan to include several papers in your budget when you submit a grant proposal. We understand, though, that grant funds end before papers are written and this avenue may be closed to you when it comes time to publish. However, if grant funds are available, you should always use those rather than requesting School funds.
- A second source should be any research discretionary funds that are available to you or anyone else on the research team. Be sure to ask your team if anyone has available funds.
- You may be eligible for the Hirsh Health Sciences Library’s (HHSL) Open Access Publishing Fund.
- If students were involved with the paper, especially if a student is the first author, you may also ask your division chair if there are division funds available for this purpose.
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- Consider other sources of funding. Are small grants available from the University or from professional organizations for these charges?

To request funds, please complete this form: https://form.fillout.com/t/fkQXaydKaBus

Please note that the Office of Faculty Affairs has limited funds to support page charges, and we care about being equitable with these funds. In entertaining requests, we will give consideration to ensuring that the funds are fairly distributed.