

Book Subventions Policy and Procedures

Memo from Julie, Wright, ARHU Assistant Dean for Finance and Administration
June 15, 2018

This email is to update you on the revised policy and procedures regarding subventions offered by a department, and sometimes the Dean's office, for faculty (and possibly staff) who are in the process of publishing a book. A subvention can offset the cost of a variety of items - the actual printing of the book, the rights to use images, paying someone to index the book, etc - and is usually funded by the faculty's individual research fund or a department's general funds.

The campus Intellectual Property policy states that whenever any University resources are used, the copyright of the scholarly work belongs to the University of Maryland and should be disclosed to the Office of Technology Commercialization (OTC). This applies to the use of any State resources - i.e., state appropriations, DRIF, summer revenue, and sponsored research. Previously, for each subvention request, I submitted a letter (sample attached) to the VPR Office asking their approval for the payment. This letter, then, would accompany the other documentation to Accounts Payable and ultimately the State for payment. This process, which Michele Eastman and I worked out about 8 years ago, was two-fold in purpose. It established traditional scholarly works such as a book as "research" eligible for University financial support, as well as disclosed intellectual property to the VPR whose approval released UMD's ownership rights to that intellectual property. This letter still needs to accompany any request.

This established process, however, according to our Legal Office, does not adequately account for the Maryland ethics law, which is what needs to be corrected. To address this, the VPR, in consultation with the Legal Office, has developed a letter (template attached) that must be signed by the faculty member, as the author and recipient of the subvention. If the author acknowledges Maryland ethics law and will either not receive royalties/payment or will reimburse the University up to the amount of State resources provided, the subvention request can be approved. For example, if UMD provides \$500 and royalties total \$300, the author would need to reimburse UMD \$300. If UMD provides \$500 and book royalties are \$10,000, the author would only need to reimburse UMD \$500.

For now, in order for any subvention request for a faculty, or staff, to be approved for payment - regardless of the funding source - it must be processed as follows:

- Faculty member needs to complete the subvention letter
- The department business manager sends an email to me with the signed subvention letter, the request and copies of supporting documentation. This email needs to include the nature of the expense, the payee, and the title of the manuscript
- Dean's office will prepare the letter to the VPR, and will forward it and all relevant documentation for their review and approval.
- VPR will forward approved letter back to department business manager.

Your business managers have already been made aware of these changes.

[Subvention Requests Letter of Acknowledgment](#)

[Subvention VPR Letter Template](#)