



Open Access Publication Fund Policy

Version 1.3

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1. Introduction

- 1.1 The University is strongly committed to the principle that the outcomes arising from its publicly funded research are a public good that should be made as widely available as possible. One of the primary deliverables of the 2030 Research Strategy is support for Open Access to Research whereby our research practice is open, transparent, and reproducible.
- 1.2 The University's Open Access to Research policy states that the institution shall adopt, by default, the “green” or “self-archiving” model of free open access to satisfy external research body requirements. It is a mandatory requirement for academic staff to deposit full text copies of the author final version (post refereeing and correction) of journal articles and conference proceedings in the Pure Research Information system and repository.
- 1.3 As the University does not receive the UKRI Open Access Block Grant, the University has established an Open Access Publication Fund (OA fund) to support article publishing charges (APCs) and book processing charges (BPCs) for publishing via the “gold” model of free open access, in situations where the green model is not applicable, and no alternative funds are available.

2. Policy remit

- 2.1 The purpose of this policy is to set out the remit, eligibility criteria, and decision process for the allocation of OA funds for APCs and BPCs. All other aspects of the University's policies on open access are covered by the Open Access to Research policy.
- 2.2 The library administers the OA fund to pay for article processing charges (APCs) and book processing charges (BPCs), which is replenished at the start of each university financial year. A report on fund expenditure will be made annually to the University Research Committee.
- 2.3 Funding APCs and BPCs is an additional cost to the University alongside journal subscriptions costs of over £1.9 million per year. These subscriptions include a growing number of Scottish

Higher Education Digital Library (SHEDL) & Joint Information Systems Committee (Jisc) “transformative” agreements with publishers which reduce or remove the cost of publishing open access in their journals. These agreements are open to all current Glasgow Caledonian University affiliated staff and students.

- 2.4 The open access publishing landscape is rapidly evolving, and funder requirements are being updated to comply with Plan S requirements. To account for these shifting responsibilities this policy shall be reviewed annually by the University Research Committee.

3. Eligibility criteria

- 3.1 Applications to the OA fund are only open to members of staff and postgraduate research students.
- 3.2 Applicants must be the lead or corresponding author.
- 3.3 Allocation of the OA fund operates on a first come first served basis.
- 3.4 The Green Open Access route should be the default option to achieve funder compliance and applications for the OA fund can only be considered if the green open access route is not available or would not comply with funder and REF requirements.
- 3.5 For articles published via the gold open access route, authors must ascertain first if the article can be published in a journal covered by the SHEDL & Jisc transformative agreements (see point 2.3).
- 3.6 To cover the costs of gold open access publishing, authors should attempt to include these costs as part of the funding bid, or retrospectively from their funder.
- 3.7 If funds are not available or have not been requested as part of the initial funding bid, authors should investigate if colleagues from collaborating institutions have access to funds to cover publication costs.

4. Application procedure

- 4.1 If the eligibility criteria have been met authors may apply for the OA fund.
- 4.2 To ensure compliance with the [principles of Plan S](#), funds cannot be used to cover the cost of OA publishing in subscription journals (“hybrid OA”), outside of a transformative arrangement as described in point 2.3.
- 4.3 Authors should retain copyright to their publications.
- 4.4 The output should be published under a CC BY, CC BY-SA or CC0 licence.
- 4.5 Any OA publication fees should be commensurate with the publication services delivered (i.e., least expensive option), and will not cover additional page or colour charges.

5. Approval procedure

- 5.1 All requests should be emailed to libraryresearch@gcu.ac.uk by authors before the submission of any article.
- 5.2 The library will assess requests against the eligibility criteria.
- 5.3 Associate Deans of Research will assess requests to ensure all funding is aligned with the strategic profile for the department or school.
- 5.4 For non-standard requests the library will consult with the Pro Vice-Chancellor Research for review and approval.
- 5.5 Book Processing Charges (BUPs) for monographs published through Scottish Universities Press

(SUP) will be considered by the library.

6. Roles and responsibilities

- 6.1 The Pro Vice-Chancellor Research has overall responsibility for, and ownership of, the policy.
- 6.2 Members of the University Research Committee are responsible for endorsing, implementing and supporting the Policy and any amendments.
- 6.3 The Director of Library Services is responsible for the implementation of this policy.
- 6.4 The Pro Vice-Chancellor Research is responsible for the review and approval of exceptional requests.
- 6.5 The Director of Library Services and the library team are responsible for reporting as required, author guidance, post publication verification and follow up, funder compliance monitoring, budget management, review and approval of APC and BPC requests, and invoice payment.
- 6.6 Individual members of staff are responsible for submitting requests for APC and BPC payment according to this policy, acknowledge funders in research papers, recording publications in PURE.

7. Related Policies and information

- 7.1 [GCU Publications Policy \(2025\)](#)