

# Application for Contracted Editing Funds

- Pre-tenure faculty members are eligible for this opportunity.
- Faculty members may apply for editing support for journal articles or book chapters only.
- Faculty members will be responsible for identifying and contracting external editing services. Editing services vendors currently on file with TTU: <https://morganfeltonconsulting.com>; <https://www.defendpublishlead.com/>
- Faculty members who choose to work with different vendors must coordinate with their unit's business managers on vendor setup.

## Applicant's Information:

- Name:
- Title:
- Primary Academic Unit:
- TTU Email Address:

## Applicant's Chair, Director, or Area Coordinator:

- Name:
- TTU Email Address:

**Applicant's Budget:** in the fields below, provide a justification for the funding you request (up to \$1,000).

Vendor:

Estimated cost of editing document based on editing type/vendor rates:

Additional costs for which you are requesting support (include explanation of request):

Total amount requested:

Type of submission:                      **Journal article**                      **Book Chapter**

## Instructions for Applicant:

- The applicant should send save this form, along with a complete draft of the document for which editing support is requested, as a single PDF document.
- The SINGLE PDF document must be submitted via TTU email to the applicant's department chair, school director, or area coordinator. Applications will then be routed to the Office of Faculty Success (OFS), and applicants will be notified when the OFS receives their applications.
- Applicants will be notified about the status of their application within two business weeks of the OFS receiving them.

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## FOR CHAIR/DIRECTOR/AREA COORDINATOR USE ONLY:

I confirm that I have reviewed this this application. (Please check box if applicable.)

I confirm that the applicant is in the pre-tenure period. (Please check box if applicable.)

I assess the applicant's need for editing support on this document as:                      HIGH                      MODERATE                      MINIMAL

## CDAC Signature:

**The CDAC should submit this application (not including the writing sample) to  
[provost.communications@ttu.edu](mailto:provost.communications@ttu.edu).**