

Goddard School Research Incentive Program (RIP)

Revised by unanimous faculty approval, 1-22-16

Program, Eligibility, and Requirements

The Research Incentive Program (RIP) rewards full-time, non-visiting Goddard School faculty members for publishing peer-reviewed scholarship. Faculty may earn up to \$6000 per fiscal year from RIP awards. Scholarly outlets that qualify for RIP awards are typically peer-reviewed journals, but faculty may request that other publications be considered. Peer-review may be conducted by either referees or editors. Eligible publications in a given fiscal year include publications in the window from the preceding calendar year through the end of the current fiscal year. Publications need not have appeared in print if the journal editor has provided a letter stating that the article has been accepted for publication without conditions.

Each publication is eligible for up to three phases of RIP awards—submission, acceptance and quality premium. All qualifying publications are eligible for submission and acceptance.

At any given point in time, a faculty member may have received a maximum of \$4000 in submission for articles that have not been accepted for publication.

Publications in Safe Harbor List (SHL) journals and only publications in SHL journals qualify for the quality premium.

Process for Requesting Your RIP Award

It is the responsibility of the faculty member to request his or her RIP Award. The application process varies depending on whether the publication being submitted appears in a Safe Harbor List journal.

Process for Safe Harbor List Publications

The faculty member must submit the following in either double-sided hard copy or electronic copy to Mary Ann Boles in the Office of the Dean:

- Complete copy of the article
- Copy of the journal editor's letter accepting the article for publication (acceptance phase only)
- Statement from the faculty member that the journal appears on the SHL
- Identification of which phase(s) of RIP are requested to be paid
- If the paper includes other Goddard School co-authors, a statement of how the RIP award is to be distributed among those co-authors (maximum RIP payment for any given article is \$6000)

Process for Publications Not in Safe Harbor List Publications

- All items required for SHL publications (see bullet list above), PLUS

- Statement from the faculty member that the journal does not appear on the SHL
- Statement of the journal's peer review policy
- Evidence (e.g., substantive referee comments) that the publication has undergone a rigorous peer review
- The premium phase applies only to journals on the SHL at the time the article was submitted for publication.

Award Process

Once the Office of the Dean has received all required information for the RIP request, the Dean or the Dean's designee will review the request. The review will normally occur within one week. The Dean or Designee will then notify the faculty member, with a copy to the department chair and the department's administrative professional, whether an award is to be made and, if so, in what amount. If an award is made, the department's administrative professional will be directed in the communication to process the award (normally through an e-Par). The payment will appear in the faculty member's next available paycheck.

Adding Journals to the Safe Harbor List

The landscape of scholarly outlets changes over time. New journals are created. Some journals stop publishing. A journal's reputation may change. Therefore, it is possible to add journals to the SHL. In requesting that a journal be added, the burden of proof is on the requestor. In the absence of clear evidence that the journal belongs on the SHL, it will not be added to the SHL. Journals must have been publishing for at least five years to be considered.

The procedure for requesting the addition of a journal to the SHL is for the faculty member(s) requesting the addition to send the dean an email containing the following information:

- The journal's complete name
- The year of the journal's first published issue or a statement that the journal has been publishing for more than five years
- The journal's publisher
- The journal's editorial board
- The journal's review policy
- A statement that neither the journal nor its publisher appears on the Predatory Journal List (<http://scholarlyoa.com/>)
- Evidence that the journal appears in the top 25% of journals on a respected journal list. External validity of the list's ranking must be included.

Requests must be submitted to the dean prior to the submission of the article to the journal. Once the article has been submitted, it will not be awarded the quality premium phase of RIP even if the journal is added to the SHL.

Normally, the dean will make a decision whether to add the journal to the SHL within ten working days of receiving the request. The dean's decision may be appealed within ten working days of the decision to a committee chaired by the associate dean and consisting of the associate dean and all department chairs. That committee may require the attendance of the faculty requestor(s) and/or the dean. The committee's decision is final.

Once a journal has been rejected for the SHL, no faculty member may request that it be reconsidered for a period of five years.