



CARRA-Arthritis Foundation Publication Support Grant Instructions

The purpose of this funding mechanism is to aid investigators by supporting publications costs (that are not eligible for support from the investigator's institution or by other funding mechanisms) for CARRA-related manuscripts that have been accepted for publication. Applications will be accepted on a rolling basis. Awards can be up to \$3,000 based on publication costs and justification provided. Applications not adhering to requirements will not be considered for funding. Indirect costs are not allowed.

Eligibility

- The project PI must be a current CARRA member in good standing who is up-to-date on both membership dues and membership information (location, contact information, and membership status).
- Investigator must have documentation of acceptance for publication by a reputable and indexed academic journal.
- The manuscript must be a CARRA-related project. Examples include manuscripts based on:
 - CARRA-sponsored studies such as the Registry, APPLE, the consensus treatment plan pilot studies
 - Results from CARRA-Arthritis Foundation grants
 - Surveys of the CARRA membership
 - work completed in the CARRA workgroups and/or at the CARRA annual meeting
- CARRA Board of Directors and Executive Committee members are not eligible to apply.

Application Requirements

The following documents are required for this application:

- 1) Publisher Cost Documentation (no page limit)
- 2) Justification Letter (limit 1 page)
- 3) Manuscript

Application Instructions

Log into the online submission system through the CARRA website. Complete the following sections of the online application:

Section 1: Applicant Information

-Provide current PI and institution information.

Section 2: Project Details

- Principal Investigator – Provide contact information for the PI
- Check the box indicating that you are the PI for this application.
- Project Details – Provide Publisher name, manuscript title, total budget requested
- Select if this manuscript was reviewed/approved by the CARRA Publications Committee.
- Payee Information – If awarded, provide the payee name and address
- The manuscript must be a CARRA-related project. Check all that apply:
 - Result of CARRA-Arthritis Foundation grant
 - Surveys of CARRA Membership

- Work completed in the CARRA workgroups and/or at the CARRA annual meeting
- CARRA-Sponsored Studies

-If your manuscript is from a CARRA-sponsored study, check all that apply:

- Legacy Registry
- New CARRA Registry
- APPLE
- STOP-JIA
- FROST
- PEPR
- anaSTILLS
- PROMOTE
- SCORE
- Other: _____

Section 3: Application Component – Uploads

Upload the following application components in this section. ONLY pdf will be accepted for upload.

Publisher Costs Documentation (no page limit)

Provide the invoice or documentation from the publisher that outlines the costs requested. Acceptance for publication must be by a reputable and indexed academic journal.

Justification Letter (limit 1 page)

Provide a 1 page letter, on institutional letterhead, justifying the reason funds are being requested from CARRA and why costs are not covered by PI's institution. Describe how the project is a CARRA-related project and the impact this work has on the CARRA network. This letter must be signed by the PI.

Evaluation Process

This funding mechanism will only require an administrative review to be completed by the CARRA Grants Manager. The administrative review will check for the following:

- Eligibility of Applicant
- For applications related to a CARRA-Arthritis Foundation grant, check status of award and progress report
- CARRA Publications Committee has approved the manuscript
- All application information has been completed/provided

Upon completion of the Administrative Review, the CARRA Direction of Administration will confirm approval of the award. In the event that the Grants Manager is unable to determine a decision or is unavailable to review applications, the application will be reviewed by the CARRA Internally Funded Research Oversight Committee (IROC). Reviews and decisions will be made within 3-4 weeks of application submission.

Awardee Expectations/Reporting Requirements

- Awardees must sign and obtain an institutional signature and return the Award Acceptance Acknowledgement form to CARRA in order for project funds to be released.
- Awardees will need to provide their institution's W-9 in order for funds to be released.
- All awardees of CARRA funding must abide by the procedures outlined in the [CARRA Publications Policy](#) when presenting/publishing findings from their projects, including acknowledgement of CARRA and the Arthritis Foundation. Refer to the current Publications Policy on the CARRA website for complete details.
- Awardees are expected to submit a PDF version of their final published manuscript to grants@carragroup.org
- Awardees must provide a photo for CARRA and Arthritis Foundation for publication and communication purposes.