Workflow for requesting Open Access fees by academic staff members TU Delft

Author/applicant

Application Open Access fee

Check conditions Open Access Fund:
- Sponsoring applies for Qualified Open Access journals only
- Requests for journals for which TU Delft has a subscription and for hybrid journals that offer Open Access options will not be honoured
- Check first alternative funding for your publication, for example NWO- and European projects
- Financing your publication is only possible if the invoice has not been paid yet; there will be no retrospective payments instead

Yes, application does meet the conditions

TU Delft Open Access Fund
submit your application via Ask Your Library

Submit application details
- Affiliation details
- Author(s)
- Publication title
- Publisher, name of journal
- Planned publication date
- Status of the publication
- Required funding

TU Delft OA-administrator
- Monitor information & conditions

Open Access Quality control
- Directory of Open Access Journals DOAJ
  http://www.doaj.org/
- If the journal is not indexed in DOAJ check the individual website of the publisher

Non-Qualified or ‘Predatory’ publishers
- Make sure that the potential publisher is not on a list of OA publishers with a bad reputation by consulting the list
  http://scholarlyoa.com

No doesn’t meet the conditions

TU Delft OA-administrator
- Consider an alternative publisher or journal for your publication
- contact TU Delft library for advice
- use allocated research money for dissemination of your OA article

YES
- OA allowance with a maximum of € 2500
- Article full text in TU Delft Repository
  http://repository.tudelft.nl/
- Dealing the invoice with the publisher

NO
Unfortunately the application doesn’t meet the conditions. Administrator contact the author and explain why he/she can’t participate

Detailed information can be found at: http://www.library.tudelft.nl/en/support/researchers/publishing-support/open-access-fund
and http://www.library.tudelft.nl/en/support/researchers/publishing-support/open-access-publishing