

**PRINCETON UNIVERSITY**

Department of Art and Archaeology  
105 McCormick Hall

DATE: February 2012

TO: Faculty, Graduate Students, and Professional Researchers, Specialists and Librarians in the Humanities and Social Sciences

FROM: Thomas Leisten, Chair, Department of Art and Archaeology

SUBJECT: Barr Ferree Foundation Publication Fund

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The Barr Ferree Fund is administered by a Committee of Advisors whose members serve at the discretion of the Provost. It is presided over by the chair of the Department of Art and Archaeology and includes three additional members from other academic units.

The following general information may be helpful:

- According to the original trust documents, income from this fund “is to be used in meeting the publication expense of books of merit on architecture and related topics in the fine arts,” including but not limited to, sculpture, painting, engraving, music, drawing, landscape design, city planning, and industrial arts. The fund is to “be used for manufacturing and publication expenses only.” The deed prohibits funding for “books on poetry, the drama, athletics, sports, dancing”; it does not cover the cost of administrative, editorial, or other “overhead” expenses.
- In addition to books, other academic publications including journal articles, catalogs, CDs, and DVDs are eligible for support. Funds generally take the form of a subvention – for example, a subsidy to a publisher which allows for the inclusion of color images that enhances the publication and/or reduces the selling price. The fund may also support reproduction fees charged by image collections.
- Projects must be the product of primary research by current Princeton faculty members, librarians, curators or other academic professionals, or based on doctoral research by former Princeton graduate students (ordinarily only up to ten years after the PhD defense date).
- The Committee is favorably disposed toward subvention of the initial publication of the product of primary research.
- Applicants are expected to explore fully other sources of support, both inside and outside the University, before requesting a grant from the Committee, particularly in connection with projects requiring sizable expenditures. The committee is favorably disposed to match departmental support, and grants to complement other support will be made whenever possible.
- In cases of collaborative research with colleagues at other institutions, the Committee requests clarification of the use of funds. A definition of the respective responsibilities and support available for the applicant must be indicated in the grant proposal. Such projects will be evaluated carefully to see that resources are available to the collaborator to support portions of the project. In general, lower priority will be assigned to costs associated with faculty research collaboration.

- The Committee meets two times a year to consider grant requests. It will consider no more than one book/journal article/CD/DVD project per faculty member per meeting (November and April). A second request within a single year may be granted lower priority.

How to apply:

- Requests for grants should be submitted on [application forms](#) attached to this memo and available on the Department of Art and Archaeology website. All applications for grants should be as fully detailed and supported as for a grant application to an outside funding agency. These forms should be completed and submitted to the Chair/Director/Head of your department for endorsement. The Chair **must** provide a **full** statement of support explaining why the project should be funded. Requests without the Chair's recommendation **will not** be considered by the Committee.
- The completed manuscript should be with the press at the time of the request. Applications must include: (1) a cover letter from the publisher detailing the request for the subvention including a specific amount; (2) a completed budget showing costs with and without the subvention submitted on the Barr Ferree Budget Request Form; and (3) two readers reports. Applications without the publisher's budget information **will not** be considered.
- No repayment is required from royalties to authors. In rare cases when the subvention is higher than \$25,000 and the print run is 3,000 or higher, the publisher is expected to repay the subvention from the income on sales. Repayment will not be required for runs of less than 3,000.
- Every book/journal article/CD/DVD published by aid from the fund shall carry this statement on its title page: **Publication is made possible in part by a grant from the Barr Ferree Foundation Fund, Department of Art and Archaeology, Princeton University.**
- The subvention for funded projects will be paid directly to the press upon submission to the Department of Art and Archaeology of a final invoice and two copies of the published book/journal/CD/DVD. The Department will refer all materials to the Associate Librarian for Reference and Collection Development to determine whether the University wishes ultimate possession.

Any application that fails to meet the above guidelines will be returned. Any questions about the Committee, its procedures, or the eligibility of specific projects should be directed to Susan Lehre, Department Manager, Department of Art and Archaeology ([lehre@princeton.edu](mailto:lehre@princeton.edu), 609-258-3772).

**BARR FERREE FOUNDATION PUBLICATION FUND  
DEPARTMENT OF ART AND ARCHAEOLOGY, PRINCETON UNIVERSITY**

**Application and Instructions for Publication Assistance for Academic Year 2011-12**

**Applications should be submitted to  
Barr Ferree Committee, c/o Susan Lehre, Department of Art and Archaeology,  
105 McCormick Hall, Princeton University, Princeton, NJ 08544**

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**Date:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Academic Rank:** \_\_\_\_\_

**Dept.:** \_\_\_\_\_ **Press:** \_\_\_\_\_

**Title of Project:** \_\_\_\_\_

Please see the memo attached for full details about eligibility and the application process.

**APPLICATION DEADLINE: November 1 and April 1, each year**

**TITLE AND DESCRIPTION OF THE PROJECT:** Please attach a description of the project on a separate page.

**RESULTS OF PREVIOUS GRANTS:** Please attach a list of publications that have resulted from research supported by previous grants from the Barr Ferree Foundation Fund.

**SUBVENTION OF PUBLICATION, amount requested:** \$ \_\_\_\_\_

Applications should include a copy of the publisher’s request for the subvention including the amount requested and an explanation of how the funds will be used, two readers reports, and a detailed budget (budget template is found on the Department of Art and Archaeology website). Each budget must show costs without the subvention and with the subvention.

**RECOMMENDATION BY DEPARTMENTAL CHAIR/DIRECTOR/SUPERVISOR:**

*(This recommendation is required by the Committee prior to their review.)*

SIGNATURE OF CHAIR/DIRECTOR/SUPERVISOR \_\_\_\_\_