

# THE UNIVERSITY APC FUND

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• Contact: [richiestafondoapc@unimi.it](mailto:richiestafondoapc@unimi.it) • tel. 02 50312990 •

# What it is

The University has established a fund to cover publication costs for Open Access articles (Article Processing Charges) in fully Open Access journals, intended for UniMi affiliates.

The fund is annual, available until exhausted, and is entirely managed by the Directorate for Performance, Quality Assurance, Evaluation and Open Science Policies, which verifies compliance with the formal requirements necessary for eligibility.

Depending on the applicant's role, a percentage of the total cost is funded, up to a maximum amount of 1.500 €, as shown in the table:

Role	Percentage funded
PhD student / Research fellow / Postgraduated students	100%
Researcher (RtdA, RtdB)	80%
Associate Professor / Full Professor	60%

Example: For a total cost of €3000, the funded amount for all roles will be €1500 (plus €1500 in co-funding to be charged to the department projects covering the remaining amount). For a total cost of €1600: for PhD students / research fellows / medical residents, the funded amount will be €1500 (co-funding: €100); for researchers, the funded amount will be €1280 (co-funding: €320);for associate / full professors, the funded amount will be €960 (co-funding: €640).

# Who can apply

The UniMi author requesting the contribution must belong to active research staff (faculty members, researchers, research fellows, postgraduated students, PhD students) and must appear in the article as first/co-first, second, last/co-last or corresponding author.

PhD students who have already defended their thesis are excluded.

The author submitting the request must not normally have funds from competitive grants that cover publication expenses.

Verification will be carried out by checking the acknowledgments section of the published article, taking into account the support of any funders other than UniMi.

The applicant must also indicate the project (active and adequately funded) that will cover the co-funding.

A department different from the applicant's home department may also assume responsibility for the co-funding.

# Editorial requirements

A fundamental requirement for the allocation of funding is that the journal in which the article will be published must be fully Open Access, not hybrid.

Verification of this requirement must be carried out through the DOAJ website, the database in which Open Access journals eligible for publication should be indexed.

If the journal is fully Open Access but not indexed in DOAJ, please email [richiestafondoapc@unimi.it](mailto:richiestafondoapc@unimi.it) to check whether it is eligible.

Journals must NOT be part of publishing agreements involving vouchers (the so-called transformative agreements).

Any APC discounts or reductions must be checked on the relevant [webpage](#).

Information regarding transformative agreements and APC discounts or reductions may be requested by contacting [APC.bibliotecadigitale@unimi.it](mailto:APC.bibliotecadigitale@unimi.it).

# Possible co-funding

If the expenditure exceeds the amount eligible for funding, the applicant must indicate a project to which the co-funding will be allocated, that is, the payment of the difference between the amount covered by the fund and the total cost of the article.

The project may belong to the applicant (e.g., personal research funds), to a co-author, or to the applicant's department. A department other than the applicant's own may also assume responsibility for the co-funding. Any application requiring co-funding must be signed by the director of the department responsible for the project from which the co-funding will be drawn.

Co-funding may also be provided by a co-author external to UNIMI. In such cases, the applicant must contact the office in advance to obtain detailed information regarding the applicable procedures.

In all circumstances, the article will be paid in full by the APC Fund, and the recovery of the co-funding will take place subsequently. The project indicated must be active and have sufficient available funds at the time the recovery is carried out.

# Application procedure

Requests must be sent to the email address [richiestafondoapc@unimi.it](mailto: richiestafondoapc@unimi.it) when the author has reasonable certainty that the article will be published and, in any case, before the invoice is issued by the publisher.

Requests submitted after the invoice has been issued will not be considered.

It is recommended that applicants contact the office in advance to ensure that the request is completed correctly.

Once the eligibility requirements have been verified, the applicant must complete the form available at the following link:  
<https://unimibox.unimi.it/index.php/s/TGnwwpiw2kyxAbd?openfile=true>

In the “funding” field, the applicant must indicate the total cost excluding discounts and VAT, the applicable currency, and calculate any co-funding, which must be indicated in euros. Applicants are asked to verify the invoice currency with the publisher to ensure that it matches the currency indicated in the request and, whenever possible, to request invoicing in euros. Information on APC costs is available on the DOAJ website or on the journal’s website.

Once completed, the form must be signed by the applicant’s Department Director, or by the Director of the Department covering the co-funding, and then sent to the email address indicated above.

If any modifications are required, the form must be signed again.

Once the application has been received and the requirements and data have been verified, the office will notify the applicant of the outcome of the request and of the subsequent steps to be carried out by the applicant, namely:

- ▶ inclusion of the ORCID iD in the article for all authors affiliated with UNIMI;
- ▶ inclusion of the APC funding credits in the Acknowledgements section of the article (e.g., “The authors acknowledge support from the University of Milan through the APC initiative”);
- ▶ timely deposit of the article in IRIS/AIR.

Authors must inform publishers that invoices must be addressed and sent to:

UNIVERSITY OF MILAN

Direzione Performance, Assicurazione Qualità, Valutazione e Politiche di Open Science

Via Festa del Perdono 7

Milano

ITALY

VAT NO: IT03064870151

20122

CUU: UFKALX

[richiestafondoapc@unimi.it](mailto:richiestafondoapc@unimi.it)

If the inclusion of the billing information and/or required details presents any issues, please contact [richiestafondoapc@unimi.it](mailto:richiestafondoapc@unimi.it) before the invoice is issued.

# How to complete the form

1) **Richiedente (autore):**

2) **Dipartimento di appartenenza:**

3) **Ruolo (PA, PO, Ricercatore, Assegnista, Dottorando, Specializzando):**

4) **Ruolo nella pubblicazione (Primo autore, Secondo autore, Ultimo Autore, Corresponding author):**

5) **Titolo della rivista:**

6) **Editore:**

7) **ISSN:**

8) **Titolo dell'articolo:**

9) **Costo complessivo (IVA esclusa) indicare la valuta se diversa dall'euro:**

di cui cofinanziati (Euro)

10) **Codice progetto del dipartimento su cui graverà il cofinanziamento:**

The applicant must be the person submitting the request, affiliated with the University of Milan, and an author of the article.

In the "authors" field, the applicant must hold one of the following roles: First Author, Second Author, Co-first Author, Last Author, Co-last Author, or Corresponding Author.

Please indicate the publisher of the journal (e.g., Elsevier, MDPI, Springer, etc.).

Please specify the total APC cost communicated by the journal or listed on the publisher's website, excluding VAT. The currency indicated in the form must match the currency that will appear on the invoice. Whenever possible, authors are asked to request invoicing in euros. Co-funding must always be indicated in euros and must be calculated on the total APC amount, according to the percentage applicable to the applicant's authorship role. VAT will be calculated at the time of payment on the funded amount and does not affect the calculation of the co-funding.

Once all fields have been completed, please have the form digitally signed by the Director of the Department providing the co-funding, who may be different from the applicant's home department, and send it to [richiestafondoapc@unimi.it](mailto:richiestafondoapc@unimi.it). For verification and confirmation of the information, you may send the form to us before it is signed.

# FAQ

- ▶ Which currency-conversion website may I use to calculate the co-funding amount in euros for an APC quoted in a foreign currency? **You may use:** <<https://www.oanda.com/currency-converter/it>>.
- ▶ Should the amount indicated in the “funding” field be net of VAT? **Yes. VAT will be calculated on the funded amount at the time of payment and will not affect the co-funding calculation.**
- ▶ Can I ask the publisher to modify the invoice after it has been issued? **Yes. If the invoice contains incorrect billing information, the publisher may issue a corrected invoice.**
- ▶ May a co-author external to UNIMI, or affiliated with UNIMI, use their own funds to pay the co-funding? **Yes. In this case, it is necessary to contact the office in advance to obtain further details on the procedure.**
- ▶ Can I request funding if the article has already been published? **No. Requests must be submitted in advance, when there is reasonable certainty that the article will be published.**
- ▶ Where can I find APC costs? Each publisher lists APC costs on the journal’s webpage. DOAJ also provides APC information, but it is advisable to consult the publisher’s website. Please note that some publishers apply discounts; information on these discounts is available here: <https://sba.unimi.it/it/open-access#panel18832>
- ▶ Can I ask the publisher to issue the invoice in euros? **Yes. If the publisher offers this option, invoicing in euros is always recommended. If the request form indicates the funding amount in a foreign currency, then the invoice must also be issued in that same currency.**
- ▶ Do I always need to indicate a project in the request form? **No. If no co-funding is required because the requested amount is fully covered by the fund, it is not necessary to indicate any project.**
- ▶ Who is responsible for paying the invoice? **The applicant must inform the publisher of the billing details provided in the acceptance email. Invoices must be addressed, sent, or forwarded to the Directorate for Performance, Quality Assurance, Evaluation and Open Science Policies, which is responsible for processing payments.**
- ▶ If a journal is hybrid model, may I request APC funding? **No. Funding is available only for fully open access journals.**
- ▶ When should I have the Department Director sign the request form? **It is recommended to send a preliminary email to [richiestafondoapc@unimi.it](mailto:richiestafondoapc@unimi.it) to verify the requirements and data. Once confirmed, you may complete the form, obtain the necessary signature, and send it to the office. No modifications may be made to the form once it has been signed.**
- ▶ Which publication licence should I indicate to the publisher? **Whenever possible, the CC BY 4.0 licence should be selected.**