**Application form**

**For Open access (OA) journal/s or platforms hosting open access journals that do not charge any article submission, processing or any other charges to authors, often referred to as Diamond OA journal/s**

**Project title:**

**Organizational information** (legal entity where the ownership and editorial team/s of the Diamond OA journal/s is/are based or where the platform hosting Diamond OA journals is based)

**Name of organization**:

* **City:**
* **Country:**
* **Organization’s website (URL)**:
* **Head of organization**:

**Project primary contact person:**

* **Name of the project primary contact person:**
* **Affiliation/position of the primary contact person:**
* **Email address of the project primary contact:**
* **Phone number of the project primary contact person:**

**Journal information**

Please note that if you are applying for more than one Diamond OA journal you have to complete this information for all the journals you are applying for. Please copy this table and fill it out for every journal you are applying for, and insert the copied table under this table.

|  |  |
| --- | --- |
| **General journal information** | |
| **Journal title** | Please write your journal title here |
| **Journal website (URL)** | If you have more than one website address (URL) where the full text of your journal is online, please list all of them here |
| **Journal ISSN/eISSN number** | Please write your ISSN/eISSN number here |
| **When did you start publishing your journal online?** | Please write a date here |
| **From when has your journal been a Diamond OA journal (does not charge fees to authors for publishing or to readers for reading)?** | Please write a date here |
| **What disciplines does your journal mainly cover?** | Please select all that apply   * Multidisciplinary * Natural sciences * Engineering and technology * Medical and health sciences * Agricultural sciences * Social sciences * Humanities * Other (please specify) |
| **Have your publishing operations been delayed or interrupted over the last two years (2023-2024)?** | If yes, please explain why. If no, please write no |
| **Funding and collaborations** | |
| **How is your journal funded now?** | Please list all your journal funding sources here |
| **Do you have an annual approved budget for the journal?** | * Yes * No |
|  | If yes, please include the amount of your annual approved budget for the journal for this year (2025) and a brief description of the costs that this budget covers |
| **Do you collaborate with other organizations to achieve quality and sustainability of the journal?** | If yes, please list organizations and describe your collaborations |
| **Submissions, editorial decisions and publications** | |
| **Number of manuscript submissions in the past two years (2023-2024)** | Please write a total number here |
| **Editorial decisions in the past two years (2023-2024)** | Please indicate the   * Number of manuscripts sent for peer review: * Number of manuscripts accepted: * Number of total manuscripts rejected (after peer review): |
| **Number of articles published in the past two years (2023-2024)** | Please write a total number here |
| **Peer review, editorial quality and research integrity/publication ethics** | |
| **What type/s of peer review is/are in use in your journal?** | Please select all that apply   * Single-anonymised peer review (authors do not know who the reviewers are) * Double-anonymised peer review (both authors and reviewers are anonymous to each other) * Open peer review (e.g. open identities of the reviewers, authors and editors; open reviewers' reports, open participation in the peer review process) * Editorial review * Other (please specify) |
| **Please provide a URL/s of your journal’s editorial, research integrity/publication ethics policies/guidelines/instructions** | Please provide a URL |
| **Are the composition and constitution of the editorial bodies defined and publicly displayed (e.g. with the editorial team names, functions and roles, affiliations)?** | Please provide a URL |
| **Do you provide any guidelines for authors, editors, reviewers?** | If yes, please provide URLs |
| **Do you screen manuscripts for plagiarism?** | If yes, please describe the process and the software used |
| **Technical service efficiency** | |
| **How is your journal’s technical infrastructure maintained and updated?** | Please select all that apply  Web hosting   * In-house (e.g. university server or cloud hosting) * Purchased from a commercial or non-commercial provider   Maintenance (management, licences, software upgrades, etc.)   * In-house (e.g. provided by an institutional department) * In-kind (e.g. provided through voluntary work) * Paid to a commercial or non-commercial provider or a consultant * Other (if any), please describe: |
| **What software do you use for your journal publishing system?** | Please select   * Open Journals System (OJS) * Janeway * Lodel * DSpace * WordPress * Drupal * Other (please specify) |
| **Which, if any, of the following unique persistent identifiers, does your journal use** | Please select all that apply   * DOI * ORCID * URN * Handle * ARK * Other (please specify) |

Before moving on, make sure you have copied the table and filled it in for each Diamond OA journal you are applying for, and insert the copied table/s here.

**Journal hosting platform information**

**Note: this section is for journal hosting platforms only and if you are applying as a journal/journals, no need to provide the information requested below. Journal applicants should move directly on to the next section titled Project information and complete the form. Platform applicants should fill out this section and then move on to Project information and complete the form.**

* **Name of the platform**:
* **Platform URL**:
* **How many active Diamond OA journals do you host?** (Please make sure that you host more than one Diamond OA journal with up-to-date content to be eligible for this call for proposals. And please note that these journals should [comply with the journal eligibility criteria listed in the grant funding call announcement](https://www.eifl.net/programme/open-access-programme/grant-call-supporting-no-fee-open-access-publishing-africa)).

**Project information**

**Project objectives:**

|  |
| --- |
| Please explain the problems your journal/s/platform is/are facing and how this project is going to help to address them. (Approximately 300 words) |

**Project management team**. Please add cells if needed.

|  |  |  |
| --- | --- | --- |
| **1** | Name |  |
| Current position |  |
| Project related skills |  |
| Responsibilities within the project team |  |
| **2** | Name |  |
| Current position |  |
| Project related skills |  |
| Responsibilities within the project team |  |

**Project partners (if any):**

|  |
| --- |
| Please describe the role of your project partners in the project (if any). (Approximately 100 words) |

**Project results:**

|  |
| --- |
| Please describe your project's expected results and how the project will contribute to the enhancement of quality and sustainability of your journal/s/platform.  Please also address the dissemination, communication and knowledge sharing aspects (how you will share what you’ve learned during the project implementation to help others). (Approximately 300 words) |

**Journal sustainability plan:**

|  |
| --- |
| Please assess the financial and operational sustainability of your journal/s/platform beyond the duration of the project. Please describe your sustainability plan or resources that you will need to develop a journal/s/platform sustainability plan. (Approximately 300 words) |

**Budget: Fill in the Budget template and upload it to the online submission system as a separate file in excel/ods**

**Project Work Plan:** (Please fill in the tab in the Budget template - a Work Plan tab)

**Summary of sources of funding (as indicated in the budget)**:

|  |  |
| --- | --- |
|  | Amount USD |
| Total of requested funds\* |  |
| Total of your organization's financial contribution |  |
| Total project budget from all sources |  |

\*The total of requested funds must not exceed 20,000 USD for a single journal project and 30,000 USD for a multiple journals project or a journal-hosting platform.

**In-kind contributions**:

|  |
| --- |
| Please list any in-kind contributions. |

**SIGNATURE**

**By signing below, I declare that all statements in the application are accurate and complete.**

|  |  |
| --- | --- |
| Signature of legally authorized representative of the organization | Date |
| Name | |
| Title | |