**SCHOLARLY ACTIVITY AND ACADEMIC ACTIVITY REPORT**

**Office of Sponsored Programs**

**The purpose of the form for reporting scholarly activity and academic activity is to compile a report of these activities to be distributed to university and state officials, and to act as an archive of such activities on campus. It is strictly an informational repository.**

**In cooperation with the Al Harris Library, the Office of Sponsored Programs (OSP) will forward scholarly and academic activities to the library to be added to the library’s digital repository. Documents or books pertaining to these activities should preferably be submitted in Microsoft Office, Postscript, or PDF format, in electronic version if available. On the form you should indicate if any publisher embargo (or copyright block) is known. If so, please indicate which publisher is responsible for the embargo or copyright block. Information pertaining to the author’s activity will NOT be placed in the library’s digital repository without the consent of the author.**

**For information concerning the Al Harris Library Digital Repository (http://site.ebrary.com/lib/swosudr), please contact the Reference and Digitization Librarian, Phillip Fitzsimmons.**

**Per Approved Faculty Senate Resolution (March 2010): To enhance digitalization of and remote access to SWOSU scholarly activities.**

**FS Motion 2010-3-03: A motion is made that the Faculty Senate support and endorse the Al Harris Library's creation of an online academic digital repository of scholarly articles authored by SWOSU faculty and students. The academic digital repository will make these scholarly articles freely accessible via the Internet, to the extent such access is permitted by copyright law and publisher embargo.**

**Further, the Faculty Senate endorses these specific goals of the online academic digital repository:**

* **To increase the visibility and influence of scholarly articles authored by SWOSU faculty and students;**
* **To preserve and document the scholarly efforts of SWOSU faculty and students; and,**
* **To support effective scholarly communication by removing barriers of cost that hinder wider dissemination of scholarly articles**

**SCHOLARLY ACTIVITY AND ACADEMIC ACTIVITY REPORT**

**Office of Sponsored Programs**

Upon completion of an activity, use this form to report all faculty, staff, administrator, and student scholarly and academic activities to the Office of Sponsored Programs (OSP). Please submit form along with a copy of the activity to OSP.

**Deadline:** June 30 each year

It is essential that a copy of the activity be submitted for the SWOSU Archives and the University Library Digital Repository (i.e. publication, paper presented, poster, power point presentation, newsletter, etc.)

Faculty Staff Administrator Student

**Name:**

**College:**

**Department:**

**Activity Date(s):**

**Location of Activity (City, State):**

**Title of Activity (Title of poster, paper, article, etc):**

**Source (meeting attended, journal article, etc):**

**REQUIRED SIGNATURES:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Faculty Supervisor Date

**Check one Box Only Please**

**Scholarly Activity**

EXH Exhibition

GRT-SUB Grant Submission

INT-NP Interview Non-print Media

MS Musical Score

PAPER Paper Presentation

PER Performance

POEM Poem

POST Post

PUB-B Book

PUB-C Chapter

PUB-E Editor

PUB-EP Electronic Publication

PUB-J Journal Article

PUB-L Lab Manual

PUB-MZ Magazine

PUB-M Monograph

PUB-N Newsletter

PUB-NP Newspaper

PUB-W Workbook

RA Review Article

REP Reprint

WP Workshop Presentation

**Academic Activity**

D Discussant

C Consultant

CA Committee Appointment

GSI Guest Speaker/Instructor

H Honor

J Judge

MF Mentor/Facilitator

R Reviewer

SC Session Chair

SNO State/National/Local Officer

WC Workshop Coordinator

WF Workshop Facilitator

Does Activity have publisher embargo or copyright block? Yes No

If yes, name of publisher:

Consent to add activity to the Al Harris Library Digital Repository: Yes No