

2025 Publication Support

Internal Call for Proposals for the Funding of Open Access Publications

1. Background and Objectives of the Funding

The funding measure, developed jointly by the University Library and the Unit for Research Funding, aims to increase publication activity at BTU Cottbus-Senftenberg (BTU) and, in particular, to support the transformation to open publication models. This is meant to increase the visibility, discoverability, accessibility and re-usability of BTU's scientific output.

2. Scope of Funding

Funding is available for Open Access publications for which publication costs are incurred or have been incurred in the period from 1 December 2024 until 30 November 2025.

For each peer-reviewed scientific journal article, an article fee of up to € 2,000 without VAT (€ 2,380 incl. VAT) will be funded.

Funding covers the full or a part of the publication fees (Article Processing Charges = APC). For APCs below € 2,000, the maximum amount of funding is the actual costs incurred; for APCs above € 2,000, the maximum amount of funding is € 2,000. The remaining amount must be borne by the chair, faculty, or central scientific facility itself.

3. Application Deadline and Documents to be Submitted

Applications can be submitted until 30 November 2025 via an [online form](#) in the BTU intranet.

4. Application Requirements and Eligibility Criteria

Eligible Applicants

Author(s) who are listed as Corresponding Author of the article are eligible to apply. The decisive factors are affiliation to the BTU (member or affiliate status) and that the research work took place at BTU.

Requirements for the Article

- Only journal articles published as Gold Open Access (Gold OA), for which APCs need to be paid, are funded.
- The BTU is named as the affiliation for the first author and/or corresponding author. Double financing is excluded. Funding is only granted if the APCs are not already partially or fully covered by other funding (e. g. third-party funding: in Horizon Europe APCs are fully reimbursed, but only within the funding period of the project).
- The article must be made Open Access (without embargo) immediately upon publication and published under an open Creative Commons licence (CC licence).
- The article meets the following quality criteria:
 - It was peer reviewed.
 - It complies with the rules of good scientific practice (no predatory publishing).¹
 - The identification of the author (by ORCID) and the document (by DOI) is ensured.
- The author ensures that the article is recorded in the [University Bibliography UBICO](#).
- For the purpose of long-term archiving, the article will be uploaded to BTU's [Digital Repository OPUS](#).
- In the case of DFG projects, the project number (not the reference number, cf. the grant letter) must be stated in the application and the supporting documents.
- When being published the article should, if possible, include a reference to the publication support: either "Dieser Artikel wurde durch die DFG und den Publikationsfonds der BTU Cottbus-Senftenberg gefördert." or "We acknowledge the support by the German Research Foundation and the BTU Cottbus-Senftenberg."
- The research data the article is based upon take into account the FAIR principles (Findable, Accessible, Interoperable, Reusable, see [Recommendations for Handling Research Data at the BTU \(in German\)](#)).
- The article fits thematically with BTU's [profile lines](#) ("Global Change and Transformation Processes", "Energy Transition and Decarbonisation", "Health and Life Sciences", "Artificial Intelligence and Sensor Technology").

¹ Publishers who are suspected to use predatory publishing methods (like MDPI, e.g.), are being monitored by the funders and may be excluded from funding at any point during the funding period. Up-to-date information can be found on the [homepage of the library](#).

Requirements for the Journal

- Articles in journals listed in the [Directory of Open Access Journals](#) are funded. Articles in [mirror journals](#) are generally not eligible for funding.
- Individual fees for articles in [hybrid journals](#) (subscription required) as well as journals financed through the [Subscribe2Open model](#) are also not eligible. If you are unsure, please check with the University Library before publishing.
- Additional costs outside of APCs like page charges or color charges are also excluded from funding.

5. Procedure

1. The applicant submits the [online form](#) after the article has been accepted. Questions concerning the funding can be sent to openaccess@b-tu.de
2. The University Library examines the application and decides on the funding.
3. The applicant will receive feedback within one week after submitting the application.
 - 4.1. If the application is approved, the procedure is to be continued according to No. 6 "Details and Requirements for the Payment of the Funding".
 - 4.2. If the application is rejected, the applicant must pay the bill from the available funds of their own accounting unit.
5. The applicant is responsible for the funding acknowledgement and the record in UBICO in cooperation with the University Library.

6. Details and Requirements for the Payment of the Funding

After receiving the approval of funding, the invoice will typically be paid by the University Library directly (see instructions under 6.1).

If chairs / faculties / central research units already paid for the APCs, it is also possible to request reimbursement via internal transfer (*Umbuchung*, see instructions under 6.2).

All invoices must comply with the requirements for [correct invoices](#) in accordance with § 14 Umsatzsteuergesetz. Among other things, BTU Cottbus-Senftenberg must be specified as the invoice recipient. Furthermore, the date of service must be indicated. The service date can also be indicated in the form of the note 'Rechnungsdatum entspricht dem Leistungsdatum.' or 'Invoice date corresponds to the service date'.

6.1 Instructions for the submission of invoices

- **The invoice must always be sent directly to rechnung@b-tu.de by the publisher. The subject of the e-mail must contain "OE 9730_RE".**
- In the case of article fees whose amount is higher than the funding amount of € 2,000, the remaining amount will be transferred to the department / faculty / central scientific unit.

6.2 Instructions for requesting reimbursement of costs

The reimbursement of costs of max. € 2,000 is done with an *Umbuchung* to the accounting unit of the department, faculty or central scientific institution. For this purpose, the following documents are to be sent with the online form or later as an e-mail attachment to openaccess@b-tu.de:

- APC invoice as a pdf file
- [Umbuchung form](#) (Please fill in the upper half of the form, including the HÜL-No., booking date and *Kostenart* (Publication costs = 68171) (<https://www.b-tu.de/intern/formulare/finanzen/buchungsformulare>).

7. Contact Information

If you have any questions or require further information on the procedure, please contact Ms Meixner or Ms Schad at the University Library:

Charlotte Meixner
IKMZ / University Library
T: +49 (0)355 69 2364
E: Openaccess@b-tu.de

Simone Schad
IKMZ / University Library
T: +49 (0)355 69 3205
E: Openaccess@b-tu.de