

Setting Up an Editorship/Officership Account

First, complete an extramural transmittal form and submit the following information:

- A full description of the activity being supported.
- The inclusive begin and end dates of the arrangement.
- The payment procedures (i.e. prepaid, invoicing required). [If invoicing is required, it should be no more frequently than once each quarter.]

This information should come formally from the agency that is requesting an individual to undertake editorship/officership.

Note: Editorships are only established for arrangements involving scholarly publications. If an arrangement is to be set up involving a non-scholarly publication, the full indirect cost rate will be assessed. Officerships are only established for arrangements involving professional organizations.