

Applicant's University address and e-mail:

Freie Universität Berlin

**Universitätsbibliothek**  
Redaktion Dokumentenserver  
Garystr. 39  
14195 Berlin

Berlin

**Telephone** +49 30 838- 54276 / 50781  
**Fax** +49 30 838- 4542 24  
**E-mail** [edocs@ub.fu-berlin.de](mailto:edocs@ub.fu-berlin.de)  
**Internet** [www.ub.fu-berlin.de](http://www.ub.fu-berlin.de)

## Application for reimbursement of the publication fee

I, as corresponding or submitting author  
hereby apply for funding of an open access journal article from the publication fund of Freie Universität  
Berlin for the following publication (please provide the following data: authors, title, journal, year):

The article fulfills the following requirements of the Freie Universität Berlin:

The article is published in a journal that makes all articles available over the internet to  
users free of charge as soon as they appear ("genuine open access journal").

The article is not published in a subscription-based journal according to an  
"open choice model" see also <http://www.springer.com/de/open-access/springer-open-choice>

The open access journal in which the article is published has quality assurance  
procedures in place ("peer review").

As a "submitting" or "corresponding author" I am responsible for payment of the  
publication fee and I am affiliated to the Freie Universität Berlin.

The publication fee has not been covered through third-party project funds.

Article processing charge can only be covered or reimbursed if it does not exceed the  
maximum of 2.380,- EUR incl. VAT per article.

I certify that the invoice payment and financial settlement with the publisher has already been done.

Furthermore the costs will not be or have not been already reimbursed from another source.

The article was published in \_\_\_\_\_ in an open access journal which fulfills the  
above mentioned requirements.

I will deposit the article immediately in Refubium.  
(<https://refubium.fu-berlin.de>)

Place, date

Applicant's signature / please add name in capital letters

For reimbursement, please send the following documents together with the signed application form to: [edocs@ub.fu-berlin.de](mailto:edocs@ub.fu-berlin.de)

- **Publisher's invoice (copy)**

Please note: In case of an invoice from European countries the invoice amount should be stated without VAT.

- Please indicate the **accounting details** ("Fonds", "Kostenstelle", "Finanzposition", "FI Belegnummer"\*) and enclose the internal account statement (oRA) indicating the invoiced amount paid out of the bank account.

Fonds:

Kostenstelle:

Finanzposition:

FI-Beleg-Nr.:

Rechnungsbetrag (Euro):

The University library verifies the completeness of the documents and forwards them for reimbursement. Processing of application takes place upon receipt.

\* please refer to your department if necessary