



**INTERNATIONAL ISLAMIC UNIVERSITY  
MALAYSIA**

**RESEARCH MANAGEMENT CENTRE**

**CHECKLIST FOR APPLICATION FOR PUBLICATION FACILITATION FEE  
PAYMENT**

**NAME :**

**STAFF NO :**

<b>No</b>	<b>Items</b>	<b>Check List (Please tick)</b>
1	Application Form	<input type="checkbox"/>
2	The applicant is an IIUM active staff who has no research funding to support the publication fee	<input type="checkbox"/>
3	The principal author (first academic author or corresponding author) of the article must be of IIUM's affiliation. If the first author is a student, the student must be of IIUM's affiliation	<input type="checkbox"/>
4	Copy of camera ready full article (the article must have IIUM affiliation)	<input type="checkbox"/>
5	Receipt of fee payment and copy of payment instruction (verified by the RMC).	<input type="checkbox"/>
6	Copy of letter of acceptance from the publisher / Evidence of publication if the paper has been published	<input type="checkbox"/>
7	Evidence that the article will be published in indexed journal (WoS Q1, Q2, Q3, Q4, ESCI or Scopus).	<input type="checkbox"/>
8	Maximum cap is RM 5,000.00 per staff/year (to check with previous claim(s) if any)	<input type="checkbox"/>
9	The budget is available	<input type="checkbox"/>
10	The copy of the article has been deposited into IREP	<input type="checkbox"/>
11	Verification by the IIUM Library	<input type="checkbox"/>

The above items are available. Thank you.

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Signature of the Applicant

Official stamp : \_\_\_\_\_

Date :

Document No	IIUM/GMU/11
Version	03
Revision	02
Effective Date	9 April 2020



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## PUBLICATION FEE FACILITATION FORM

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Kulliyah: .....

Tel. / Hand Phone No: .....

I.C / Passport No: .....

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### BANK PARTICULARS

Bank's Name: .....

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### PART 11 : TYPE OF PUBLICATION

Please indicate the type of publication for:

WOS (Q1, Q2, Q3, Q4, ESCI) and SCOPUS :

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### PART 11I : AMOUNT REQUESTED:

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- *Articles must be accepted in WoS Q1, Q2, Q3, Q4, ESCI and Scopus for 2018 onwards.*
- *Ensure publication information has been uploaded into IREP database*
- *Please provide the camera ready full article.*
- *Please provide JCR quartile category (Please refer to example).*
- *Please provide proof of expenses, official receipt and credit card statement (if applicable)*

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**PART IV: DETAILS OF PAPER OR ARTICLE**

Title of the Paper or Article:

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Name of Journal and

Publisher:.....

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Date of Publication: .....

Volume No.: ..... No. of Pages: .....

ISSN / E-ISSN: ..... IREP NO:.....

**PART V: STAFF DECLARATION**

I, (Name).....

.....

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hereby declare that all the information given herein is true and that I have **NOT** applied for the reimbursement of publication fee for this article elsewhere. I have also enclosed the supporting documents for reference.

I am also aware that this is **NOT** a publication incentive as I will only be reimbursed for the amount that I have spent for my publication.

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Signature of Applicant

Date

**PART VI: VERIFICATION BY HEAD OF DEPARTMENT / HEAD OF RESEARCH**

I, hereby verify the above claim.

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Signature and Official Stamp

Date:

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- SCOPUS
- Verified and recommended
- Verified and not recommended

b) IREP No. ....

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- Recommended
- Not Recommended

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**Approved by Director, RMC:**

- Recommended
- Not Recommended

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