

GARIS PANDUAN PERMOHONAN DANA PENERBITAN JURNAL (APPLICATION FOR JOURNAL PUBLICATION FUND GUIDELINES)

1. Pemohon terdiri daripada Pegawai Akademik yang sedang berkhidmat di Universiti Putra Malaysia (UPM) sahaja. *(Applicants are the Academicians who are serving in Universiti Putra Malaysia (UPM) only)*
2. Pelajar (Master/PhD) dan Post-Doc UPM yang layak, perlu mengemukakan permohonan menggunakan atas nama Penyelia/penulis bersama (Pegawai Akademik). *(Postgraduate and Post-Doctoral staffs who are eligible, should apply on the name of the supervisors)*
3. Syarat permohonan adalah seperti berikut: - *(The application form must include the following documents :)*
 - i. Jurnal yang tersenarai di *Journal Citation Reports® - ISI Web of Knowledge* sahaja
(Proof of journal listed in the Journal Citation Reports® - ISI Web of Knowledge)
 - ii. Jurnal yang telah diterima oleh penerbit untuk diterbitkan *(Journal's acceptance letter or e-mail)*
4. Dokumen-dokumen yang perlu dilampirkan bersama borang permohonan:
 - i. Borang permohonan yang lengkap diisi dan ditandatangani *(Completed and signed application form)*
 - ii. Surat/emel penerimaan jurnal daripada Penerbit *(Acceptance letter/emel of journal from the publisher)*
 - iii. Bukti cetakan daripada KM Portal pensyarah *(Printed proof from the KM Portal)*
 - iv. Invois atau resit *(Invoice or receipt)*
 - v. Manuskrip - Muka surat hadapan sahaja *(Attachment of off-print journal - Front page only)*
5. Pemohon yang telah membuat pembayaran terlebih dahulu boleh membuat tuntutan dengan:
(If the applicant paid the service charge in advanced, he/she will have to:)
 - i. Mengisi e-claims (Bendahari) dan memilih **Kod PTJ: 12051** (Pejabat TNC (Penyelidikan dan Inovasi)) dan **Kod Projek: 9001103**. *(Fill out the e-claims (Bursar) and select **Kod PTJ: 12051** (Pejabat TNC (Penyelidikan dan Inovasi)) and **Kod Projek: 9001103**)*

- ii. Resit bayaran bank dan invois asal perlu dilampirkan bersama. *(Bank payment receipt (original copy) and original invoice need to be attached)*
 - iii. Pembayaran menggunakan kad kredit atau *online* banking, perlu disertakan bersama cetakan penyata *online* atau penyata bulanan kad kredit. *(If the payment is made by credit card, attached the monthly/online credit card statement)*
 - iv. Sekiranya bayaran pendahuluan dibuat atas nama pelajar dan lain-lain, pelajar perlu menulis surat memberi kebenaran kepada Penyelia/Pegawai Akademik dan disertakan bersama borang permohonan. *(If the advanced payment is made through a third party, an approval letter needs to be obtained from the Supervisor/Academicians and attached with the application form)*
6. Pusat Pengurusan Penyelidikan (RMC) UPM hanya membayar jurnal yang tersenarai di *Journal Citation Reports® - ISI Web of Knowledge* sahaja seperti berikut. *(The Research Management Centre (RMC) UPM will only pay for journals listed in Journal Citation Reports® - ISI Web of Knowledge only.)*

Ranking of Jurnal	Maklumat Pembayaran (Payment Information)
Q1 & Q2	Dibiayai sepenuhnya oleh RMC dan tertakluk kepada kelulusan Pengurusan RMC <i>(Fully paid and is subject to approval from RMC).</i>
Q3 & Q4	Yuran penerbitan > RM5000 - Pihak RMC hanya membiayai RM5000 sahaja. Selebihnya perlu ditanggung oleh pemohon sendiri <i>(Publication fees > RM5000 - partially paid up to RM5000, the remaining cost has to be paid by the applicants).</i>

7. Pembayaran akan dilaksanakan selepas mendapat pengesahan Timbalan Pengarah/Pengarah, Pusat Pengurusan Penyelidikan, UPM. Jangka masa proses pembayaran di antara 2 – 3 minggu. *(Payment will be made after obtaining the approval from the Deputy Director/Director of the Research Management Centre, UPM. The estimated processing period is within 2 – 3 weeks)*
8. Borang permohonan yang telah lengkap perlu dihantar sendiri atau melalui surat ke Bahagian Perancangan Penyelidikan dan Pengurusan Ilmu, Pusat Pengurusan Penyelidikan, Pejabat TNC (Penyelidikan dan Inovasi) / u.p.: Borang Permohonan Dana Penerbitan Jurnal. *(The completed application form can be sent by the applicant himself/herself or mail to the Knowledge Management Centre, Research Management Centre, Office of the Deputy Vice Chancellor (Research and Innovation) / u.p.: Journal Publication Fund Application Form)*