PAGE CHARGE FUND APPLICATION RULES & GUIDELINES

CONTENTS

1. INTRODUCTION
2. PAGE CHARGES PAYMENT RATE
3. APPLICANT ELIGIBILITY
4. CONDITIONS OF APPROVAL
5. REQUIRED DOCUMENTS
6. PAYMENT PROCESS (IMPORTANT! FOR THOSE WHO HAS NOT MADE PAYMENT PLEASE REFER TO 5.1)

1. INTRODUCTION

The Page Charge Fund was established to provide financial assistance to University of Malaya's academic staff, students and researchers who have published articles in ISI journals. It is also to encourage UM academic staff, students and researchers to publish quality research and well-written articles in the top-tier journals.

2. PAGE CHARGES PAYMENT RATE

2.1. Starting 1st June 2017, JKP Meeting on 5/12/2016 has approved the new Page Charge Fund payment rate as the following:

<table>
<thead>
<tr>
<th>QUARTILE / TIER</th>
<th>TOTAL PAYMENT (RM) PER PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Up to RM3,000</td>
</tr>
<tr>
<td>Q2</td>
<td>Up to RM2,000</td>
</tr>
</tbody>
</table>

*For publication in a journal with an impact factor more than 10, application approval will be considered as a special case.

This payment rate also includes Open Access Q1/Q2 ranked journals (online journals without print publication), but only for Open Access journals with Impact Factor of more than 1.0 only.

2.2. The payment for the publication of the current year will be made based on the Journal Citation Reports (JCR) of the previous year. For example, JCR data from 2018 will be referred for publication dated 2017.

https://jcr.incites.thomsonreuters.com

2.3. The number of paper published is not limited, subject to the Associate Vice-Chancellor's (Research & Innovation) approval.
3. APPLICANT ELIGIBILITY

3.1. Applicant must be a University of Malaya permanent or contract staff. Contract staff must be under the UM Human Resource Division payroll.

3.2. Research Fellow, Post-Doctoral Research Fellow and postgraduate candidates must still in an active status when the application is made. Application is required to be endorsed by each supervisor's/ PI in advance. Supervisor / PI employment status is subject to paragraph 3.1.

3.3. Applicant must have the following ACTIVE grants. However, the application for Page Charge Fund can be made within ONE YEAR after the grants expired or the project ends.

Grants accepted are as follows:

(a) University Malaya Research Grant (UMRG) – Project/Programme
(b) Grand Challenge (GC)
(c) Flagship under the Research Cluster (RU Allocations)
(d) Fundamental Research Grant Scheme (FRGS)
(e) Exploratory Research Grant Scheme (ERGS)
(f) Long Term Research Grant Scheme (LRGS)
(g) University of Malaya Research Fund Assistance (BKP)
(h) Postgraduate Research Fund (PPP)
(i) RU Grants (Under Faculties)

The payment for publication from High Impact Research (HIR) research grant will only be considered if it is published in the Tier 2-category journal.

3.4. Applicant must be the Corresponding Author of the publication that includes researchers from other institution.

4. CONDITIONS OF APPROVAL

4.1. Manuscript must be already ACCEPTED for publication.

4.2. Manuscript published must bear the University of Malaya address.

4.3. Applicant is required to acknowledge his/her current (and active) research grant.

There is no limit on how many grants that applicant can acknowledge but only the first three grants acknowledged are be considered.

Example of grant acknowledgement:

“This research is funded by University of Malaya Research Grant (RG00/10)”

Or

“This research was financially supported by the Ministry of Higher Education Malaysia (FRGS-FP000/xxxC). We thank the reviewers and associate editor for their comments which improved this manuscript”
4.4. Publication is submitted to the Web of Science-indexed journal (ISI).
https://jcr.incites.thomsonreuters.com

4.5. Payment will only covers page charge fees or processing fees imposed by the publisher, subject to the maximum amount allowed by UM. Payment does not include reprinting, editing fees or translation service fees.

5. REQUIRED DOCUMENTS

5.1. The completed Page Charge Fund Application Form which can be downloaded from the following link:
https://www.um.edu.my/research-and-community/information-for-researchers/research-governance/policies-guidelines
5.2. Attach the following documents together with the application form:

- Letter or e-mail of acceptance.
- Billed invoice with invoice no/order no/reference no. (Invoice attached must be invoice BEFORE payment is made)
- A copy of CERTIFIED TRUE COPY credit-card statement, bank statement or any proof of payment to the journal publisher – for those who paid in advance.
  
  The name of applicant must be the same of the payer.

- A copy of the front page of the manuscript with the names and addresses of contributors.
- A copy of the page which stated the grant acknowledgement.

-Please proceed to next page for PAYMENT PROCESS-
6. PAYMENT PROCESS

6.1. For applicant **who has NOT made any payment:**

— If the amount payable to the publisher of the journal exceeds the amount approved by the University of Malaya, UM Bursar will make payment on the specified amount only.

There are two (2) ways for the PI/applicant to make payment of the access amount:

1. **To pay directly into University of Malaya's account (ACC NO: 8001279998) via bank transfer.**

   - After the transfer, please get receipt from Bursar Counter at the Chancellery Building.
   - Submit transaction slip/statement AND receipt to Level 7, IPPP

---

**Transaction Slip**

---

**Bursar’s Receipt**

---

**SAMPLE**

---

cont/-
2. To perform the Internal Money Transfer (IMT) from acknowledged grant by following the process stated below:

(a) Before making any payment transfer, applicant must ensure the journal publishers have registered as VENDOR on e-procurement portal;

(b) Applicant MUST ensure the balance in the grant(s) acknowledged in the publication is sufficient to transfer the balance of payments;

(c) Next, applicant has to perform the Internal Money Transfer (IMT) via Research Grant Management System (RGMS) after the application of Page Charge Fund is approved by taking this further steps:

√ Get written permission or endorsement from the Director of PPGP to perform IMT via official letter (refer example)

SAMPLE LETTER

[Date]

Dr. Noor Hasnah Binti Mohd
Director
Centre of Research Grant Management
Level 4, IPPP
University of Malaya

Dear Mdm.,

Request to make payment for page charge fund using xxx grant

I am pleased to inform you that the article "TITLE OF ARTICLE" has been accepted for publication in "NAME OF JOURNAL". This work has been accomplished under the grant "PROJECT NO". To get the article published, the total amount in the invoice to be paid is "__". However, IPPP will only pay RMxxx for the paper.

In this regard, I would be grateful if you can approve the excess amount of RMxxx from the grant for the Page Charge Fund admin to transfer the total amount in the invoice to the journal publisher. I hereby attach the relevant documents for your consideration.

Thank you very much.

Yours sincerely,

(NAME OF APPLICANT)
Perform IMT process via RGMS (Professional Services & Other Services' category)

Print the IMT slip and get approval from the PI/applicant’s Head of Department in the faculty.

Submit the IMT Slip attached together with approval/endorsement from Director of PPGP to Level 4, IPPP.
WORK FLOW OF IMT APPLICATION:

Publication charge: RM3,500 to Q1 journal.

Amount approved up to RM3,000.

Balance: RM500

Get written permission or endorsement from the Director of PPGP (Level 4, IPPP) to perform IMT

IMT permission approved

PI Perform IMT process via RGMS (Professional Services & Other Services' category)

Print IMT Slip, attach with endorsed IMT permission, submit to IPPP Finance Division

Follow-up with UM Bursary regarding the transfer of payment to the account of the journal publisher.

Diagram 1

Total amount in Invoice: RM3500

Step 1: APPROVED AMOUNT FROM PAGE CHARGE FUND: RM3000

Step 2: Balance: RM500 From Applicant’s acknowledged grant / Bank transfer

Step 3: CONSOLIDATED AMOUNT: RM3500 BURSAR PAY TO PUBLISHER

cont/-
6.2. For those who paid in advance:

(a) University of Malaya will make payment on the specified amount only (Please refer to paragraph 2 above).
   Applicant has to bear the extra amount payable to the publisher of the journal, if it exceeds the amount approved by the University of Malaya.

Example 1:

Publication charge: RM3,500 to Q1 journal
   ▶ Amount approved up to RM3,000.
   ▶ Applicant has to bear the extra cost of RM500

Example 2:

Publication charge: RM1,200 to Q1 journal
   ▶ Amount approved up to RM1,200 only.

(b) For every successful application, payment will be made by UM Bursar through EFT to the applicant’s account.

-END-

Regards,

Associate Vice-Chancellor’s (Research & Innovation)
Institute of Research Management & Services (IPPP)
University of Malaya