

PAGE CHARGE FUND APPLICATION RULES & GUIDELINES

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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:

QUARTILE / TIER	TOTAL PAYMENT (RM) PER PAPER
Q1	Up to RM3,000
Q2	Up to RM2,000

*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 2019 will be referred for publication dated 2018.

<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) – including GPF
- (j) University of Malaya Impact-Oriented Interdisciplinary Research Grant Programme (IIRG)

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 if the publication 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>

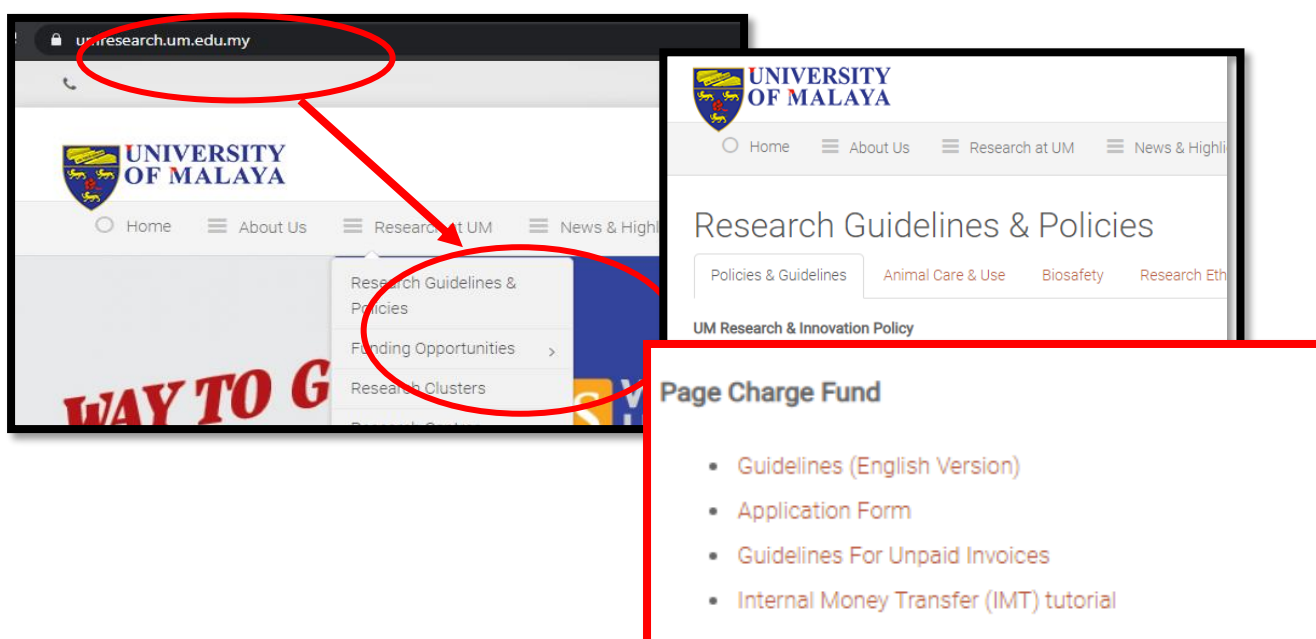
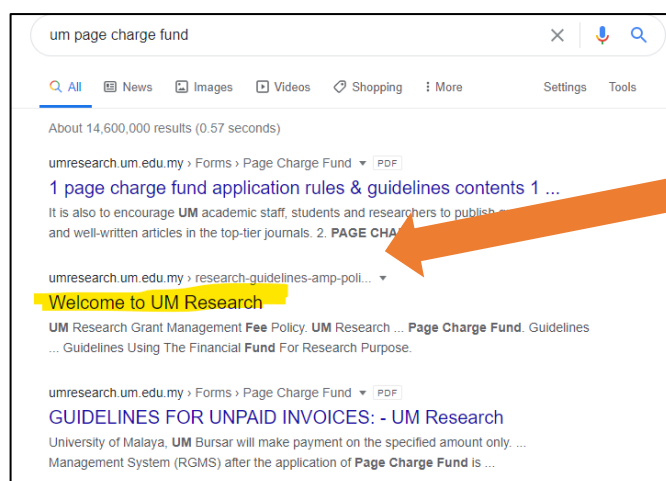
4.5. Payment will only covers page charge fees or processing fees imposed by the publisher, subject to the maximum amount allowed by UM. Payment does not include reprinting, editing fees or translation service fees.

5. REQUIRED DOCUMENTS

5.1. The completed Page Charge Fund Application Form which can be downloaded from the following link:

<https://umresearch.um.edu.my/research-guidelines-amp-policies>

Or alternatively, you can Google search for the keyword **“um research page charge fund”** and click the second link.



5.2. Attach the following documents together with the application form:

- √ Letter or e-mail of acceptance.
- √ Invoice or pro-forma invoice with **invoice no/order no/reference number**.
- √ 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.

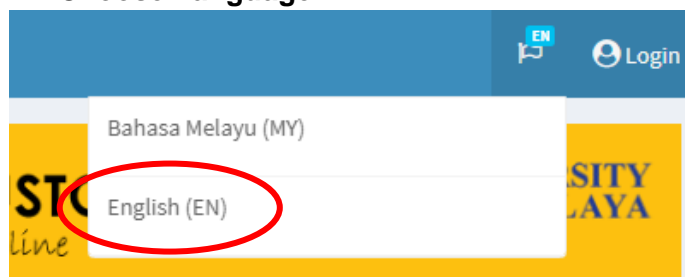
There are two (2) ways for the PI/applicant to make payment of the access amount:

METHOD #1: E-PAY @ UM

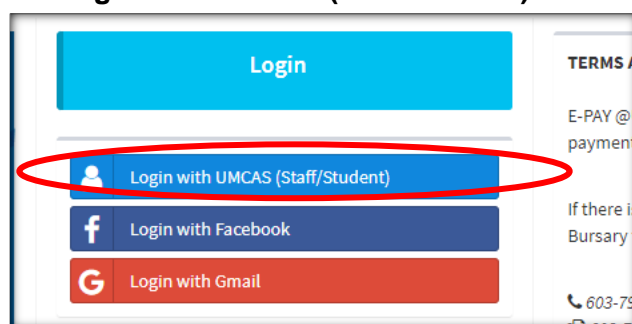
1. To pay directly into University of Malaya's account via E-PAY @ UM - <https://epay.um.edu.my/>

<https://epay.um.edu.my/> > Login with UMCAS (Staff/Student) > Main > Service > Service – Page Charge Fund (IPPP)

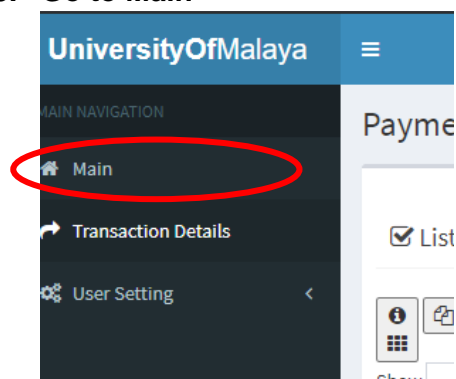
1. Choose Language



2. Login with UMCAS (Staff/Student)



3. Go to Main



4. Go the left side colum and choose “Service” and select “Service – Page Charge (IPPP)”

SERVICE

- Service - Re-examination Paper
- Service - Credit Transfer
- Service - Student Verification
- Service - Cleaning Charge
- Service - Parking Charge
- Service - Utility
- Service - Printing
- Service - Notice Board
- Service - Multimedia
- Service - Security & Traffic
- Service - ICT
- Service - Photography
- Service - Consultancy
- **Service - Page Charge (IPPP)**
- Service - Banner / Bunting
- Service - Machine
- Service - Art & Culture
- Service - Journal Fees
 - Journal Institutions & Economics - FFA

Please update your “User Profile Information” if prompted.

5. Continue to the Payment Process Flow

PAYMENT PROCESS FLOW

Make sure all the details are accurate and correct !

Payment Information

(*) Indicate field required

Pay for: Service - Page Charge (IPPP)

Name: [Redacted]

MyCard No./Passport: [Redacted]

Category *: UM Staff

Staff No *: [Redacted]

Total payment *: 2 MYR

Description *: Payment of publication fees

Payment For Third Party ? Yes No

[Next >](#)

Make sure all the details are accurate and correct !

Payer Information

Mailing Address: [Redacted]

Email Address: [Redacted]

Phone No.: [Redacted]

Mobile Phone No.: [Redacted]

[Back](#) [Next >](#)


Make Payment

(*) Indicate field required

Payment Mode *

- VISA MyDebit Credit Card / Debit Card
- FPX Internet Banking

Validation Code *



Enter the code above here

Can't read the image? [Click here to refresh](#)

Confirmation *

I Agree with [Terms & Conditions](#) for Payment via **E-PAY @UM** (University of Malaya) system.

[Back](#) [Make Payment](#)

METHOD #2: INTERNAL MONEY TRANSFER via RGMS

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 **Head of PPGP** to perform IMT via official letter (refer example)

SAMPLE LETTER

Date

Head
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 our 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 Qx 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)

cont/-

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

portal.um.edu.my/mainpage.php?module=RGMS

UMPortal

Puan Nurhazni Bibi Zanzabir

Dashboard Research Grant Management System (Efinance)

Research Grant Management System (RGMS)

For more information, please contact

- Grant Management : +603-7967 4522
- Finance & Technical : +603-7967 4525

ACTIVITY APPLICATION [USER MANUAL]

RESEARCHER (PEWELDIK)

RGMS (Efinance)

Research Grant Management System

VIEW ALL PROJECTS NEW ACTIVITY APPLICATION ALL ACTIVITY APPLICATIONS

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

Bursar
University of Malaya

Internal Money Transfer

Project No :
SAGA Project No :
Project Leader : JENNIFER ANN HARIKRISHNA
Payee :
Allocation : Professional Services
Category :
Account Code :
Expenses : Internal Money Transfer
Category :
Description : Payment page charge for manuscript publication to Tabung Page Charge Fund IPPP
Amount : RM
Date of Transaction : 8/06/2017

Project Account Balance: RM

Submitted By: Approved By:

Name: JENNIFER ANN HARIKRISHNA
Date: 8/06/2017

Head / Dean
Date & Cbp 14/6/2017

Associate Professor Dr. N...
Head
Institute of Biological
University of Science
50603 Kuala Lumpur

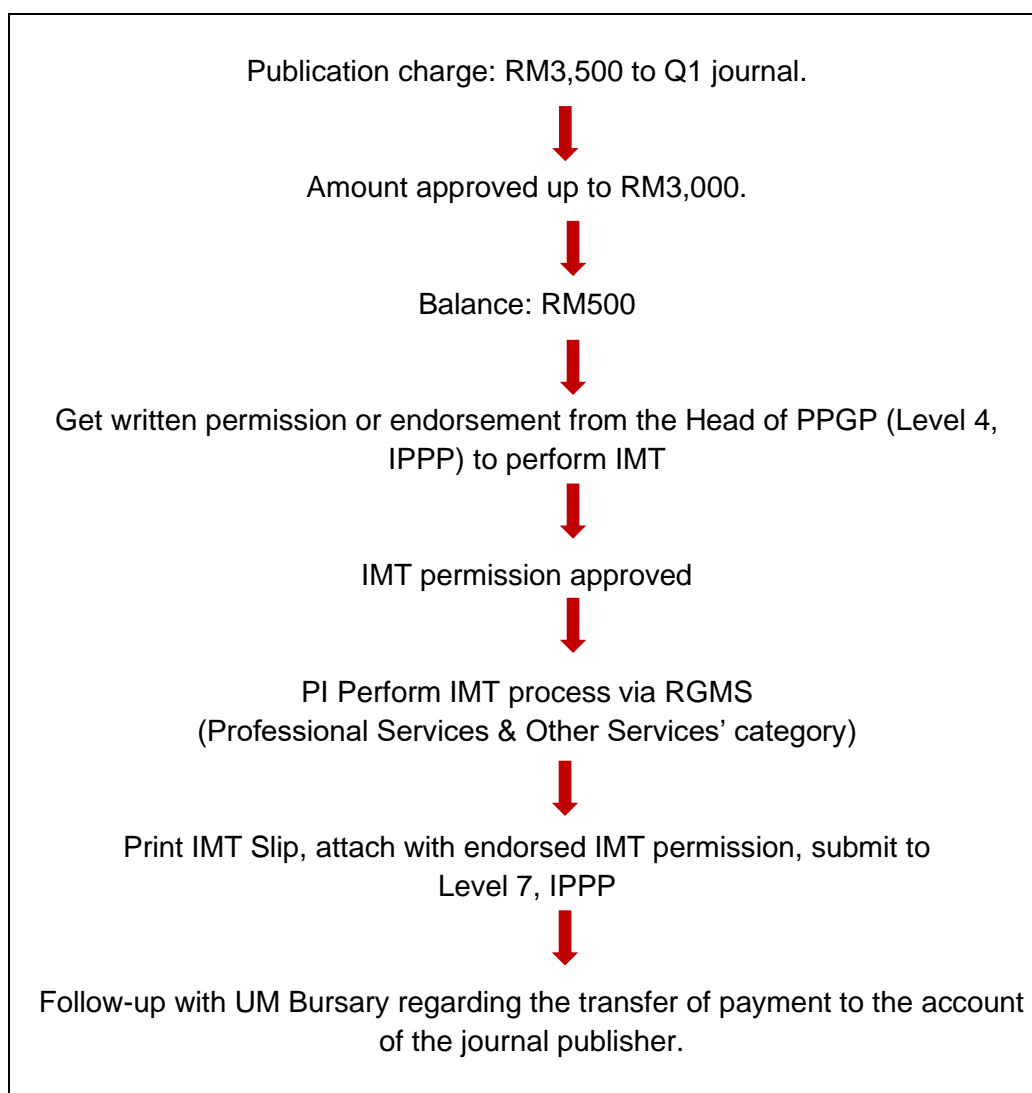
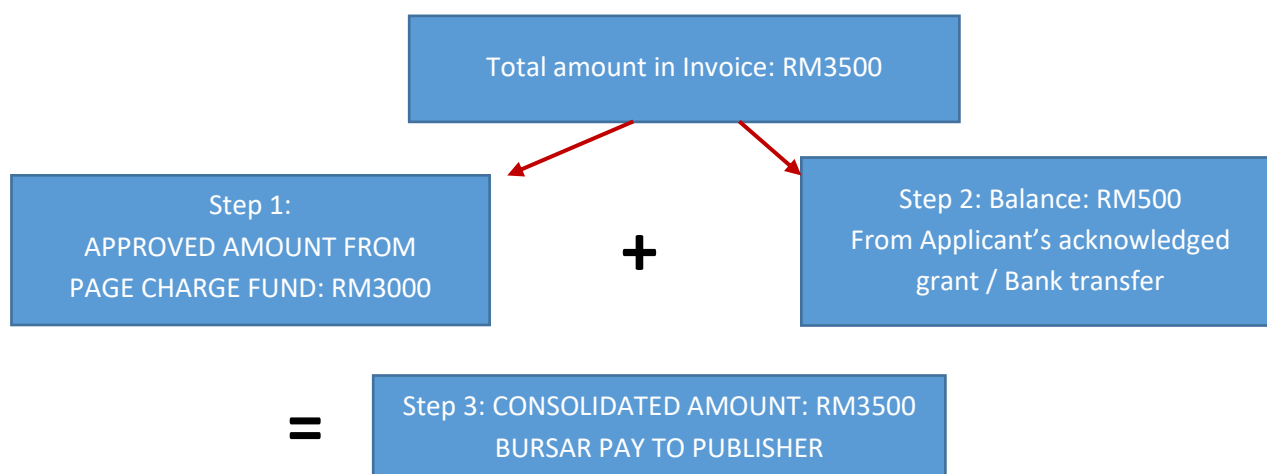
DITERIMA
14 JUN 2017
PEJABAT AM
INSTITUT SAINS BIOLOGI
UNIVERSITI MALAYA

PI's name

HOD/Dean Approval

CONTOH EXAMPLE

- ✓ Submit the IMT Slip AND approval/endorsement letter to **Level 7, IPPP**.

WORK FLOW OF IMT APPLICATION :**Diagram 1**

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