

## PAGE CHARGE FUND APPLICATION RULES & GUIDELINES

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### 1. INTRODUCTION

- 1.1 The Page Charge Fund was established to provide financial assistance to Universiti Malaya's academic staff, students and researchers who have published articles in WOS journals.
- 1.2 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

QUARTILE / TIER	TOTAL PAYMENT (RM) PER PAPER
Q1	RM6,000.00
Q2	RM2,000.00

- 2.1 The quartile / tier of the journal is based on the Journal Impact Factor (JIF) in the Journal Citation Reports (JCR) at the point of paper acceptance.
- 2.2 All applications are subject to the approval of the Executive Director, Institute of Research Management & Services.

### 3. APPLICANT ELIGIBILITY

- 3.1. Applicant must be an active Universiti Malaya's staff according to **UM Human Resource Department** and must be the Corresponding Author of the publication.
- 3.2. Application by the student need to endorse by the supervisor / PI.
- 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) Fundamental Research Grant Scheme (FRGS)
- (b) Long Term Research Grant Scheme (LRGS)
- (c) Transdisciplinary Research Grant Scheme (TRGS)
- (d) RU Grants (Exclude Partnership Grant)  
-Any others grant funding directly from RU allocation.

**e.g SATU Joint Research Grant  
IIRG Grant  
BKP Grant / BKP Special Grant**

### 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.
- 4.4. **Page charge can only be claimed for the first grants that are stated in the publication's acknowledgement.**
- 4.5. **The manuscript / article must be related to the acknowledge research grant.**

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 Education Malaysia Fundamental Research Grant Scheme FRGS/X/XXXX/XXXXX/UM/XX/X). We thank the reviewers and associate editor for their comments which improved this manuscript"*

- 4.6. Payment will only cover 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-policy>

Or alternatively, you can Google search for the keyword “**um research page charge fund**”

um page charge fund

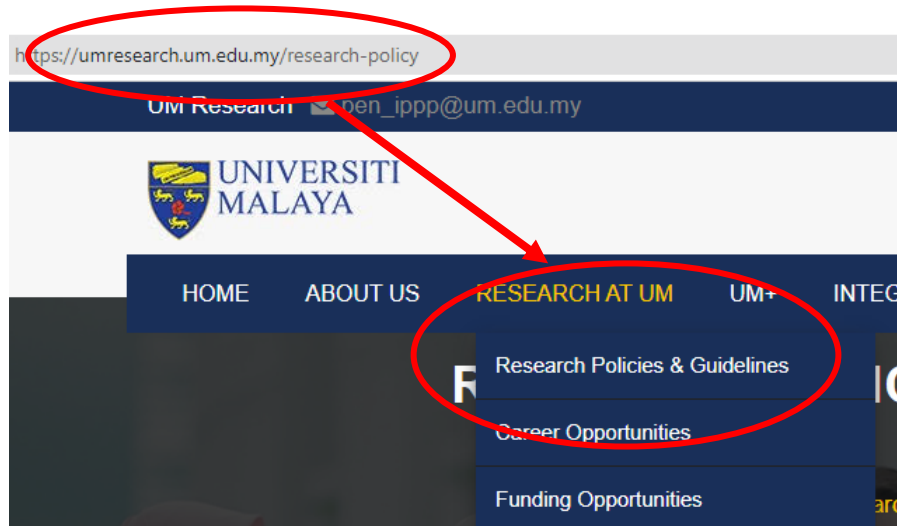
About 9,790,000 results (0.23 seconds)

[https://umresearch.um.edu.my/Forms/Page Ch... \[PDF\]](https://umresearch.um.edu.my/Forms/PageCh...) :  
**1 PAGE CHARGE FUND APPLICATION RULES ...**  
The Page Charge Fund was established to provide financial assistance to University of Malaya's academic staff, students and researchers who have published ...  
9 pages

[https://umresearch.um.edu.my/Forms/Page Ch... \[DOC\]](https://umresearch.um.edu.my/Forms/PageCh...) :  
**Page Charge Fund Form v11.1.docx - UM Research**  
Completed Page Charge Fund Application Form subject to the following: Page charge or processing fees only;. Article published in Tier 1 or ...

[https://umresearch.um.edu.my/Page Charge Fund \[PDF\]](https://umresearch.um.edu.my/PageChargeFund) :  
**GUIDELINES FOR UNPAID INVOICES: - UM Research**  
3. Go to Main <https://epay.um.edu.my/> > Login with UMCAS (Staff/Student) > Main. > Service > Service – Page Charge Fund (IPPP). METHOD #1: E-PAY @ UM ...  
6 pages

[https://umresearch.um.edu.my/rese... · Translate this page](https://umresearch.um.edu.my/rese...) :  
**Research Policies & Guidelines**  
14 Jul 2022 — Guidelines (Malay Version). 8. Page Charge Fund ... Guideline for UM Matching Grant (July 2021) - English Version ...



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

- a) Letter or e-mail of acceptance.
- b) Invoice or pro-forma invoice with **invoice no/order no/reference number**.
- c) 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.**

- d) A copy of the front page of the manuscript with the names and addresses of contributors.
- e) 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.

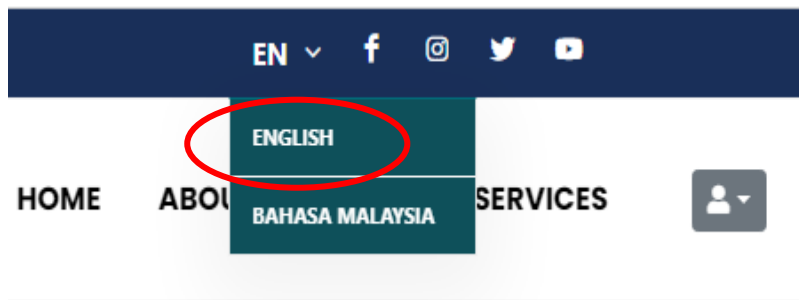
There are two (2) ways for the PI/applicant to make payment of the access amount:

### METHOD #1: E-PAY @ UM

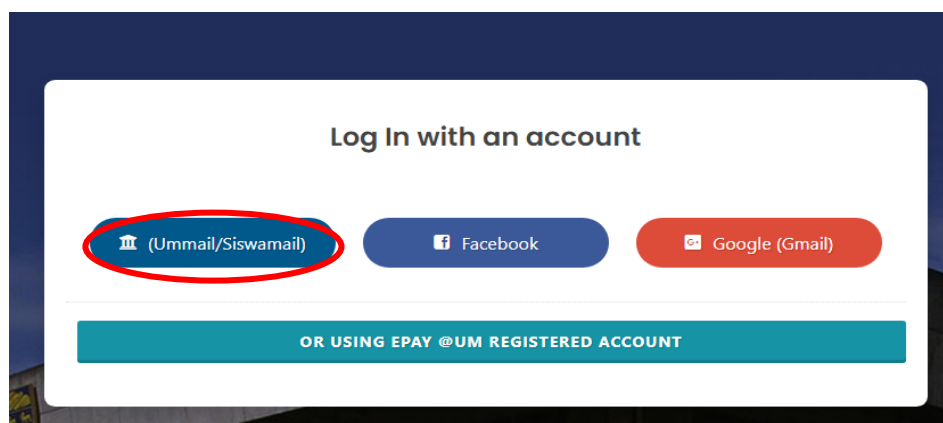
**(a) To pay directly into University of Malaya's account via E-PAY @ UM - <https://epay.um.edu.my/>**

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

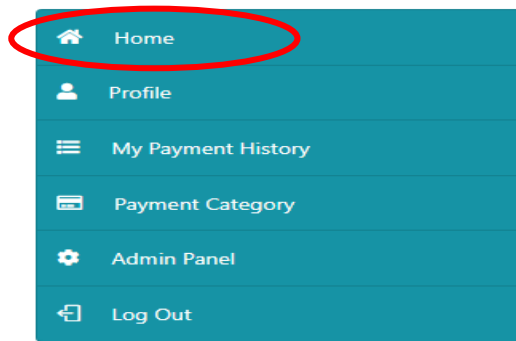
i. Choose Language



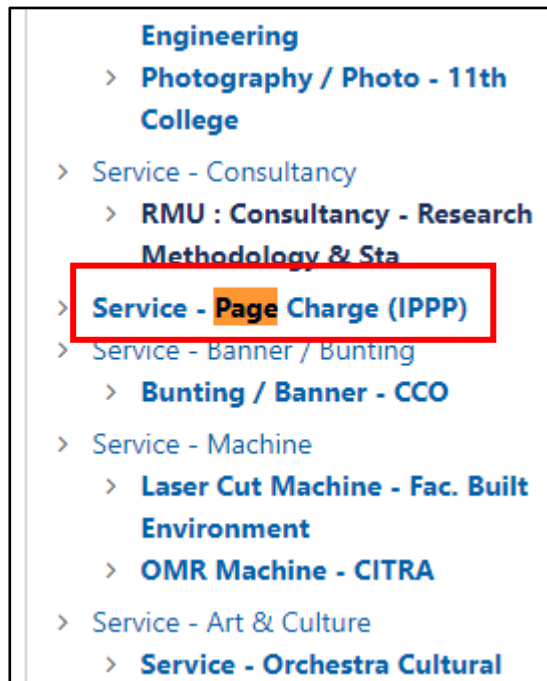
ii. Login with UMCAS (Staff/Student)



iii. Go to Home



iv. Go to the payment category and choose “Service” and (Ctrl F and search page charge) select “Service – Page Charge (IPPP)”



Please update your “User Profile Information” if prompted.

v. Continue to the Payment Process Flow

The screenshot shows the 'Payment Information' step of a payment process. At the top, there are three icons in a dashed line: a list icon for 'Payment Information', a card icon for 'Payment Method', and a checkmark icon for 'Payment Receipt'. Below the icons, a message reads: 'Please enter and make sure the payment details are correct'. The form contains the following fields:

- PAYMENT SERVICE - PAGE CHARGE (IPPP)**
- AMOUNT \***: A text input field with the placeholder 'Enter Payment Amount'.
- CURRENCY \***: A dropdown menu currently set to 'MYR'.
- CATEGORY \***: A dropdown menu with the placeholder 'Category (Staff/Student/Others)'.
- DESCRIPTION \***: A text input field with the placeholder 'Enter Description'.
- PAYMENT FOR THIRD PARTY ?**: Radio buttons for 'Yes' and 'No', with 'No' selected.

A green 'NEXT →' button is located at the bottom right of the form.



The screenshot shows the 'Payment Method' step of the payment process. At the top, the icons are: 'Payment Information', 'Payment Method' (highlighted with a blue circle), and 'Payment Receipt'. A message reads: 'Please choose the payment method and confirmed payment'. The form contains the following elements:

- Personal Information Table:**

Name :	[Redacted]	Date :	21-11-2022
MyCard No. / Passport No. :	[Redacted]	Telephone No. :	[Redacted]
Address :	[Redacted]	Email :	[Redacted]
- Payment Summary Table:**

NO	PAYMENT	AMOUNT (MYR)	QUANTITY	TOTAL PAYMENT (MYR)
1	Service - Page Charge (IPPP)	200.00	1	200.00
<b>TOTAL (MYR)</b>				<b>200.00</b>
- DESCRIPTION :** page charge fund, ...
- PAYMENT MODE \*** section with radio buttons and logos for:
  - VISA CREDIT CARD
  - FPX
  - Boost QRPAY GrabPay EWALLET
  - CASH ECASH
- TERMS & CONDITIONS** section with a checked checkbox:  I AGREE WITH THE TERMS & CONDITIONS AND PRIVACY POLICY.

At the bottom, there are two buttons: a blue '← PREVIOUS' button on the left and a green 'MAKE PAYMENT' button on the right.

## METHOD #2: INTERNAL MONEY TRANSFER via RGMS

1. 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:
    - i. Get written permission or endorsement from the **Head of BPGP** 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.

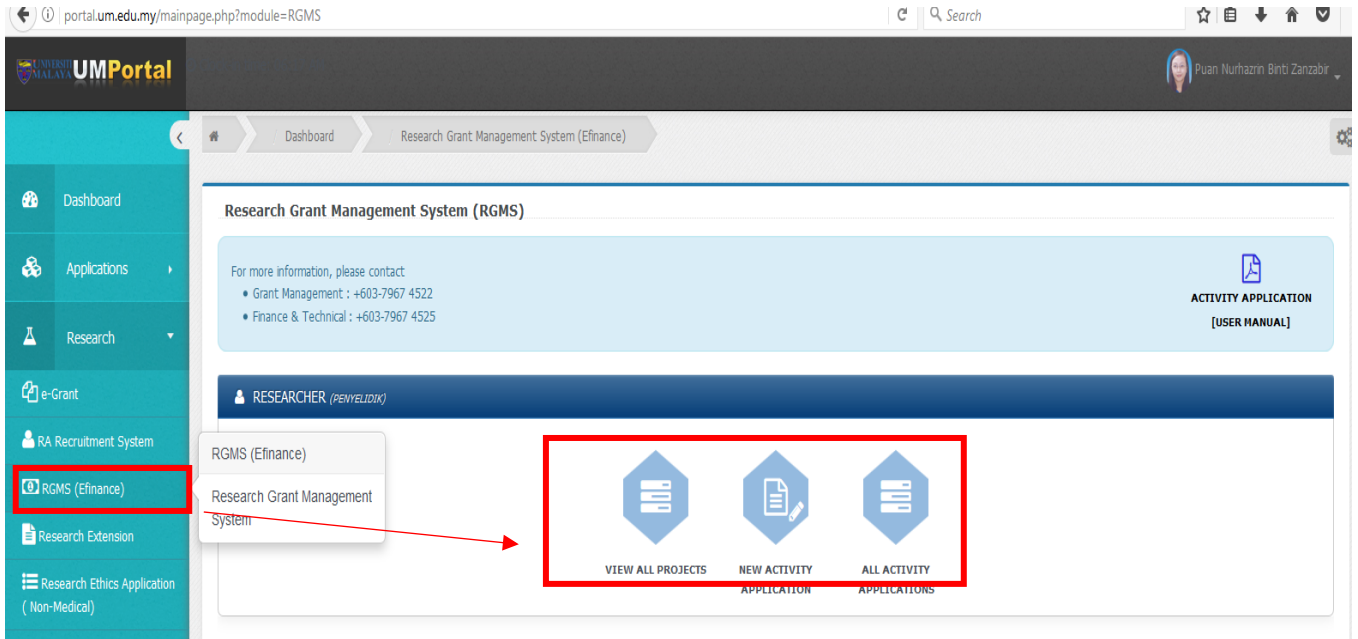
Thank you very much.

Yours sincerely,

(NAME OF APPLICANT)



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



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

Bu sar  
University of Malaya

**Internal Money Transfer**

Project No :  
SAGA Project No :  
Project Leader : [Redacted] ← **PI's name**  
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:** [Signature]  
Name: [Redacted]  
Date: 8/06/2017

**Approved By:** [Signature]  
Associate Professor Dr. [Redacted]  
Head  
Institute of Biological Sciences  
Faculty of Science  
University of Malaya  
50603 Kuala Lumpur  
Date & Cpb: 14/6/2017

**HOD/Dean Approval**

**DITERIMA**  
1.4 JUN 2017  
PEJABAT AM  
INSTITUT SAINS BIOLOGI  
UNIVERSITI MALAYA

**CONTOH EXAMPLE**

- iv. Submit the IMT Slip AND approval/endorsement letter to **Executive Director Office IPPP, Level 7, IPPP.**

### WORK FLOW OF IMT APPLICATION :

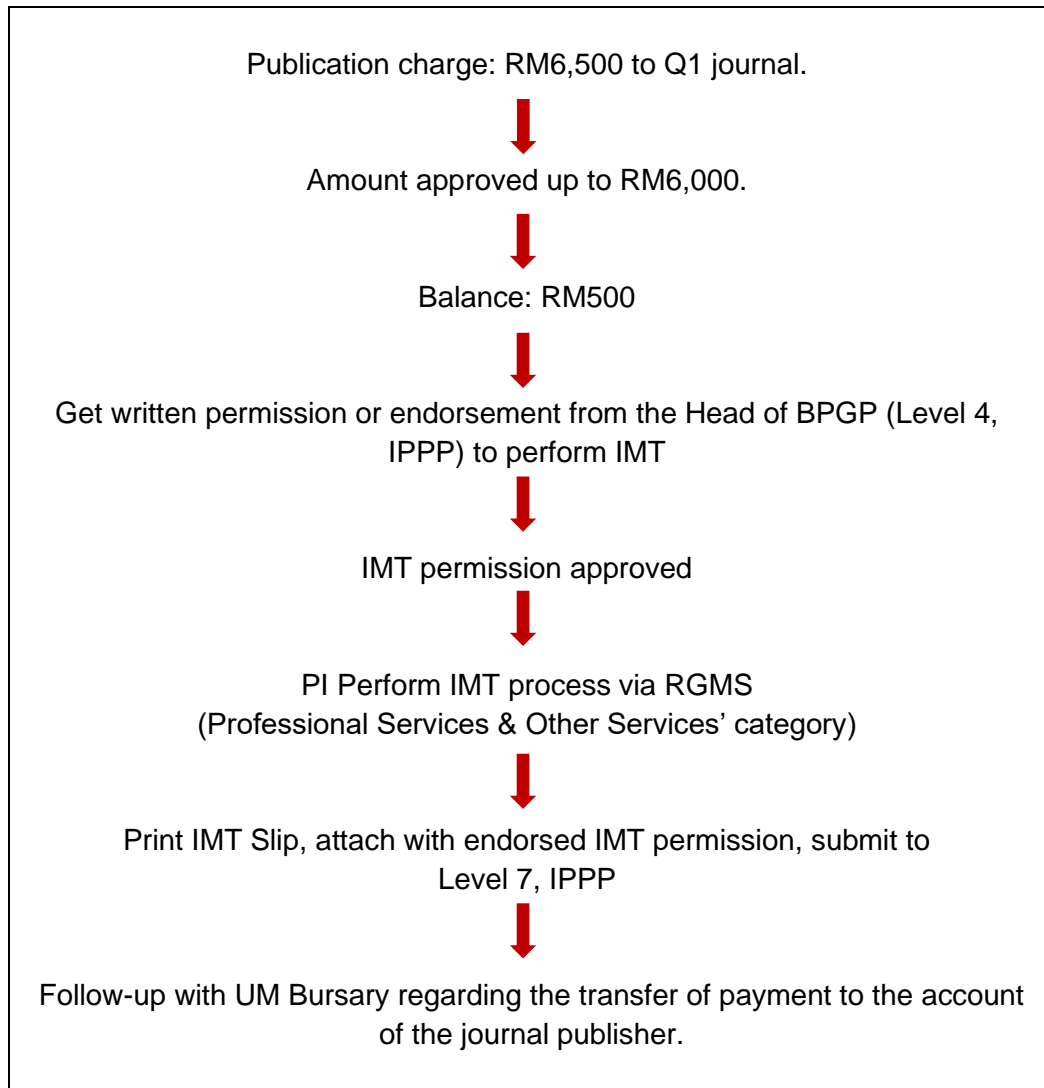
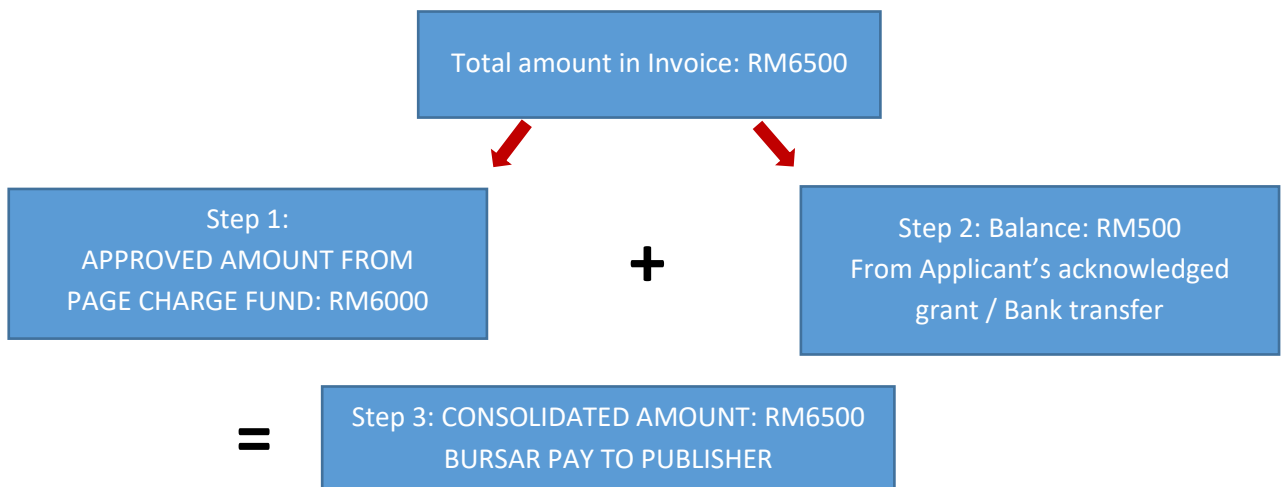


Diagram 1



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: RM6,500 to Q1 journal

- ▶ Amount approved up to RM6,000.
- ▶ 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-