UNIVERSITI TUNKU ABDUL RAHMAN
Procedure Title: FINANCIAL SUPPORT FOR JOURNAL PAPER PUBLICATION APPLICATION
Procedure Number: QP-IPSR-R&D-002
Rev No: 0
Effective Date: 24/2/2011
Page No: 1 of 2

For process flow, refer Appendix 1

OBJECTIVE: To outline the process of Journal Paper Publication financial support

SCOPE: Research Grant

DEFINITION:
- PI – Principal Investigator
- JCR – Journal Citation Reports
- IPSR – Institute of Postgraduate Studies & Research
- DFN – Department of Finance
- HOD – Head of Department
- TT – Telegraphic transfer

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| 1.1         | Submit the following documents to Faculty for recommendation:
  (a) Application form
  (b) Acceptance letter from publisher
  (c) A copy of journal
  (d) Evidence of the journal listed in the JCR-ISI Web of knowledge
  (e) Invoice from the publisher | Hardcopy | PI |
| 1.2         | Submit the recommended application to IPSR. | Hardcopy | Faculty |
| 1.3         | Verify the application.
  (a) Complete – proceed to 1.5
  (b) Incomplete – notify PI to provide the requested information, go to 1.4 | Hardcopy | IPSR Officer |
| 1.4         | Provide the requested information (go to 1.3) | Hardcopy | PI |
| 1.5         | Approve the application.
  (a) Approved – proceed to 1.7
  (b) Not approved – go to 1.6 | Hardcopy | IPSR Director |
| 1.6         | Notify PI. | Email | IPSR Officer |
| 1.7         | Issue memo for payment to DFN. | Hardcopy | IPSR Officer |
| 1.8         | DFN made payment to publisher. | Cheque/TT | DFN |
| 1.9         | Publisher received payment. | Cheque/TT | DFN |
| 2.0         | Notify and send proof of payment to PI. | Email | IPSR Officer |