



UTS

JOURNAL PUBLICATION FUND

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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	19/11/18	Establishment	00	Director, CRD
2	13/12/21	Revision from UCTS to UTS	01	Director, CRD

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1.0 OBJECTIVE

The objective of this procedure is to provide guidelines to apply and manage the journal publication fund.

2.0 SCOPE

The scope of this procedure covers the journal publication that meet the criteria set by UTS.

3.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak

CRD : Centre for Research and Development

4.0 RESPONSIBILITY

4.1 Director of CRD is responsible to ensure this procedure is adhered to.

4.2 The academic staff are responsible to follow and adhere to this procedure.

5.0 PROCEDURE

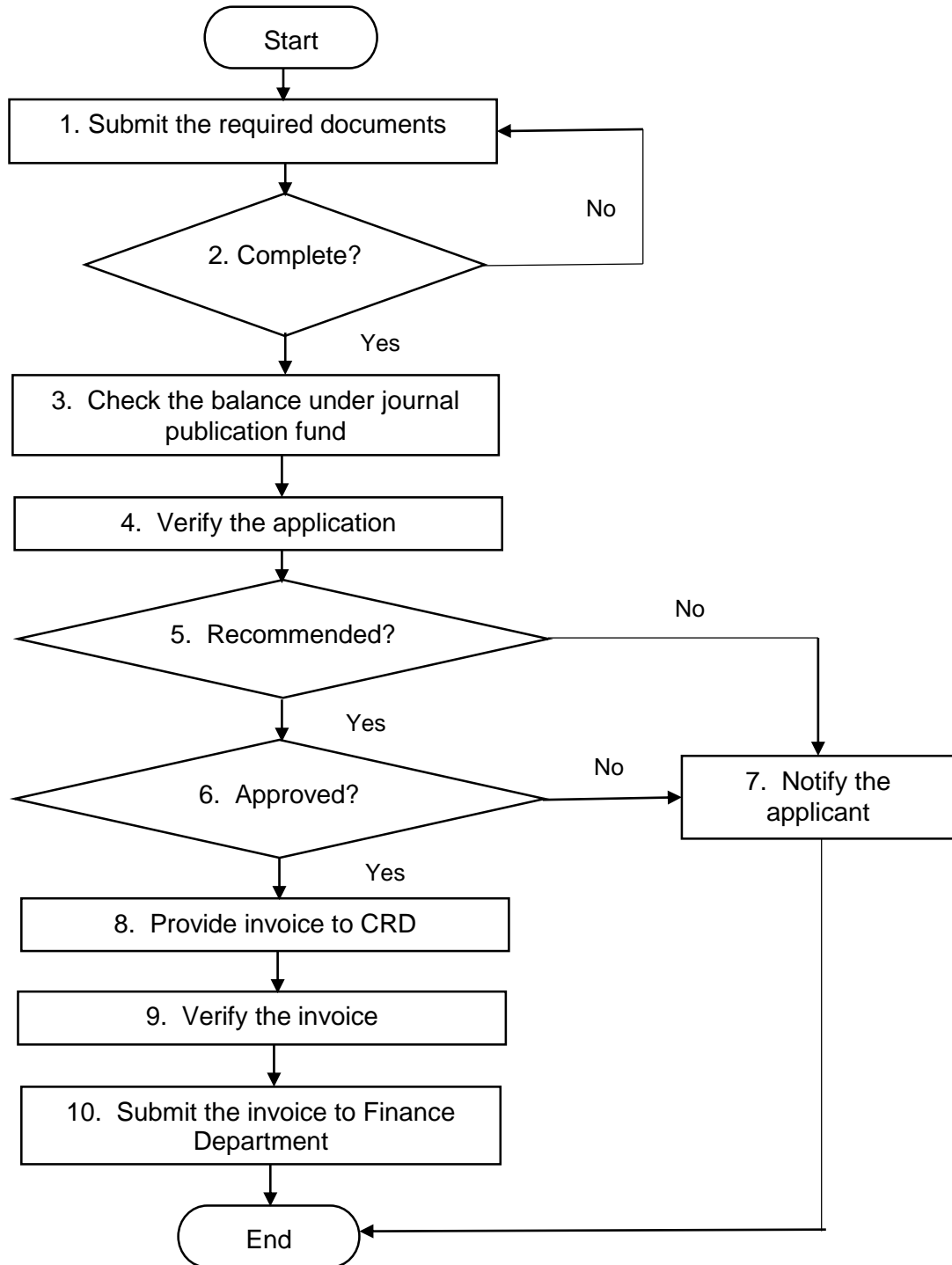
5.1 Refer to the process flow chart in the next page.



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6.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Submit the required documents. List of documents: a. Application form b. Acceptance letter from publisher c. A copy of accepted manuscript d. Evidence of the journal listed in SCOPUS/WOS/ERA/JCR	Applicant	<ul style="list-style-type: none"> • Journal Publication Fund Application Form (UTS-CRD-P06-JPFA) • Acceptance Letter from Publisher • A copy of accepted manuscript • Evidence of the journal listed in SCOPUS/WOS/ERA/JCR
2	Complete? If yes, proceed to No. 3. If no, go to No. 1.	Applicant	<ul style="list-style-type: none"> • Journal Publication Fund Application Form • Journal Publication Fund Application Form (UTS-CRD-P06-JPFA) • Acceptance Letter from Publisher • A copy of accepted manuscript • Evidence of the journal listed in SCOPUS/WOS/ERA/JCR
3	Check the balance under journal publication fund (60909).	CRD Officer	Financial Accounting System
4	Verify the application.	CRD Officer	Journal Publication Fund Application Form (UTS-CRD-P06-JPFA)
5	Recommended? If yes, proceed to No. 6. If no, go to No. 7.	CRD Deputy Director	Journal Publication Fund Application Form (UTS-CRD-P06-JPFA)
6	Approved? If yes, proceed to No. 8. If no, go to No. 7.	CRD Director	Journal Publication Fund Application Form (UTS-CRD-P06-JPFA)

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7	Notify the applicant. The process end.	CRD Officer	Journal Publication Fund Application Form (UTS-CRD-P06-JPFA)
8	Provide invoice to CRD.	Applicant	Invoice
9	Verify the invoice.	CRD Director	<ul style="list-style-type: none"> • Invoice • Journal Publication Fund Application Form (UTS-CRD-P06-JPFA)
10	Submit the invoice to Finance Department.	CRD Officer	Invoice

7.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Journal Publication Fund Application Form (together with the supporting documents)	CRD	5 years
2	Journal Publication Invoice	CRD	5 years