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|  | Procedure Quality Management System MS ISO 9001:2015 | |
| | PUBLICATION FEE REQUISITION | |
| | Ref No. | AIMST-SOP-RMC-11 |
| | Effective Date | July 2018 |
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PROCEDURE

PUBLICATION FEE REQUISITION

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| Prepared by | Reviewed by |
| RESEARCH & DEVELOPMENT OFFICER | DIRECTOR RESEARCH MANAGEMENT CENTRE |
| Approved by | |
| VICE CHANCELLOR | |

| REVISION HISTORY | | | |
|-------------------------|-----------|--------------------|--------|
| Rev. No | Rev. Date | Summary of Changes | Author |

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| 01 | 01/10/2018 | <ul style="list-style-type: none"> • Cover Page: Approved by changed from 'Deputy Vice Chancellor' to 'Vice Chancellor' • 4.0: The definition of Finance & Accounts Division was revised. • 9.1: Sentence has been revised for Step 4. | RMC |
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1.0 OBJECTIVE

This procedure describes the publication fee requisition process.

2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all grant holders, Research Management Centre (RMC) and Finance & Accounts Division Staff (FADS) for all approved funding.


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3.0 ABBREVIATION

| | | |
|------|---|--|
| PI | : | Principal Investigator |
| RMC | : | Research Management Centre |
| DRMC | : | Director of Research Management Centre |
| RDO | : | Research & Development Officer |
| FADS | : | Finance & Account Division Staff |
| FAD | : | Finance & Account Division |
| VC | : | Vice Chancellor |
| Rg | : | Registrar |

4.0 DEFINITION

| | | |
|----------------------------|---|---|
| Principal Investigator | : | The lead researcher for a grant project. |
| Research Management Centre | : | Centre responsible for research related administration |
| Grant | : | Research funds awarded by local or international funding agency, industry, ministry, Non-Governmental Organization or any personnel |
| Registrar | : | Head of university's administration |

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- Finance & Account Division Staff : A person who manages the financial affairs of the university
- Finance & Accounts Division : The Division that is responsible for financial record management, handling financial and banking transaction as well as providing procurement services to the university
- Vote : Classification of grant expenditure
- Vice Chancellor : Vice-chancellor is the person in charge of the entire operation of the university

5.0 REFERENCE DOCUMENT

| No. | Document Name | Location | Ref. No. |
|-----|------------------|----------|-----------------|
| 5.1 | MS ISO 9001:2015 | Registry | |
| 5.2 | Quality Manual | Registry | AIMST-QM-RMC-01 |

6.0 INPUT PROCESS


- 6.1 Publication Fee Requisition Form

7.0 OUTPUT PROCESS

- 7.1 Research articles

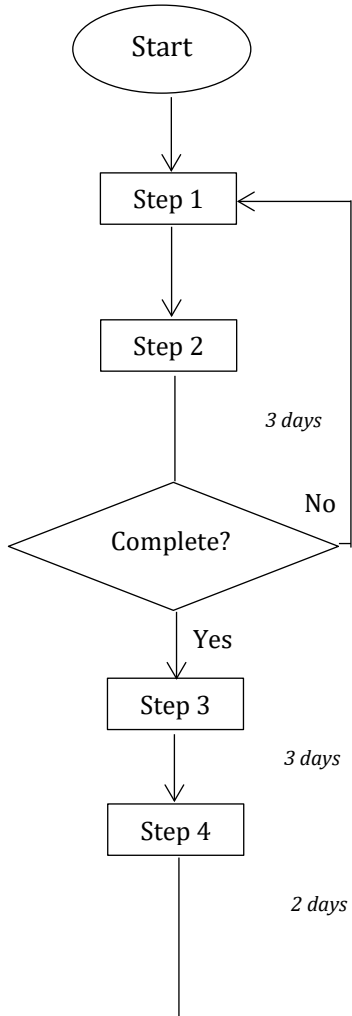
8.0 QUALITY RECORD


| No. | Reference Name | Reference No. | Location | Storage Duration |
|-----|----------------------------------|---------------------|----------|------------------|
| 8.1 | Publication Fee Requisition Form | AIMST-SOP-RMC-11-01 | FAD | 7 years |
| 8.2 | Grant Ledger | | RMC | 7 years |

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9.0 APPENDIX

9.1 Work Process Flow

| Responsibilities | Work Flow | Work Process | Quality Record | |
|------------------|--|--------------|--|----------------------------------|
| |  <pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Step2[Step 2] Step2 --> Complete{Complete?} Complete -- No --> Step1 Complete -- Yes --> Step3[Step 3] Step3 --> Step4[Step 4] </pre> | | | |
| PI | | | 1. Filling up the Publication Fee Requisition Form & providing all the necessary documents as stated in the form. | Publication Fee Requisition Form |
| RDO | | | 2. Checking for the completeness of the requisition form by verifying the publication authenticity and ensuring the publication acceptance letter is attached. If the form is incomplete it will be sent back to the PI for amendment. | |
| DRMC | | | 3. Verification and endorsing the requisition form. | |
| FADS | | | 4. Verification of the availability of fund under the specified grant account. | |

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| | | 5. Approving the publication fee requisition | |
| FADS | | 6. Processing the payment to the respective Journal and notifying the PI. | |
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