

## Rules/Policy

- 1) Awards are only for UM with UM address on the publications that are indexed only with the year of which the incentives are paid.
- 2) Except for single authorship, claims for multiple UM authors must be initiated by one of the authors and must be approved by the other authors.
- 3) For publication with more than one UM author,
  - 3.1) Any author can make the claim, but approvals must be obtained from all co-authors.
  - 3.2) Amounts to be apportioned between each co-author will be decided among the authors themselves. The person making the claims will have to key in the amount apportioned.
  - 3.3) System provides option for author to allocate amounts to co-authors on-line.
  - 3.4) If co-authors do not agree with claimant, queries can be forwarded to IPPP to be resolved.
- 4) Each author can only claim a maximum amount of RM50, 000 in a publication year.
- 5) All claims, verifications and payment processes will be done on-line.
- 6) Students are not eligible for this ISI claims. It is their supervisor's responsibilities to share with their students, if so desired.
- 7) IPPP will resolve all discrepancies and answer all queries from lecturers.
- 8) Authors MUST updated their UMEXPERT page with the various abbreviated names used in their publications as well as the list of publications for the year to be eligible for the claims. Those who do not update their UM Expert will not be paid.
- 9) For publications with multiple authors, all authors MUST response within 14 days after the 1<sup>st</sup> claimant. If there is no response from co-authors, claims will be made only to those co-authors that have responded.
- 10) All amount paid as this incentives is declared in the EC form and is taxable.