Ahsanullah University of Science and Technology
Research and Publication Office (RPO)

INCENTIVE CLAIM FORM for
JOURNAL ARTICLE PUBLICATION
(FACULTY MEMBERS)

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Name of the Applicant:
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The following **criteria* need to be fulfilled to qualify** for this incentive:

i. The applicant is a full-time faculty member of AUST and is not on any study-leave or leave exceeding four months.
ii. The applicant is the first or corresponding author of the article, using only AUST affiliation.
iii. Article submission date is after 29th June 2025, and the article publication date falls within this incentive financial year (1st May-30th April)
iv. The article is not part of, or supported by, any internal or external grant.
v. The article was not used or is not planned to be used for obtaining higher degrees.
vi. Neither the applicant nor the article has been awarded a journal publication incentive by AUST in this incentive financial year (1st May-30th April).

- Article Type: ☐ Original article ☐ Review article
- The applicant is a full-time faculty member of AUST and is not on any study-leave or leave exceeding four months: ☐ YES ☐ NO
- Authorship of the applicant in the published article: ☐ First Author ☐ Corresponding Author
- The applicant used only AUST affiliation: ☐ YES ☐ NO

**The criteria are based on the AUST Policy Guidelines for Financial Support for Conference Participation and Incentives for Journal Publications. Refer to the Guidelines for more details.*

Authors' list in the published article (in sequence, add/remove rows if needed)

Sl no.	Author's Name	Affiliation	Role of the Author	Incentive Share (%)
1				
2				
3				
4				
5				
6				

Journal publication details:

Article title:

Journal name:

DOI number:

Publisher's name:

Manuscript submission date to the journal:

Accepted date:

Publication date:

- Article submission date is after 29th June 2025: ☐ YES ☐ NO
- Article publication date falls within this incentive financial year (1st May-30th April): ☐ YES ☐ NO
- Major indexing of the journal at the time of publication (please provide the source):
  ☐ WoS (SCIE/SSCI/AHCI/ESCI) ☐ Scopus

  WoS (Web of Science); SCIE (Science Citation Index Expanded); SSCI (Social Science Citation Index); AHCI (Arts & Humanities Citation Index); ESCI (Emerging Source Citation Index)
- Quartile ranking at the time of publication (please provide supporting document):
  ☐ Q1 ☐ Q2 ☐ Q3

- The article is not part of, or supported by, any internal or external grant(s): ☐ YES ☐ NO
- The article was not used, or is not planned to be used, for obtaining higher degrees: ☐ YES ☐ NO
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  Degree:
  Department:
  Institution:
  Year:

- Neither the applicant nor the article has been awarded a journal publication incentive by AUST in this incentive financial year (1st May-30th April): ☐ YES ☐ NO
- Has the applicant received incentives for publishing this article from other sources:
  ☐ YES ☐ NO
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- The applicant has used or plans to use this article for their recent or upcoming promotion to a higher academic rank at AUST: ☐ YES ☐ NO
  If NO, please provide a supporting letter forwarded by the head of the department (for the recent promotion) **or** a declaration letter (for the upcoming position)

- Has any author of this article presented/published any articles related to this work previously?
  ☐ YES ☐ NO
  If YES, please a provide list of those articles as an attachment to this application.

Checklist of attachments

- ☐ Published article (final format) or Accepted version (with acceptance email/letter)
- ☐ Supporting document for major indexing
- ☐ Supporting document for quartile ranking
- ☐ Supporting document for not using the article for promotion
- ☐ Supporting document for previously published related articles (if any)

Declaration

☐ I declare that neither I nor any of the authors of this article have received any incentives from AUST for this article.
☐ I declare that all the authors have approved this incentive claim application.
☐ I declare that all the information provided in this form is true and correct.

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Signature and date of the Applicant