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

EVALUATION FORM for
JOURNAL ARTICLE INCENTIVE CLAIM
(FACULTY MEMBERS)

This form must be filled out by the DPDC

The Departmental Planning and Development Committee (DPDC) needs to fill out the form based on the judgment and authenticity of the published journal article and applicant's contribution.

Article Title: **Name of the Applicant:**

N.B.: To be eligible for journal publication incentive, 'YES' is required for all the queries in this table
○ Is the applicant a full-time faculty member? ☐ YES ☐ NO ○ The faculty member is not on study leave/leave for more than 4 months: ☐ YES ☐ NO ○ Is the faculty member the First **or** Corresponding author of this article, with only AUST affiliation? ☐ YES ☐ NO ○ Is the article submission date after 29th June 2025? ☐ YES ☐ NO ○ Is the article publication date within this incentive financial year (1st May-30th April)? ☐ YES ☐ NO
All related supporting documents are verified: ☐ YES ☐ NO

○ The published journal article is indexed by: ☐ 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)
Supporting documents are verified: ☐ YES ☐ NO

○ Quartile ranked of the published article: ☐ Q1 ☐ Q2 ☐ Q3
Supporting documents are verified: ☐ 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.*

After having <u>discussion with the Applicant</u> – please fill out the following sections:

- Is this research conducted at AUST? ☐ YES ☐ NO

  If NO, please mention place:

- In the published article, how many authors are <u>from</u> AUST (including the applicant)?
  ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ more

- In the published article, how many authors are from <u>outside</u> AUST?
  ☐ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ more

- What is the major contribution of the applicant to the published article?

☐ Conceptualization	☐ Data curation	☐ Formal analysis
☐ Funding acquisition	☐ Investigation	☐ Methodology
☐ Project administration	☐ Resources	☐ Software
☐ Supervision	☐ Validation	☐ Visualization
☐ Writing – original draft	☐ Writing – review & editing	

Supporting documents (if any) are verified: ☐ YES ☐ NO

N.B.: To be eligible for journal publication incentive, 'NO' is required for all the queries in this table

- Is the article part of, or supported by, any internal or external grant(s)? ☐ YES ☐ NO

- Has the article been used or is it planned to be used for obtaining a higher degree? ☐ YES ☐ NO
  If YES, please mention the degree program details
  Degree:
  Department:
  Institution:
  Year:

- Has the applicant **<u>or</u>** the article received a journal publication incentive from AUST during this incentive financial year (1 May–30 April)? ☐ YES ☐ NO

All related supporting documents are verified: ☐ YES ☐ NO

- Has the applicant received incentives for publishing this article from other sources:
  ☐ YES ☐ NO
  If YES, please provide details:

- Has the applicant used or does the applicant plan to use this article for a recent or upcoming promotion to a higher academic rank at AUST? ☐ YES ☐ NO

- Has any author of this article presented/published any articles related to this work previously? ☐YES ☐NO

All related supporting documents are verified: ☐ YES ☐ NO

Overall comments from the DPDC:

Can the incentive be sanctioned to the applicant*? ☐ YES ☐ NO **If required, the Department should conduct a further review in consultation with related expert members.*

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Signature and date of the Chairman and other members of the DPDC