



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

RESEARCH PUBLICATION CENTRE (RPC)

UTMFIN MANUAL FOR PUBLICATION INCENTIVE CLAIM

The screenshot shows the homepage of the UTM Financial System. At the top, there is a navigation bar with the UTM logo and the text "Universiti Teknologi Malaysia Financial System". Below this, the main header features the UTM logo and "UTMFin innovative • entrepreneurial • global".

On the left side, there is a "Login" section with a link for "UTMFin JB". Below this is a large banner for downloading the UTMFin application, which is compatible with Chrome, Safari, and Firefox. The banner includes the text "Download chrome safari or firefox for UTMFin best view".

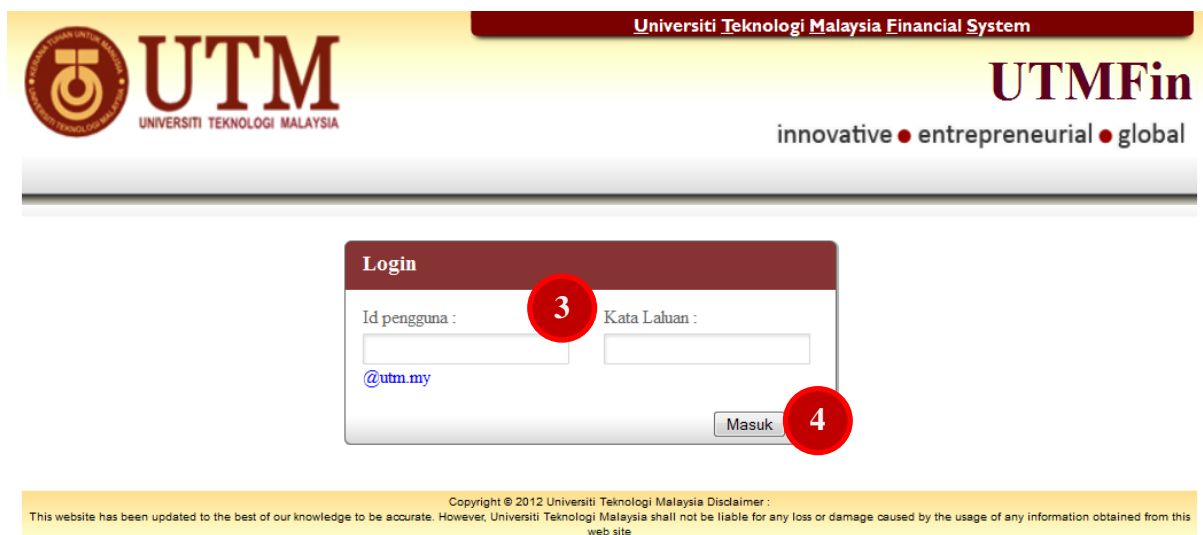
The main content area contains several sections:

- Pemakluman Penggunaan UTMFin**: A section with a yellow background.
- Penyelarasan Id Pengguna UTMFin**: A section with a yellow background containing text about user ID synchronization.
- Id Pengguna Staf Kontrak UTM dan Staf Dengan No Kerja Bermula Dengan "P"**: A section with a yellow background containing text about staff ID synchronization.
- Pertanyaan Mengenai Bajet Penyelidikan dan Amanah**: A section with a yellow background containing text about research budget and grant questions.
- BAJET PENYELIDIKAN** and **BAJET AMANAH**: A table listing contact information for research budget and grant inquiries.
- Manual Untuk Clear Cache dan Enable Pop-ups Pada Browser**: A section with a yellow background containing text about browser manual.
- Penggunaan Browser**: A section with a yellow background containing text about browser usage.

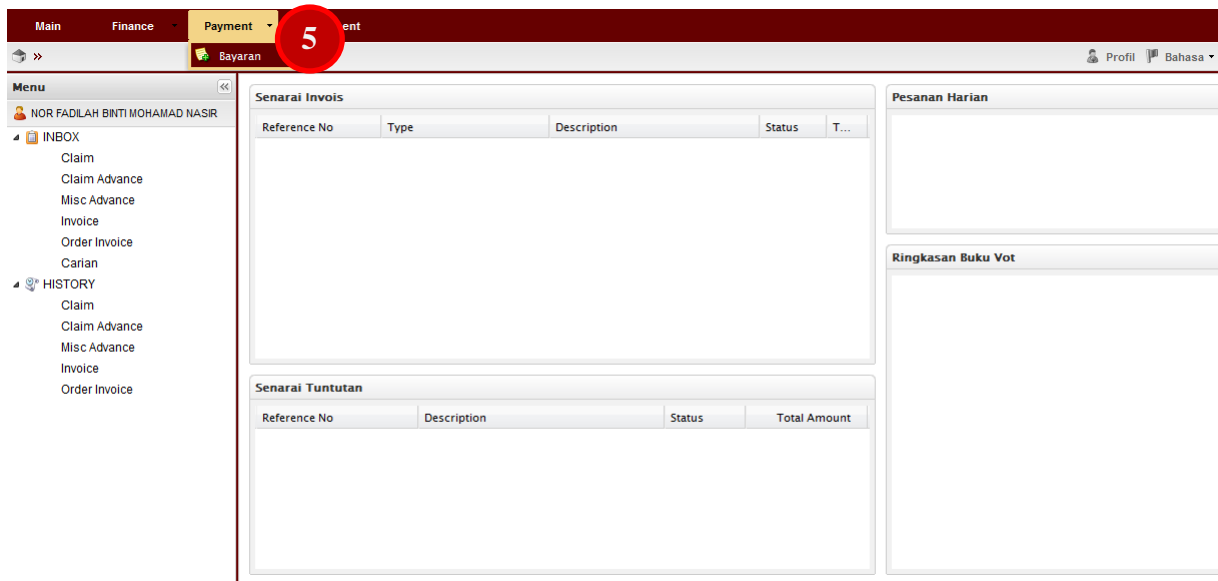
1. Go to hyperlink <https://utmfin.utm.my>



2. Click “Log Masuk”



3. Fill in your username in “Id pengguna” column and password in “Kata laluan” column.
4. Click “Masuk” for log in.

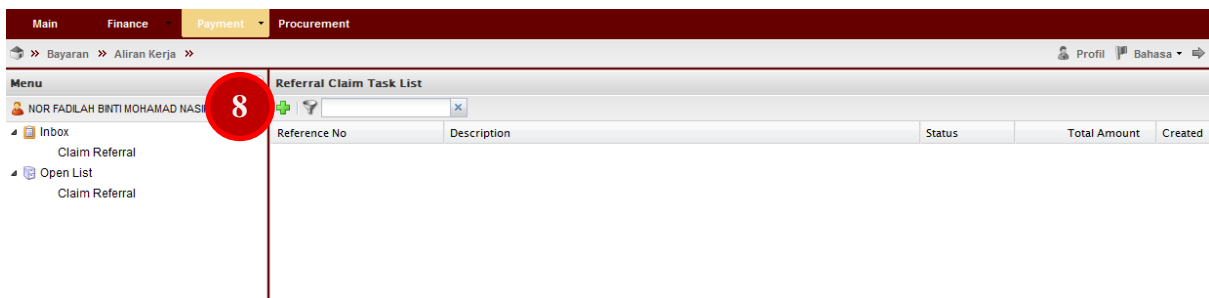



5. Go to “Payment” and then click “Bayaran”.

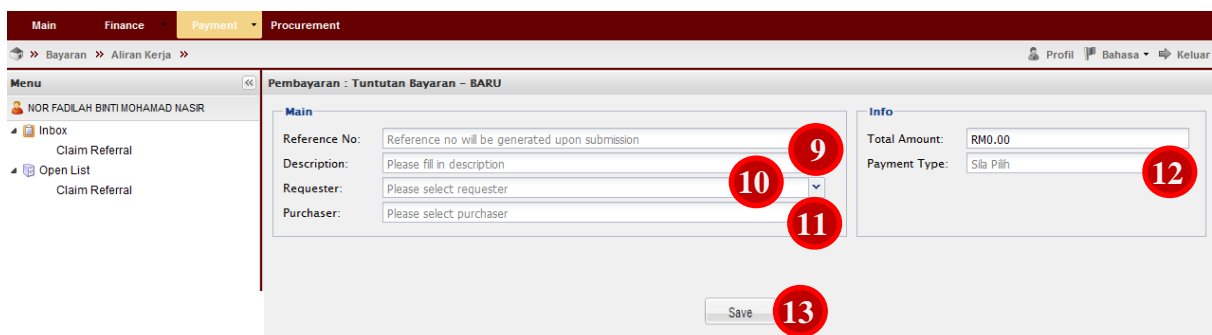


6. Go to “Permohonan Tuntutan”

7. Click “Tuntutan Bayaran”



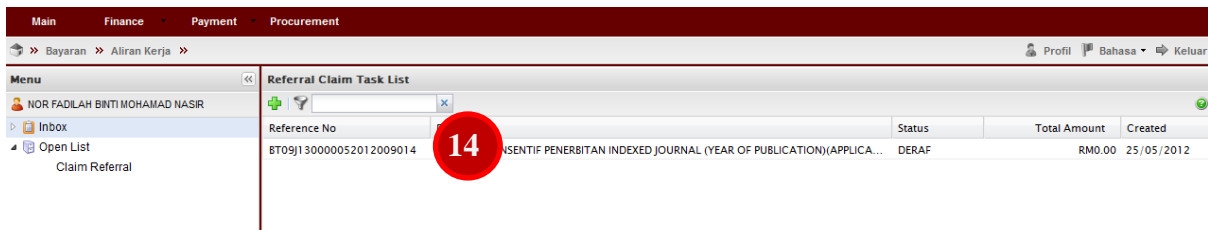
8. Click at “”



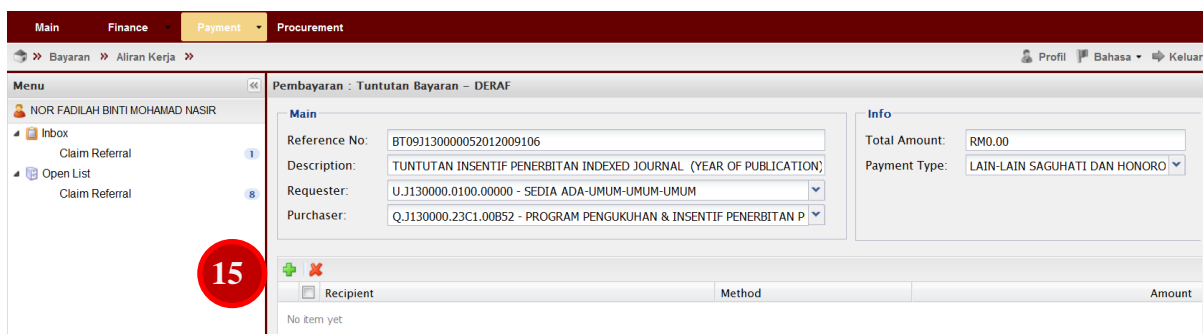
Please fill in the details for “Pembayaran: Tuntutan Bayaran – BARU” as below:

No.	ITEM	DETAILS
9	Description INDEXED JOURNAL : NON-INDEXED JOURNAL: BOOK CHAPTER: CITATION:	TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(APPLICANT’S NAME) TUNTUTAN INSENTIF PENERBITAN NON-INDEXED JOURNAL 2011 (APPLICANT’S NAME) TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION)(APPLICANT’S NAME) TUNTUTAN INSENTIF CITATION 2011 (APPLICANT’S NAME)
10	Requester	PTJ OF FACULTY / DEPARTMENT Example : RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM-UMUM-UMUM
11	Purchaser	Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PENYELIDIKAN
12	Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM

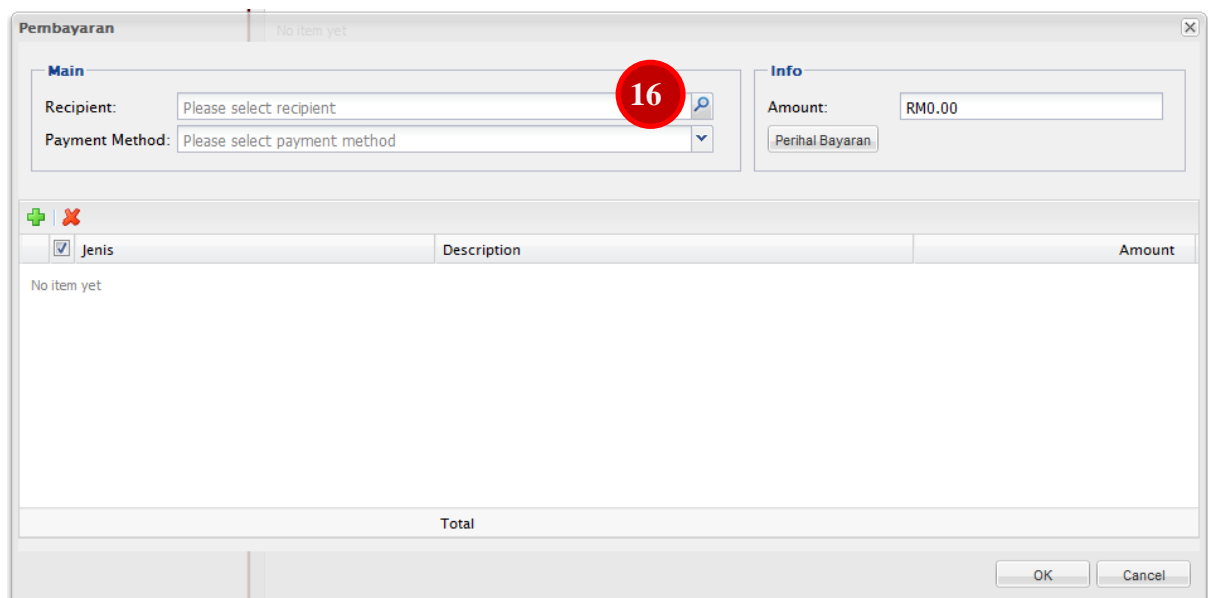
13. Then Click “Save”.



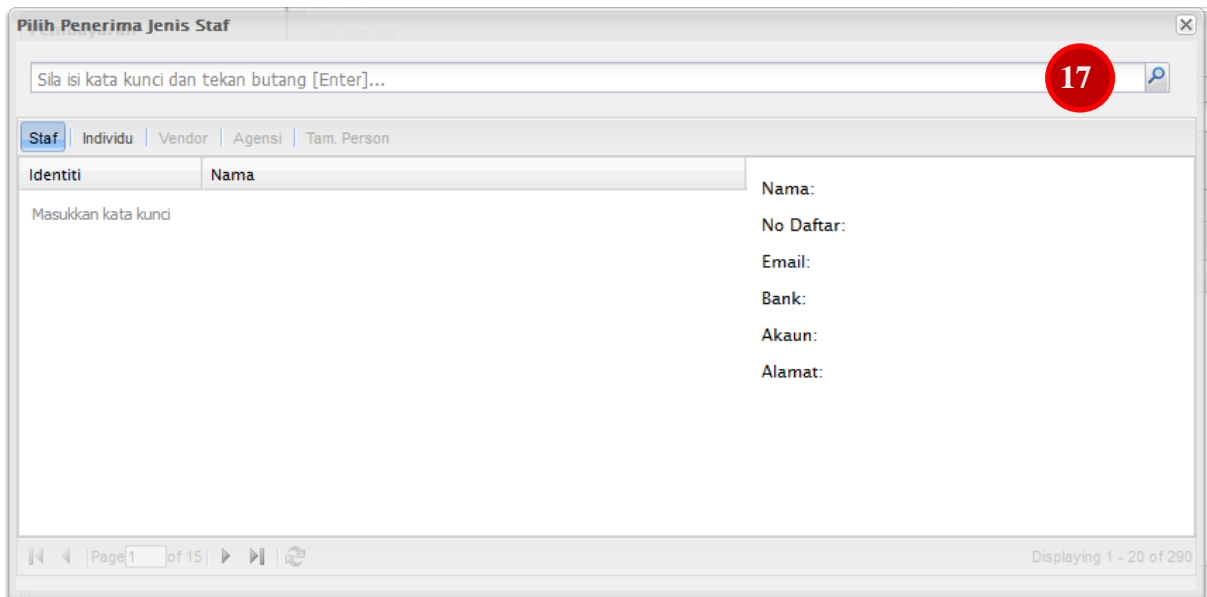
14. "Reference No." will automatic generated and then double clicks at "Reference No."



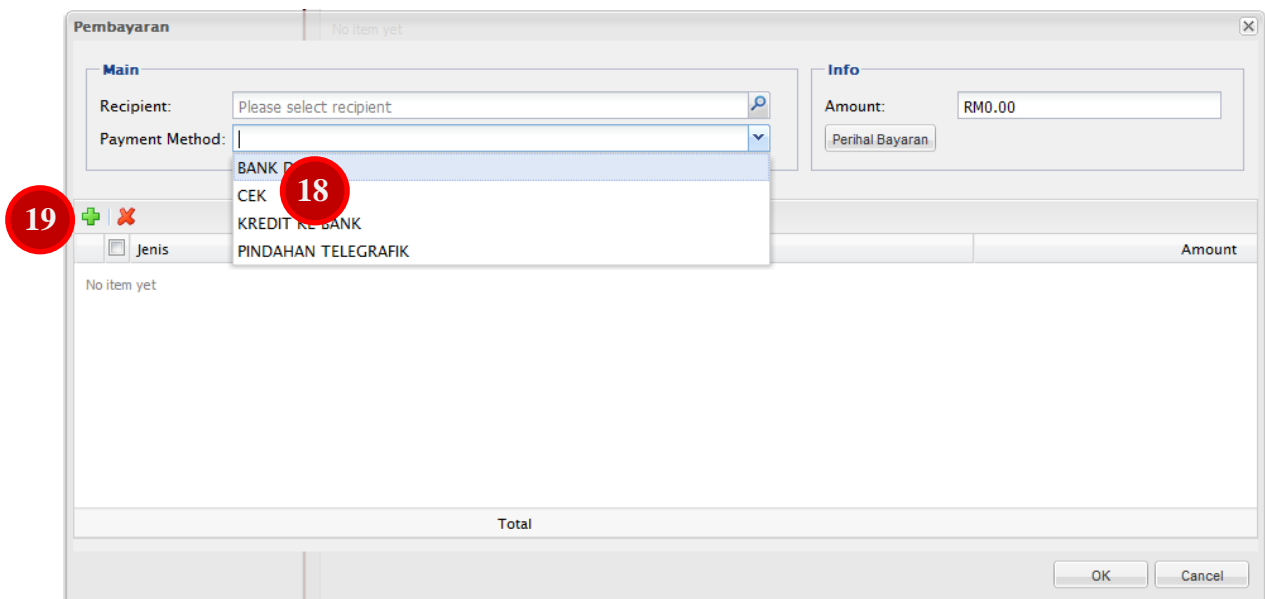
15. Click at " + "




16. Please search "Recipient" name.



17. Please insert **Staff Id No.**, press [Enter] and then double clicks at applicant's name



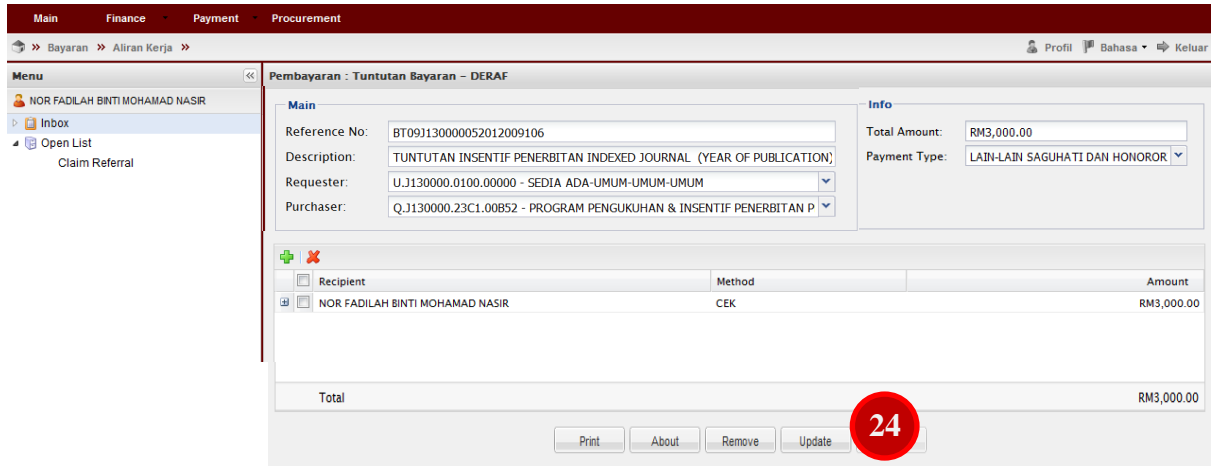
18. Please select **CEK** for “**Payment Method**”

19. Click at “”

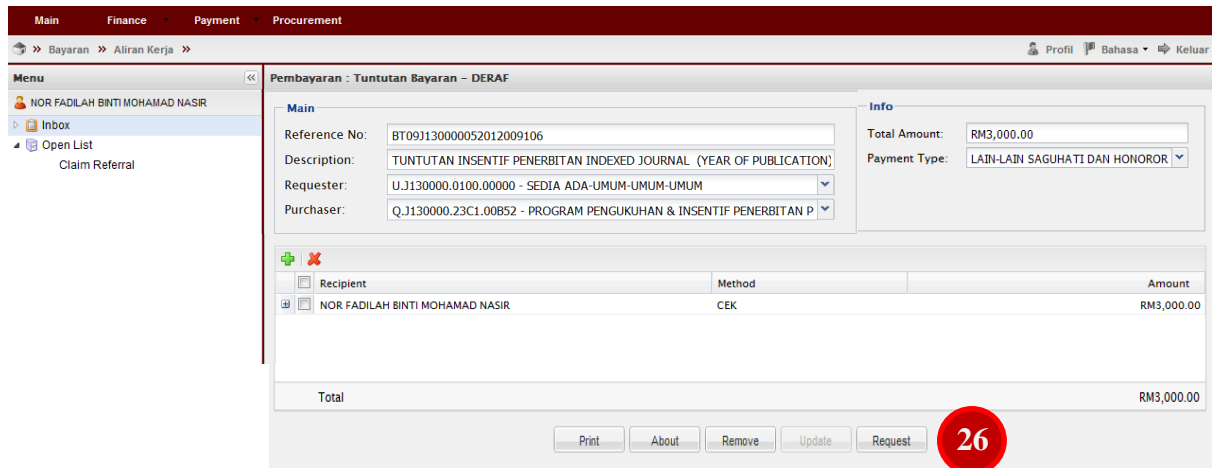
Please fill in the details according to your type of incentive claim.

No.	Jenis 20	Description 21	Amount 22
i	INSENTIF PENERBITAN INDEXED JOURNAL	Bayaran Tuntutan Insentif Penerbitan Indexed Journal IF:??	Indexed in Web of Science each 0.1 <i>impact factor</i> = RM200 (max RM3000) Indexed in Scopus = RM200
ii	INSENTIF PENERBITAN NON - INDEXED JOURNAL	Bayaran Tuntutan Insentif Penerbitan Non-Indexed Journal	RM100 / article
iii	INSENTIF PENERBITAN BOOK CHAPTER	Bayaran Tuntutan Insentif Penerbitan Book Chapter	RM100 / chapter
iv	INSENTIF CITATION	Bayaran Tuntutan Insentif Citation	Each citation = RM200 <i>(for article published in journal indexed in Web of Science / Scopus only)</i>

23. Then click **“OK”**

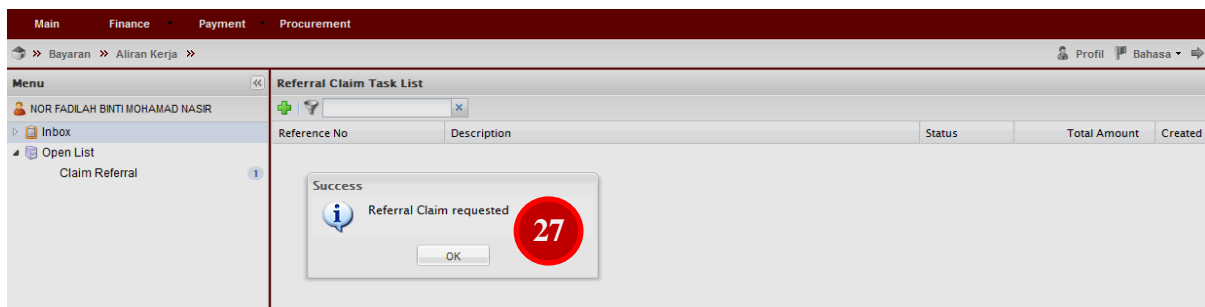


24. Click "Update"



25. Please print this page as your application's attachment

26. Click "Request"



27. Click "OK"