

**GARIS PANDUAN BANTUAN BAYARAN BALIK CAJ PEMROSESAN ARTIKEL
MENGUNAKAN DANA UNIVERSITI PENYELIDIKAN**

PERKARA	KETERANGAN
Syarat Permohonan	<ol style="list-style-type: none"> 1. Permohonan dibuka kepada semua staf akademik Universiti Teknologi Malaysia. 2. Bantuan bayaran balik Caj Pemprosesan Artikel terhad kepada jenis penerbitan <i>Review Paper</i> yang diterbitkan dalam jurnal <i>Quartile 1. Quartile</i> adalah merujuk kepada <i>Journal Citation Reports (JCR)</i> yang terkini. 3. Pemohon mestilah disenaraikan sebagai <i>UTM Corresponding Author</i>. Jika terdapat lebih daripada seorang <i>UTM Corresponding Author</i>, tuntutan hanya boleh dibuat oleh <i>First UTM Corresponding Author</i> sahaja. 4. Penerbitan mesti mempunyai afiliasi "Universiti Teknologi Malaysia". 5. Kadar maksimum bantuan bayaran adalah RM 5,000 bagi setiap penerbitan. 6. Pemohon hanya boleh membuat sekali permohonan untuk satu penerbitan sahaja dalam tempoh satu tahun agihan peruntukan. 7. Pemohon tidak boleh membuat tuntutan berganda untuk penerbitan yang sama dalam skim bantuan Caj Pemprosesan Artikel lain. 8. Bagi pemohon yang mempunyai geran penyelidikan aktif tetapi baki geran tidak mencukupi dan telah membuat tuntutan Caj Pemprosesan Artikel kepada RMC, tuntutan dihadkan kepada nilai RM5,000 untuk satu penerbitan bagi kedua-dua skim. 9. Penggunaan peruntukan dana ini bagi tujuan pembayaran Caj Pemprosesan Artikel yang diterbitkan oleh Hindawi, Frontier dan MDPI adalah tidak dibenarkan. 10. Kelulusan tuntutan Caj Pemprosesan Artikel adalah tertakluk kepada peruntukan kewangan agihan tahun 2024.

PERKARA	KETERANGAN
Kaedah Tuntutan	<ol style="list-style-type: none"> 1. Bantuan bayaran ini adalah berdasarkan prinsip "first come first serve" dan dilaksanakan secara bayaran balik wang (reimbursement) di mana pemohon perlu membuat bayaran terlebih dahulu kepada penerbit jurnal. 2. Pemohon perlu mengemukakan tuntutan dalam tempoh tiga bulan daripada tarikh bayaran kepada penerbit jurnal dibuat. 3. Dokumen tuntutan yang perlu dikemukakan adalah seperti berikut: <ol style="list-style-type: none"> i. Salinan Artikel Penuh yang telah disemak dan diterima oleh penerbit jurnal ii. Bukti Pengindeksan Artikel atau Jurnal dalam <i>Web of Science</i> beserta maklumat <i>Quartile Ranking</i> iii. Surat/Emel Setuju Terima untuk diterbitkan daripada Penerbit iv. Bil/Dokumen yang menunjukkan nilai caj yang dikenakan oleh penerbit jurnal v. Resit Bayaran/Salinan Penyata Kad Kredit/Penyata Bank

ARTICLE PROCESSING CHARGE (RESEARCH UNIVERSITY FUND) CLAIM PROCESS

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PUBLICATION DETAILS:

1. Staff ID
2. Staff Name
3. Journal Name
4. Publication Title

SUPPORTING DOCUMENTS:

1. Full Paper
2. Journal Citation Reports with JIF Quartile
3. Acceptance Letter/Email form Publisher
4. Invoice & Receipt

ADDITIONAL DOCUMENTS:

1. Credit Card Statement (only for international payment)

Verification by Research University & Impact Division through email

Register claim in UTMFin System
(Please refer **UTMFIN MANUAL FOR ARTICLE PROCESSING CHARGE (RESEARCH UNIVERSITY FUND)**)

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Research University & Impact Division,
Research Management Centre (RMC),
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Universiti Teknologi Malaysia,
81310 Johor Bahru,
Johor, Malaysia.

UTMFIN MANUAL FOR ARTICLE PROCESSING CHARGE (RESEARCH UNIVERSITY FUND)

1. Go to <https://utmfin.utm.my>
2. To log in, click “Log Masuk”

The screenshot shows the UTMFIN website interface. The browser address bar displays the URL utmfin.utm.my/rWDurHwMc6RxUaA72Keyv3g5EBSkL/index.jsp, with a red circle and arrow labeled '1' pointing to it. The website header features the UTM logo and the UTMFIN Integrated Financial System logo. Below the header, a dark navigation bar contains the text 'Utama', 'Bantuan Pengguna', and 'Log Masuk', with a red circle and arrow labeled '2' pointing to 'Log Masuk'. A user ID 'ec9e71152634' is visible in the top right corner of the navigation bar. The main content area shows three columns under the heading 'Laman Utama' and 'Pemakluman Penggunaan Sistem'. The left column contains a green box with text about system closure and reopening. The middle and right columns contain red and blue boxes, respectively, both stating 'Tiada pemakluman baru'.

3. Fill in your username in “**ID Pengguna**” field and password in “**Kata Laluan**” field.
4. Click “**Masuk**” to log in.



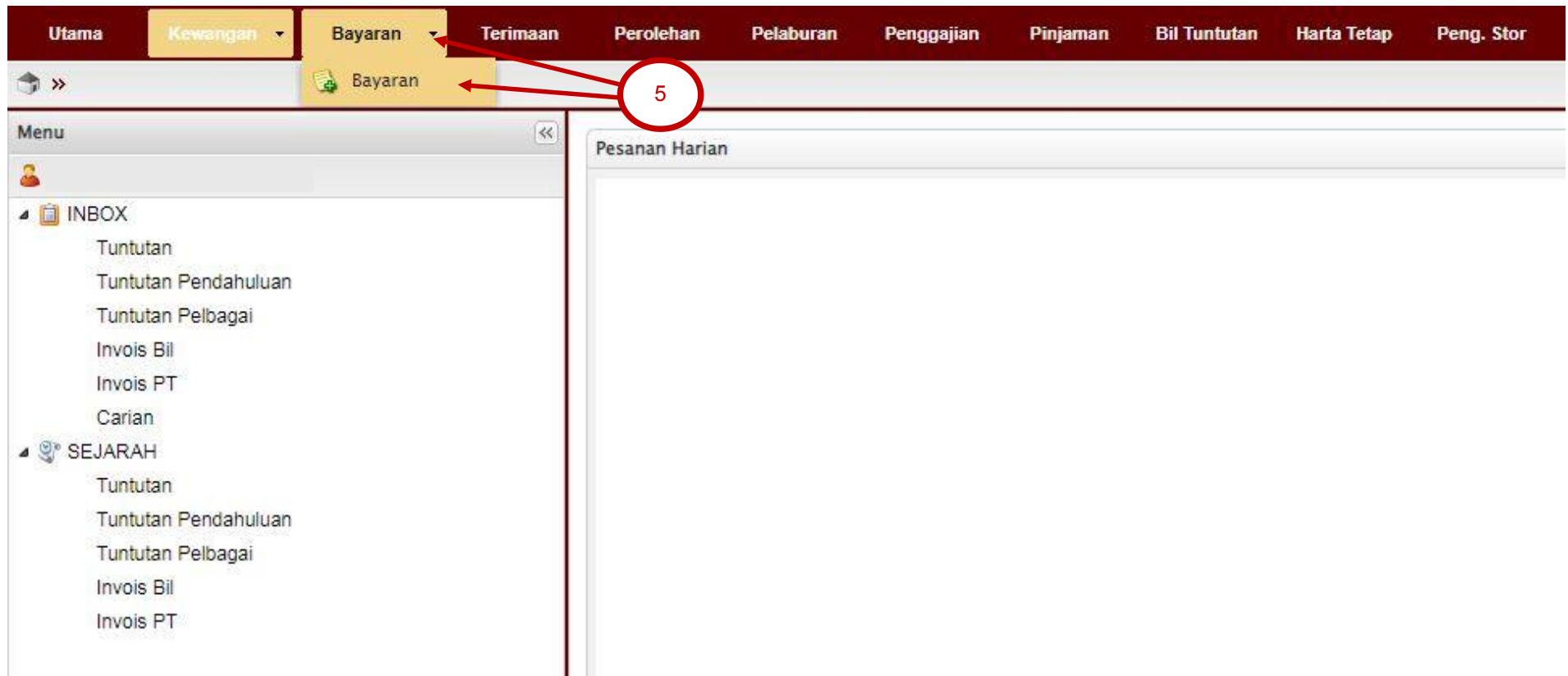
Daftar Masuk

The image shows a login form with two input fields: 'ID Pengguna' and 'Kata Laluan'. A red bracket connects the two fields, with a red circle containing the number '3' next to it, indicating that both fields must be filled out. The fields are light gray with rounded corners and a subtle shadow.

Masuk


[Lupa Kata Laluan ?](#) [Kembali ke Laman Utama](#)

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



6. Go to "Permohonan Tuntutan" and click "Tuntutan".

The screenshot shows a navigation menu with the following items: Utama, Kewangan, Bayaran, Terimaan, Perolehan, Pelaburan, Penggajian, Pinjaman, Bil Tuntutan, Harta Tetap, and Peng. Stor. The 'Bayaran' menu is expanded, showing a sub-menu with 'Permohonan Tuntutan', 'Permohonan Pendahuluan', and 'Invois'. The 'Permohonan Tuntutan' item is highlighted with a red circle and a red arrow labeled '6'. Below it are sub-items: 'Tuntutan', 'Tuntutan Bayaran', and 'Arahan Bayaran'. To the right, there are two other menu sections: 'Selenggara' with 'Senarai Pemiutang' and 'Carian / Sejarah' with sub-items: 'Tuntutan', 'Pendahuluan Perjalanan', 'Pendahuluan Pelbagai', 'Tuntutan Bayaran', 'Arahan Bayaran', 'Invois Bil', 'Invois Pesanan Tempatan', and 'Invois Dalamani'.

7. Click at 

The screenshot shows the 'Senarai Tuntutan' page. The breadcrumb trail is 'Bayaran >> Aliran Kerja >>'. The page title is 'Senarai Tuntutan'. Below the title, there is a green plus icon with a dropdown arrow, which is circled in red and labeled '7'. To the right of the plus icon is an empty text input field.

8. Go to "Bayaran Balik Wang".



9. Please fill in the details for “Pembayaran : Bayaran Balik Wang – Baru”.

The screenshot shows a web-based financial system interface. At the top, there is a navigation menu with tabs: Utama, Kewangan, Bayaran, Terimaan, Perolehan, Pelaburan, Penggajian, Pinjaman, Bil Tuntutan, Harta Tetap, and Peng. Stor. Below the menu is a breadcrumb trail: Bayaran >> Aliran Kerja >>. The main content area is titled "Pembayaran : Bayaran Balik Wang – BARU". On the left, there is a sidebar with a tree view showing "INBOX" (Tuntutan: 2) and "TERBUKA" (Tuntutan: 1). The main form area contains the following fields:

- Utama**
- Deskripsi:** TUNTUTAN CAJ PEMROSESAN ARTIKEL 2024 EZZA SYUHADA BINTI SAZALI
- Pemohon:** U.J260000.0100.00000 - FAKULTI SAINS (SEDIA ADA - UMUM)
- Pembayar:** Q.J130000.22D1.00000 - CAJ PEMROSESAN ARTIKEL (APC)
- Penerima:** EZZA SYUHADA BINTI SAZALI
- Jawatan:**

On the right side, there is a "Maklumat" panel with the following fields:

- Jumlah:
- Bank:
- No Akaun:
- Email
- Cara Bayaran:

At the bottom right of the form, there are two buttons: "Reset" and "Simpan".

10	"Deskripsi/Description"	<p>TUNTUTAN CAJ PEMROSESAN ARTIKEL (YEAR OF CLAIM) (APPLICANT'S NAME)</p> <p>Example:</p> <p>TUNTUTAN CAJ PEMROSESAN ARTIKEL 2024 EZZA SYUHADA BINTI SAZALI</p> <p>*Only Review Paper in Q1 Journal are eligible for this claim.</p> <p>*The maximum claim rate is RM5,000.</p>
11	"Pemohon/Requester"	<p>A. FOR ACADEMIC STAFF BASED IN UTM JOHOR BAHRU CAMPUS: (PTJ OF FACULTY/DEPARTMENT CODE) - SEDIA ADA-UMUM</p> <p>Example:</p> <p>RMC → U.J130000.0100.00000 - SEDIA ADA-UMUM FKE → U.J230000.0100.00000 - SEDIA ADA-UMUM FS → U.J260000.0100.00000 - SEDIA ADA-UMUM</p> <p>B. FOR ACADEMIC STAFF BASED IN UTM KUALA LUMPUR CAMPUS:</p> <p>Staff must select any UTMJB Code (J) listed in "Pemohon". If there are no UTMJB (J) code listed, please email your "ID Pengguna" & Full Name to rusecretariat@utm.my to enable the UTMFIN technical team provide the access for the required code.</p> <p>Note: The claim cannot be processed by RMC if the code for UTMKL (K) or UTMPagoh (P) were selected.</p>
12	"Pembayar/Purchaser"	Q.J130000.22D1.00000 - CAJ PEMROSESAN ARTIKEL (APC)
13	"Penerima/Recipient"	Please insert keyword either Staff ID or Name, press [Enter] and then double clicks at "Identiti" or "Nama" of the recipient.

14. Click **“Simpan/Save”**.

Note: If you sign out from the system after clicking **“Simpan/Save”**, you may resume finalizing the drafted payment application from **INBOX > Tuntutan** tab.

15. **“No. Rujukan/Reference No.”** will automatically generated and then double click at **“No. Rujukan/Reference No.”**.

Utama Kewangan Bayaran Terimaan Pelaburan Penggajian Pinjaman Bil Tuntutan Harta Tetap Peng. Stor

Bayaran >> Aliran Kerja >>

Senarai Tuntutan

No Rujukan	Jenis Tuntutan	Keterangan	Status
BT05J130000112024009956	BAYARAN BALIK WANG	TUNTUTAN CAJ PEMROSESAN ARTIKEL 2024 EZZA SYUHADA BINTI SAZALI	DRAFTED

16. Click **“Butiran Tuntutan/Claim Details”** and click at 

Pembayaran : Bayaran Balik Wang - DERAf

Utama

No Rujukan: BT05J130000112024009956

Deskripsi: TUNTUTAN CAJ PEMROSESAN ARTIKEL 2024 EZZA SYUHADA BINTI SAZALI

Pemohon: U.J260000.0100.00000 - FAKULTI SAINS (SEDIA ADA - UMUM)

P: Q.J130000.22D1.00000 - CAJ PEMROSESAN ARTIKEL (APC)

J: EZZA SYUHADA BINTI SAZALI

D551A

Maklumat

Jumlah: RM5,000.00

Bank: BANK ISLAM MALAYSIA BERHAD

No Akaun:

Email:

Cara Bayaran: KREDIT KE BANK

Pendahuluan Butiran Tuntutan

Tarikh	Keterangan	Pembekal	No Rujukan	Jumlah Anggaran
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17. Please fill in the details and click “Kemaskini/Update”.

Note: Please insert Receipt No. for “No. Rujukan/Reference No.”.

Pembayaran : Bayaran Balik Wang – DERAf

Utama

No Rujukan: **BT05J130000112024009956**

Deskripsi: TUNTUTAN CAJ PEMROSESAN ARTIKEL 2024 EZZA SYUHADA BINTI SAZALI

Pemohon: U.J260000.0100.00000 - FAKULTI SAINS (SEDIA ADA - UMUM)

Pembayar: Q.J130000.22D1.00000 - CAJ PEMROSESAN ARTIKEL (APC)

Penerima: EZZA SYUHADA BINTI SAZALI

Jawatan: DS51A

Maklumat

Jumlah: RM5,000.00

Bank: BANK ISLAM MALAYSIA BERHAD

No Akaun:

Email:

Cara Bayaran: KREDIT KE BANK

Pendahuluan **Butiran Tuntutan**

Tarikh	Keterangan	Pembekal	No Rujukan	Jumlah Anggaran
19/11/2024	TUNTUTAN CAJ PEMROSESAN ARTIKEL	ELSEVIER	1234	RM5,000.00

Jumlah: RM5,000.00

Cetak Hapus Perihal **Kemaskini** Mohon

17

18. Then click "Yes" to confirm.

The screenshot displays a web application interface for managing payments. At the top, there is a navigation menu with options like 'Utama', 'Kewangan', 'Bayaran', 'Terimaan', 'Perolehan', 'Pelaburan', 'Penggajian', 'Pinjaman', 'Bil Tuntutan', 'Harta Tetap', and 'Peng. Stor'. The main content area is titled 'Pembayaran : Bayaran Balik Wang - DERAf'. On the left, there is a sidebar with a user profile 'EZZA SYUHADA BINTI SAZALI' and a list of 'Tuntutan' (Applications) under 'INBOX' and 'TERBUKA' categories. The main form area contains several fields for application details: 'No Rujukan' (BT05J130000112024009595), 'Deskripsi' (TUNTUTAN CAJ PEMROSESAN ARTIKEL 2024 EZZA SYUHADA BINTI SAZALI), 'Pemohon' (U.J260000.0100.00000 - FAKULTI SAINS (SEDIA ADA - UMUM)), 'Pembayar' (Q.J130000.22D1.00000 - CAJ PEMROSESAN ARTIKEL (APC)), 'Penerima' (EZZA SYUHADA BINTI SAZALI), and 'Jawatan' (DS51A). To the right, there is a 'Maklumat' (Information) section with fields for 'Jumlah' (RM5,000.00), 'Bank' (BANK ISLAM MALAYSIA BERHAD), 'No Akaun', 'Email', and 'Cara Bayaran' (KREDIT KE BANK). A 'Confirm' dialog box is overlaid on the table, asking 'Adakah anda ingin mengemaskini permohonan ini?' (Do you want to update this application?) with 'Yes' and 'No' buttons. A red circle with the number '18' and an arrow points to the 'Yes' button. The table below the dialog has columns for 'Tarikh', 'Keterangan', 'No Rujukan', and 'Jumlah Anggaran'. The first row shows a date of '19/11/2024', a description 'TUNTUTAN CAJ PEMROSESAN ARTIKEL 2024 EZZA SYUHADA BINTI SAZALI', a reference number '1234', and an amount 'RM5,000.00'. At the bottom, there are buttons for 'Cetak', 'Hapus', 'Perihal', 'Kemaskini', and 'Mohon'.

21. Click "OK".

The screenshot displays a software interface with a dark red navigation bar at the top containing menu items: Utama, Kewangan, Bayaran, Terimaan, Perolehan, Pelaburan, Penggajian, Pinjaman, Bil Tuntutan, Harta Tetap, and Peng. Stor. Below the navigation bar, a breadcrumb trail reads 'Bayaran >> Aliran Kerja >>'. The main content area is titled 'Senarai Tuntutan' and features a table with the following data:

No Rujukan	Jenis Tuntutan	Keterangan	Status	Jumlah	Cipta
BT05J130000032022002...	BAYARAN BALIK WANG	TUNTUTAN BBW PEMBELIAN CENTIFUGE TUBE_0127 (18J93)	DRAFTED	RM0.00	23/03/2022
BT01J130000122019005...	TUNTUTAN DALAM NEGA...	BAYARAN PERJALANAN DAN PENGINAPAN PERSIDANGAN	DRAFTED	RM0.00	01/12/2019

Below the table, a dialog box titled 'Berjaya' (Success) is displayed with the message 'Tuntutan telah dipohon' (Claim has been submitted) and an 'OK' button. A red circle with the number '21' and a red arrow points to the 'OK' button.