



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

**EVALUATION FORM FOR
JOURNAL ARTICLE INCENTIVE CLAIM**

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 judgement and authenticity of the published journal article and applicant's contribution.

Article Title:

If the Applicant is a **faculty member**,

Is he/she a full-time faculty member?

YES NO

Is the faculty member 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

If the Applicant is a **student**,

Is the work published in the article supervised by a regular faculty member, being the corresponding author?

YES NO

Is the applicant the **First Author** of this article **with only AUST affiliation**?

YES NO

Is the article submitted during the studentship, i.e. by the date of official award of their degree?

YES NO

Has the applicant received the consent from the supervisor for this application?

YES NO

Required 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 document is verified

YES NO

After having discussion with the Applicant – please fill out the following section

Is this research conducted at AUST?

YES NO

If NO, please mention place _____

In the published article, how many authors are from AUST (including the applicant)?

1 2 3 4 5 6 more

In the published article, how many authors are from outside AUST?

None 1 2 3 4 5 6 more

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Conceptualization | <input type="checkbox"/> Data curation | <input type="checkbox"/> Formal analysis |
| <input type="checkbox"/> Funding acquisition | <input type="checkbox"/> Investigation | <input type="checkbox"/> Methodology |
| <input type="checkbox"/> Project administration | <input type="checkbox"/> Resources | <input type="checkbox"/> Software |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Validation | <input type="checkbox"/> Visualization |
| <input type="checkbox"/> Writing – original draft | <input type="checkbox"/> Writing – review & editing | |

Has any author of this article presented/published any articles related to this work previously?

- YES NO

If YES, supporting document is 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 previously applied for incentives to publish this article from AUST?

- YES NO

Is the applicant received incentives for publishing this article from AUST?

- YES NO

Overall comments from the DPDC

Can the incentive be sanctioned to the applicant?

YES NO

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