



Mirpur University of Science & Technology (MUST), Mirpur
(Directorate of Advanced Studies and Research Board)

**CLAIM FORM FOR MUST RESEARCH PRODUCTIVITY AWARD (MUST RPA)
FOR PUBLISHED RESEARCH PAPERS/ BOOK CHAPTERS**

1. Name of Researcher:

2. Designation:

3. Faculty/Department/Institute/Centre:

4. List of Research papers published during the Calendar Year _____ :

	Author (s)	Number of authors from MUST (Faculty only)	Journal category	Year	Vol.	No.	Page No.	Current I.F.
			Impact factor/ Non-impact factor					
(i)								
(ii)								
(iii)								
(iv)								
(v)								

(Attach page for more)

Signature of the Claimant

FOR OFFICE USE ONLY

Sr.No.	Description:	Rate	Amount
i)	Number of papers published in impact Factor Journals		
ii)	Number of papers published in Non-impact factor Journals		
<i>Total amount being claimed:</i>			

Signatures of the Evaluation Committee:

1- Chairman Committee: _____
(Senior most Dean)

2- Director AS&RB _____
(Member)

3- Treasurer (Member): _____

4- Registrar (Member) _____

5- Deputy Director AS&RB/ Secretary _____

Date:.....__

TERMS AND CONDITIONS FOR THE GRANT OF INCENTIVES

1. The name of incentive should be **MUST Research Productivity Award** (MUST-RPA). The change in name was to synchronize it with other National Universities/ Institutes.
2. MUST RPA will be given for published research papers in both impact factor and non-impact factor journals with MUST affiliation and book chapters.
3. MUST RPA will only be distributed equally among authors (Faculty member only) having affiliation with MUST. i.e. if there is only one author from MUST, all allocated amount shall be distributed to one author.
4. MUST RPA will be given to those faculty members who has applied on prescribed form within due date given by AS&RB.
5. Papers which are presented in Conferences/ meeting abstract (without journal publications) will not be considered for MUST RPA.
6. The Claimant has to provide a list of his / her publications along with reprints of published paper.
7. A publication is defined as: A full-Length paper, letter, communication, review, report, perspective and it must have been gone through peer reviewed process.
8. An online publication with DOI number and without assignment of volume, page numbers, year will not be considered for award.
9. Book chapter/edited book shall be considered for MUST-RPA if published by Springer/ Science Direct/ Wiley/ RSC/ ACS/ Nature/ Science/ IEEE/ IOP and other publishers. However, Lambert/ VDM and other publishers who publish thesis/ reports as book format will not be considered for MUST-RPA.
10. Published book chapter/ edited book will be given weighted equal to one impact factor publication.
11. Any scientist who is black listed by the Higher Education Commission based on plagiarism will not be considered for MUST-RPA.
12. A special shield/ certificate shall be given to a scientist/ group of scientists who published papers with highest total cumulative impact factor in respective year from each of all faculties, Engineering, Sciences and Arts.
13. The Evaluation Committee (EC) consisting of following members i.e., Chairman (Senior most *Dean of faculty*), Registrar, Treasurer, Director AS&RB and Assistant Director AS&RB.
14. Office of the Advanced Studies & Research Board (AS&RB), shall scrutinize the request of the claimant.
15. The Treasurer shall make the payment of the claim after the approval of the Vice Chancellor on the recommendation of the EC. The claimant has to fulfill the financial / audit requirements.
16. The RPA payments are subject to the availability of funds in the university budget.