

## Research Publication Form

Section-I: Primary Applicant's Information		
Name and Employee ID		
Designation & Highest Qualification		
Department		
Section-II: Publication Details		
Publication Title:		
Complete Authors List		
Journal ISSN & Name:		
Volume/Issue		
Impact Factor:		
DOI:		
Principal/Corresponding Author <small>(specify)</small>		
Sponsored/ Funded research project		
Journal Ranking as per HJRS	Platinum	
	Gold	
	Silver	
	Bronze	
	Honorable Mention	
	Clay/Quality Compliant	
Article Type:	Full Length/ Review(full)	
	Short Communication/ Case-Study	
	Nature or Science or a journal with an impact factor of $\geq 30$	
Section-III: Checklist to be filled by the Applicant		
Is the journal indexed in SCIE (Clarivate Analytics)?	Yes	No
Is HJRS Report Attached? <small>(HJRS report can be printed from the search bar in <a href="https://hjrs.hec.gov.pk/">https://hjrs.hec.gov.pk/</a>)</small>	Yes	No
No. of publication claims availed in the current Financial Year (July-June)		
E-copy of the form and the publication sent to oric@cecos.edu.pk ?	Yes	No
Paper uploaded on CECOS Research Web Portal?	Yes	No
Section-IV: Origin of the Research (for Record only)		
The Research Publication in question is an outcome of the following: (tick all applicable)		
Supervision of post-graduate student		
Extracted out of own post-graduate thesis		
National/ International joint research project		
Own independent work		

## CECOS University of IT & Emerging Sciences, Peshawar.

Any others (please specify):

Date & Signature

### Section-IV: Recommendation by Head of Department

Comments (if any)

Recommended:

Not Recommended:

Name:

Department:

Signature & Official Stamp

Date:

### Section-V: Checklist to be filled by ORIC

Principal Author/ Corresponding Author	Accepted	Not Accepted
Impact Factor Verification	Accepted	Not Accepted
Author List Verification	Accepted	Not Accepted
Affiliation and Acknowledgement Verification	Accepted	Not Accepted
DOI# Verification	Accepted	Not Accepted

No. of publication claims already availed in the current Financial Year

Comments (if any)

Name/Designation/Signature of ORIC Representative

Date:

### Section-VI: Recommendation by Director ORIC

Recommended:

Not Recommended:

It is proposed that Rs. \_\_\_\_\_ amount against the above research publication may be approved.

Name:

Signature & Official Stamp

Date:

### Section-VII: Approval by the Dean

Approved:

Not-approved:

Comments (if any)

Name:

Signature & Official Stamp

Date:

## CECOS University of IT & Emerging Sciences, Peshawar.

### Section-VIII: Payment Released by Director Finance

Released: <input style="width: 50px;" type="checkbox"/>	Not Released: <input style="width: 50px;" type="checkbox"/>
Comments (if any)	
Name:	
Signature & Official Stamp	
Date:	

### RULES

1. Only full-time faculty member/ Lab engineer (after completion of probation period) of the CECOS University shall be eligible for the honorarium associated with publication.
2. The honorarium shall be paid only to either the **Principal** or the **Corresponding** author. In case both the Principal and the Corresponding authors of the publication are from CECOS university then only the Principal Author can claim the honorarium.
3. In case of multiple corresponding authors in a research publication, the incentive amount will be divided by a total number of corresponding authors of the publication and only one corresponding author of the CECOS University will get his/ her proportionate amount.
4. Payment to PhD faculty members shall be made only for publications in addition to the one research paper in an Impact Factor Journal that they must publish each year as a condition of their employment contract. The applicant must attach proof that this condition has been met.
5. Number of claims per financial year (July to June) per faculty member/ Lab-Engineer may not exceed five (5).
6. First page of the published manuscript shall be submitted along with this publication claim form.
7. Name of author's Department along with University name must be mentioned in the publication.
8. The rates of payment are as under:

PKR 100,000/-	PKR 50,000/-	PKR 20,000/-
Full Length Article published in <i>Science</i> or <i>Nature</i> journals or in a journal with Impact Factor $\geq 30$	Full Length Article or Review-article in an Impact Factor Journal.	Short communication or Case-study article in an Impact Factor Journal.

### APPLICATION PROCEDURE

1. After publishing the research paper, fill and submit this form to your Head of Department (HoD) along with required documents. Also email the filled form's e-copy and the research paper to [oric@cecos.edu.pk](mailto:oric@cecos.edu.pk)
2. The HoD reviews the application and forwards the duly signed form to the ORIC.
3. The ORIC verifies the submitted application and after getting approval of the Dean forwards it to the Finance Department for payment.

*In case of any queries/clarifications, contact ORIC office.*