

**APPLICATION FORM FOR PEMBIAYAAN YURAN PROSIDING BERINDEKS (PYPB)**

APPLICANT INFORMATION	
<b>CORRESPONDING AUTHOR NAME</b>	
<b>STAFF ID</b>	
<b>FULL AFFILIATION</b> (As stated in the proceeding)	
<b>CO-AUTHOR NAME</b>	<b>FULL AFFILIATION</b> (As stated in the proceeding)
1.	
2.	
3.	
4.	
INDEXED PROCEEDING INFORMATION	
<b>PROCEEDING TITLE</b>	
<b>CONFERENCE TITLE</b>	
<b>INDEXATION TYPE</b> (Scopus or Web of Science)	
<b>ISSN/e-ISSN</b>	
<b>PUBLISHER NAME</b>	
PAYMENT INFORMATION (IN RINGGIT MALAYSIA)	
<b>PAYMENT VALUE (RM)</b> (As stated on the bank transaction)	
APPLICATION ATTACHMENT	
<b>KINDLY TICK (✓) AND ATTACH THE DOCUMENT OF PROOFS (ORIGINAL/PRINTED/COPY)</b> <b>MUST be signed and endorsed by PTj. Any incomplete application may be rejected.</b>	
1.	Proof of <b>full proceeding</b> as <b>published</b> in the <b>indexed proceeding</b> (Same as the proceeding title as applied, complete pages and not the proceeding draft).
2.	Proof of the indexed proceeding as <b>listed</b> in <b>Scopus</b> or <b>Web of Science</b> (WoS) and as listed at the applicant's <b>UiTM Expert</b> (corresponding author).
3.	<b>Receipt</b> and <b>invoice</b> from the <b>publisher of the proceeding</b> .
4.	Proof of <b>bank transaction</b> indicating the <b>payment transaction</b> to the <b>publisher</b> .

<b>KINDLY TICK (√) AND ATTACH THE DOCUMENT OF PROOFS (ORIGINAL/PRINTED/COPY)</b> MUST be <b>signed</b> and <b>endorsed by PTj</b> . Any incomplete application may be rejected.		
5.	Proof of the applicant contribution to <b>Tabung Amanah Dana Kecemerlangan Pendidikan (DKP)</b> (following the current PYPB criteria as stated in the PYPB manual).	
6.	Proof of applicant <b>conference attendance</b> , at least two (2) <b>presentation photographs</b> including a <b>certificate of attendance</b> or <b>certificate of appreciation/award</b> (for reporting to PYPB grant provider purposes).	
<b>APPLICANT DECLARATION</b>		
<b>KINDLY TICK (√) ON THE APPLICANT DECLARATION</b> ( May be rejected if the declaration is incomplete or false)		
<b>I DECLARE THAT:</b>		
1.	I am the <b>corresponding author</b> of this indexed proceeding (as stated in the published proceeding),	
2.	I <b>do not have any source of financial grant</b> (active grant) and <b>did not receive any financial assistance</b> for this publication. <b>If otherwise</b> , please state the justification for the need of financing: ..... .....	
3.	I <b>do not submit repeated claims</b> to UiTM or third parties on this indexed proceeding publication,	
4.	I have <b>reviewed (checked)</b> and <b>confirmed</b> that this indexed proceeding is <b>NOT</b> published by a predatory journal/publisher in accordance with the PTAR information about the predatory potentials for example, the least by the ' <i>Beall's List of Potential Predatory Journals and Publishers</i> ',	
5.	this proceeding is NOT published by <b>Hindawi, Frontier</b> atau <b>MDPI</b> in accordance with the <i>Edaran Kementerian Pendidikan Tinggi</i> (13 Julai 2023),	
6.	I understand that my application <b>may be rejected</b> or may be subject to <b>disciplinary action</b> if <b>false information/documents</b> are submitted (according to the PYPB criteria). Any decision is final.	

Signature and Stamp <b>Corresponding author</b>	Signature and Stamp <b>Head of PTj</b>	Signature and Stamp <b>Head of UEP/Director of RMC</b>
Name:	Name:	Name:
Date:	Date:	Date:



***Pembiayaan Yuran Prosiding Berindeks***  
**(PYPB)**  
**Year 2025**

***Research Management Centre (RMC)***  
**Department of Research and Innovation**

**Universiti Teknologi MARA (UiTM)**

**CONTENT LIST**

<i>Pembiayaan Yuran Prosiding Berindeks (PYPB) Vision dan Mission</i>	3
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**PART 1 INTRODUCTION**

1.1 Introduction	4
1.2 Philosophy	4
1.3 Aim	4
1.4 Funding effective implementation date	4

**PART 2 APPLICATION**

2.1 Applicant criteria	5
2.2 Proceeding criteria	5
2.3 Payment criteria	6
2.4 Conclusion	6

**PART 3 REFERENCE DAN FLOW CHART**

3.1 Reference	7
3.2 Flow chart	8

**PYPB VISION DAN MISSION****VISION**

Supporting published indexed proceedings in Scopus or Web of Science (WoS) as proof of quality and competitive research outcomes.

**MISSION**

Cultivating, empowering, and promoting publishing capacity impacts by the increase in citations, which subsequently enhances the visibility of researchers and UiTM at a global level. By publishing research results, the quality of dynamic and sustainable research can be continuously improved.

## **PART 1**

### **INTRODUCTION**

#### **1.1 INTRODUCTION**

The Research Management Centre (RMC), the Department of Research and Innovation, Universiti Teknologi MARA (UiTM) provide the *Pembiayaan Yuran Prosiding Berindeks* (PYPB) application criteria document as a reference and guide for PYPB applications.

#### **1.2 PHILOSOPHY**

PYPB endeavours to promote the publication of indexed proceedings in Scopus or Web of Science (WoS) particularly by UiTM researchers.

#### **1.3 AIM**

This funding aims to help authors cover the cost of publishing for the indexed proceedings and can contribute to the dynamic development of knowledge at the global level. Indexed proceeding refers to a written article from research findings in an indexed proceeding.

Basically, researchers begin by writing, publishing, indexing, and registering proceeding publications, and then claim the publication costs of these publications under the current PYPB criteria.

#### **1.4 FUNDING EFFECTIVE IMPLEMENTATION DATE**

The new criteria of PYPB come into force upon announcement by the Department of Research and Innovation of Universiti Teknologi MARA, and the PYPB's funding is subject to current provisions.

## PART 2

### APPLICATION

PYPB funding is categorised by applicant criteria, proceeding criteria, and payment criteria.

#### 2.1 APPLICANT CRITERIA

- 2.1.1 The applicant is a permanent or contract academic staff with active status.
- 2.1.2 The applicant is the proceeding corresponding author.
- 2.1.3 Only applicants who do not have a research grant are eligible to apply.
- 2.1.4 Applicants must obtain confirmation from the Responsibility Centre (PTj).
- 2.1.5 Applicants must contribute a minimum of RM30.00 per month to *Tabung Amanah Dana Kecemerlangan Pendidikan (DKP) UiTM* for at least six (6) months, or a substantial amount of at least RM180. Payments can be made through a payroll deduction on the [FINePortal UiTM](#).
- 2.1.6 Applicants need to attach proof of attendance at the conference. Evidence includes at least two (2) presentation photos along with a certificate of participation or certificate of appreciation/award. This document is required for periodic reporting to the PYPB funders.

#### 2.2 PROCEEDING CRITERIA

- 2.2.1 Proceeding has been indexed by Scopus or Web of Science (WoS).
- 2.2.2 The applicant's [UiTM Expert](#) and the Portal for Research and Innovation Management ([PRIME](#)) system have both verified the proceeding paper.
- 2.2.3 Proceeding shall not be published by Hindawi, Frontier, or MDPI. The Ministry of Higher Education's Circular Instruction, dated July 13, 2023, prohibits public universities using government funds from publishing any publications with any of these three (3) international publishers.
- 2.2.4 Proceeding shall not be published by predatory publisher or predatory proceeding. Please consult the [library guide to identify predatory journals and publishers, as well as related information](#), available on the Perpustakaan Tun Abdul Razak Universiti Teknologi MARA (PTAR, UiTM) website. Beall's list of potential predatory publishers/journals is currently an example of reference about predatory criteria and other reliable references shall also be referred from time to time.

- 2.2.5** Proceeding shall include an acknowledgement section that acknowledges UiTM. This section serves as a way for the author to thank UiTM for providing any type of basic, general, or specific aids or facilities.

## **2.3 PAYMENT CRITERIA**

- 2.3.1** Proceeding publication fee to publisher is only eligible to be funded up to RM1,500.00 only.
- 2.3.2** No other source funds the proceeding publication fees (either from UiTM or outside UiTM).
- 2.3.3** Proceeding publishing fee has been made to the publisher in advance before making a PYPB claim.
- 2.3.4** Proceeding with other types of publication charges, such as to conference organisers, proceeding processing fees before acceptance, or proofreading charges, will not be considered.
- 2.3.5** Fill out the *Borang Permohonan Pembiayaan Yuran Prosiding Berindeks* (PYPB) with the applicant's attached evidence, declaration statement, and a complete verification.
- 2.3.6** For the payment process, send a complete application that PTj has verified with the attached evidence to the PYPB Submission System (<https://forms.gle/VaL19NxAMt36qwp77>).
- 2.3.7** For any questions or further information, please contact us via the following email at ueprmc@uitm.edu.my, or refer to the corresponding website at RMC (Ethics and Publication Unit), Universiti Teknologi MARA.

## **2.4 CONCLUSION**

All decisions are final. If the application contains any false information or documents, the applicant may be subject to disciplinary action.



**PART 3****REFERENCE DAN FLOW CHART****3.1 REFERENCE**

Reference documents facilitate financing and approval are as follows:

- i. Predatory Journals on the Perpustakaan Tun Abdul Razak (PTAR), UiTM website.
- ii. Beall's List of Predatory Journals and Publishers on the Perpustakaan Tun Abdul Razak (PTAR), UiTM website.
- iii. Ministry of Higher Education Distribution Order dated July 13, 2023; Prohibition of using government funds to publish in three listed international publishers: Hindawi, Frontier and MDPI.
- iv. UiTM Expert, UiTM.
- v. Portal for Research and Innovation Management (PRIME), UiTM.

### 3.2 FLOW CHART

The PYPB Flow Chart covers detailed basis of the process/activity involved when the applicant intends to make an application to RMC, Department of Research and Innovation, UiTM.

The *Pegawai Yang Bertanggungjawab* (PYB) includes the PYPB applicant, the Head of the Responsibility Centre (PTj) to the applicant of PYPB, the Head or administrator of the UiTM Ethics and Publication Unit (UEP), the Head of the PTj or the Head of the RMC Unit, and the Head or administrator of Bursary Unit (BU) of UiTM.

PYB	FLOW CHART	PROCESS/ACTIVITY	DOCUMENT REFERENCE	
	<pre> graph TD     Start([Start]) --&gt; Applicant[ ]     Applicant --&gt; PTj{ }     PTj --&gt; UEP{ }     UEP --&gt; RMC{ }     RMC --&gt; BU[ ]     BU --&gt; End([End])     UEP --&gt; Applicant   </pre>	Start.	PYPB application forms, application evidence, applicant declaration, applicant signature and the Head of PTj signature.	
Applicant		Fill out the PYPB application form and get support from the Head of PTj (verification).		
Head of PTj		Check, validate supporting documents (proof) of the application. Supporting or not supporting the application (verification).	PYPB criteria (PYPB manual).	
UEP		Receive the application form and check the applicant's eligibility, supporting documents and application attachments.	PYPB criteria (PYPB manual).	
RMC		Report and make recommendation for the applications.	PYPB application review reporting.	
BU		Process of payment of fees/claims.	Approval documents.	
			End.	