# APPLICATION FORM FOR RESEARCH PAPER PUBLICATION
# COLLEGE OF SCIENCE & TECHNOLOGY

For Staff only

**Note:** *There are 6 sections of information requirement (IR) as IR1 to IR6 to be provided by applicant. This application form is used for seeking publication fee support for book/book chapter/journal/conference/seminar paper and/or for conference/seminar presentation.*

| **IR1: APPLICANT INFORMATION** | | |
|---|---|---|
| **First Name:** | **Middle Name** : | **Last Name**: |
| **Designation**: | **Position Level**: | **Department**: |

| **IR2: RESEARCH PAPER INFORMATION** | | |
|---|---|---|
| **Paper Title** : | | |
| **Name of Project for Paper Source**: | | |
| **Details of first Author** | **Name**: | |
| | **Designation**: | |
| | **Name of Affiliated Research Center OR DRIL Office***: | |

| **IR3: PUBLICATION INFORMATION** | | | |
|---|---|---|---|
| **Name of Journal or Conference or Book chapter publisher:** (Please do *not write short form*) | | | |
| **Website URL of Journal or Conference or Book chapter publisher**: | | | |
| **Journal Details** | **Impact Factor Value** : | **Category**: | |
| | **State/Country (Publishing Database)** : | | |
| **Conference Details** | **Name of Publishing Database** : | | |
| | **State/Country(Publishing Database)** : | **State/Country (Conference Venue)** : | |

| **IR4: PUBLICATION FEE PAYMENT INFORMATION** | | |
|---|---|---|
| **Publication Fee:** | **Amount** : **(in figure)** | **Amount** : **(in Words)** |
| **Last date for Publication fee Payment** : | | **Remarks** : |
| **Details of Benefinairy Account for Publication Fee Payment:** | **Account Name** : | |
| | **Account Number** : | |
| | **Maintained At** : | |
| | **Address** : | |
| | **SWIFT Code** : | |
| | **Other Details (if any)** : | |

| **IR5: SUPPORT LIMIT FOR BUDGETING & CONFERENCE DETAILS FOR OFFICIAL LEAVE** | | |
|---|---|---|
| **Record of funding support (publication fee + TA/DA+etc) I received from the College for publication within my quota limit of Nu 70000/- in 3 years** | **No. of funding support I received**: | |
| | **Amount(USD) of last support received**: | |
| | **Date of last support received**: | |
| | **Total amount used from quota limit:** | |
| **Details of Conference Days** | **From (dd-mm-yyyy)** : | **To(dd-mm-yyyy)** : |
| | **My Paper Presentation Day & Time:** | |
| **Number of travel days**: | **Route Details**: | |
| **DA Amount(Nu)** : | **TA Amount(Nu)** : | **Total Amount (TA+DA)** : |

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**Total estimated Cost of Paper Publication including publication fee** : **(in Figure)** :
**(In Words)** :

**IR6: CHECKLIST: DOCUMENT REQUIREMENTS**

*The following documents are required to be submitted along this application form*

| SL# | Particular | Remark by Research Officer |
|---|---|---|
| 1 | A copy of paper Acceptance Letter | |
| 2 | A copy peer-review comments | |
| 3 | A copy of full paper -submitted and accepted ( both hard and softcopy) | |
| 4 | A copy of invitation letter (Conference presentation) | |
| 5 | Similarity Check Report (by Turnitin software) | |
| | **Signature of Research Officer & Date:** | |

**SIGNATURES OF APPLICANT**

*I hereby declare that all information provided in this application and documents attached are true. If I falsify/ withhold any information requested in this application form and in any document attached, I will not be eligible for any support from the College and will be obliged to receive any action as per the rules and regulations of the College.*

| | |
|---|---|
| **Signature of Applicants**: | **Date**: |

**Recommendation of Research Center Coordinator**

| | |
|---|---|
| **Signature of Center Coordinator**: | **Date**: |

**RECOMMENDATION OF DRIL**

| | |
|---|---|
| **Signature of DRIL**: | **Date**: |

**COMMENTS OF ACCOUNT OFFICER**

**Comments on Research Budget Balance**:

| | |
|---|---|
| **Signature of Account Officer:** | **Date:** |

**APPROVAL'S REMARK OF PRESIDENT**

| | |
|---|---|
| **Signature of President** : | **Date** : |

**CC:** HOD & DRIL Office for records. The last review of the form was endorsed by 61st CRC dated 27th November 2020
*******This form is developed by Tsheten Dorji, DRIL and Endorsed by 38th CRC meeting dated 19th July 2017 *******