



OFFICE OF RESEARCH, INNOVATION & COMMERCIALIZATION

Article Processing Charges Funding Request Form

I. Personal Information	
Full Name of the Applicant	
Designation	<input type="checkbox"/> Faculty Member <input type="checkbox"/> Research Associate <input type="checkbox"/> Research Student
Department	
Contact Information	<ul style="list-style-type: none">• Email Address: _____• Phone Number: _____

II. Publication Information		
Title of the Article	Journal Name	HEC Journal Category
Author Status	<input type="checkbox"/> 1st Author <input type="checkbox"/> Corresponding Author <input type="checkbox"/> Both	

Name and affiliation of all other Authors (If any)	
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III. Funding Request Detail

Total Article Publication Fee (APC) Amount in PKR (Specify the amount requested for Publication)	
Fee Waiver/Reduction Status from the Publisher (Have you requested the fee waiver from the Publisher?)	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please explain why a waiver or reduction was not requested) (If yes, please attach proof in case of rejection)

IV. Case for Choosing a Paid Journal over Free Options

(Provide a justification for why you have chosen to publish in a paid journal instead of submitting to a free journal)

V. Additional Information

Have you ever applied for or received funding from any other source for this publication fee? (If yes, please provide details of the funding source and amount received)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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VI. Any other Relevant Information

Acknowledgment & Agreement:

- **I confirm that I am the 1st Author or Corresponding Author of the publication.**
- **I confirm that the journal in which I am publishing is HEC Recognized, and I have ensured it falls within the specified categories (X/W).**
- **I acknowledge that conference papers and book editing fees are not eligible for this funding unless specified by the ORIC department on a case-by-case basis.**

Signature of the Applicant

Date

SOPs for Supporting Research Publications by ORIC

To support a vibrant research culture at Forman Christian College (A Chartered University), the Office of Research, Innovation and Commercialization (ORIC) supports faculty and students for publications for fully or partially reimbursing article processing charges (APCs) if required.

Scope: This Publication Funding Policy is applicable to:

- FCCU full-time Faculty members.
- FCCU research associates or FCCU research students (undergraduate or post-graduate)

Salient features of the policy:

1. Applicants must be a full-time FCCU faculty member, FCCU research associate or research student enrolled at FCCU. The applicant must be the first author or the corresponding author.
2. Only articles accepted in **HEC Recognized Journals** are eligible.
 - X or W category for Social Sciences, Humanities, Business, Computing and Mathematical Sciences, and Education.
 - W category for Natural Sciences.
3. Applicants are encouraged to first try submitting to journals without APCs. The **Directory of Open Access Journals** lists over 10,000 peer-reviewed, non-predatory journals without article processing fees. To be considered for funding, applicants must make a convincing case for why a paid journal was chosen over a free one.
4. Applicants are required to ask for a fee waiver from the publisher. If a waiver is not possible, then request should be made for a fee reduction for authors from developing countries.
5. Conference papers will not be considered.
6. Book editing fees can also be considered on a case-by-case basis, from reputable publishers only.
7. Name/affiliation of Forman Christian College (A Chartered University) in the publication is a pre-requisite for availing publication fee support.

Documentary Proof Required along with APC application:

- Proof of APC fee waiver or discount request.
- HJRS category (category according to the HEC policy)
- Author details with Affiliation.

Process: The Research Publication Committee (RPC) comprising of the Deans will be convened under ORIC. Faculty will apply through ORIC to this committee. The RPC will review cases considering the above-mentioned policy guidelines on a quarterly basis. If approved, the Director ORIC will forward reimbursement to the Accounts Office through Microix.