



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sec-16-C, Dwarka Campus, Delhi-110 078

Website: www.ipu.ac.in

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OFFICE OF THE DIRECTOR (RESEARCH & DEVELOPMENT CELL)

Ph: 011-25302123 & email Id: drc@ipu.ac.in

L. No. GGSIPU/RDC/Ph.D./2025

Dated: 14.07.2025

NOTIFICATION

The Board of Management of Guru Gobind Singh Indraprastha University in its 87th meeting held on 19.06.2025 vide Agenda Item No. BM 87.14 approved the "Guidelines for Research Publication Grant – 2024.

A Copy of "Guidelines for Research Publication Grant – 2024" as proposed in the agenda item is enclosed with this notification.

The above guidelines shall come into force from the date of approval by the Board of Management, that is 19.06.2025.

(Dr. Kamal Pathak)
Registrar

Copy to:-

1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMCI/ USLLS/ USM&PMHS/ USMS/ USAP/ USE/ USAR/ USDI, GGSIP University
2. Director- Academic Affairs/ Coordination/ Students' Welfare/ CEDM/ Development/ International Affairs/ CEPS/ Research and Development/ Legal Aid / Research Project Monitoring & Innovation/ IUIIC/ CCGPC/ In-Charge (East Campus), GGSIP University.
3. Project In-charge - SLA/ SFM/ SFIS
4. Chairperson - CHVE/ SDC IIQAC & NAAC, GGSIP University
5. Librarian, GGSIP University
6. In-charge UIRC, GGSIP University
7. In-charge, Center for Human Values and Ethics
8. Programme Coordinator- NCC/NSS Cell, GGSIP University
9. Proctor, GGSIP University
10. Controller of Finance, GGSIP University Proctor, GGSIP University
11. Controller of Examination (I&I I), GGSIP University
12. Chief Warden, GGSIP University
13. CVO, GGSIP University
14. All JRs/ DRs/ Branch In-charge(s), GGSIP University
15. Advisor UWD, GGSIPU
16. In-Charge, UITS, GGSIP University with a request to upload the notification in the University website.

Copy for information of the Competent Authority:

1. AR to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU
2. AR to the Registrar's office for kind information of Registrar, GGSIP University.

(Prof. Nimisha Sharma)
Director(RDC)

Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078

Guidelines for Research Publication Grant- 2024

I. Introduction

One of the fundamental objectives of any University is not only to impart knowledge through its teaching programmes, but also to generate knowledge through its research programmes and to train research scholars in the rigour of knowledge production. It is predominantly measured as research articles in reputed, peer reviewed high impact journals indexed in globally recognized databases. This necessitated publication grants, as many journals charge heavy fees for colour figures, page charges or article processing/publication charges. Following many institutions around the world, Guru Gobind Singh Indraprastha University instituted a mechanism in 2014 to support its faculty members with publication grants. The present guidelines build on its experience to further promote quality research with measurable research output in all disciplines of study in the University Schools of Studies and Centre(s) of Excellence established under Ordinance 35 of the University.

II. Title:

The Guidelines shall be called the "Guidelines for Research Publication Grant-2024".

III. Objectives:

- a. To encourage faculty members to publish research papers in reputed journals as admissible under these Guidelines.
- b. To grant financial assistance to faculty members for research publications in reputed journals indexed in Web of Science or Scopus as admissible under these Guidelines.
- c. To enhance research output and research visibility of the University in all disciplines of study.
- d. To maintain an encouraging and enabling eco-system for research in the University.
- e. To encourage publicly funded research output to become freely accessible to the general public.

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IV. Applicability:

These guidelines shall be applicable from the date of their notification.

V. Eligibility for Publication Grant:

- a. The faculty members on the regular employment of the University in University Schools of Study (USS) or Centre(s) of Excellence established under Ordinance 35 of the University (CoE) (including those on probation) shall be eligible for grant of financial assistance for research publications in journals as admissible under these Guidelines for publishing research work done primarily at the University (including collaborations outside USS/CoE).
- b. The regular faculty members on deputation to other institutions shall be eligible for grant for only such publications which pertains to work done from G.G.S. Indraprastha University and identifies their association with the University.
- c. The faculty members on deputation to the University or associated with the University as adjunct faculty or employed with the University on tenure basis shall also be eligible for grant if the research publication pertains to work done from G.G.S. Indraprastha University and identifies their association with the University.

VI. Admissibility for Publication Grant:

Research publications as specified below shall only be admissible for the grant of financial assistance by the G.G.S. Indraprastha University under these Guidelines:

- a. The financial assistance for research publication shall be admissible only if it is a declared and notified policy of the journal to charge from the authors the publishing cost of one or other kind.
- b. It is mandatory that the first or corresponding author of the concerned research publication for which financial support is being sought from G.G.S. Indraprastha University should be a registered student or the regular faculty of USS/CoE, regardless of whether the remaining authors belong to USS/ CoE or are collaborators from institutions outside USS/CoE. This includes situations wherein the first author or corresponding author from USS/ CoE is clearly identified in the publication as 'equal contribution' or 'co-corresponding author'.

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- c. In case of collaborative research work involving institutions outside the USS/CoE, including industrial-collaborations, wherein the faculty member of USS/CoE should be either the first author or the corresponding author in the research article, and there are other authors from other institutions also, the share of G.G.S. Indraprastha University will not exceed 50% of the total publication cost being charged by the journal for publication of the research article.
- d. For the applicants from the USS/CoE of disciplines of Science, Technology, Engineering, Medicine and Management, the funding shall be restricted to one research article per faculty per financial year in reputed, peer-reviewed journal(s) indexed in Web of Science or Scopus with an impact factor of 2 or cite score of 3 or above.
- e. For the applicants from the USS of disciplines of Law, Humanities, Social Sciences, Mass Communication and Education, the funding shall be restricted to one research article per faculty per financial year in a reputed, peer-reviewed journal(s) indexed in Web of Science or Scopus with an impact factor of 0.5 or cite score of 1.0 or above.
- f. For interdisciplinary inter-USS/CoE collaborative research work, the discipline of the first author shall define the category of the applicant.
- g. The impact factor/cite score based on indexing in only the globally recognized databases, i.e Web of Science or Scopus, shall be considered. The applicant shall provide evidence for the same.

VII. Procedure for application:

- a. The faculty shall submit the request for financial assistance under this scheme, through the Dean of the concerned USS/Director of the concerned CoE to the office of Director, Research & Development Cell (RDC) in the prescribed format.
- b. The form must be accompanied by all relevant documents, including proof of acceptance of the research article, /or a copy of the

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accepted research article, clearly showing the address of all authors, including first author(s)/corresponding author(s) from USS. Proof of impact factor/cite score based on indexing in only the globally recognized databases Web of Science or Scopus should also be provided.

- c. The office of RDC shall submit the completed application form along with all documents to the finance and accounts branch of the University for payment.
- d. The finance and accounts branch of the University shall make direct payment to the publisher or reimbursement to faculty (as the case may be) within a week of receiving the file in the accounts and finance branch.

VIII. General Conditions:

- a. The authors, being the best judge & in best position, are expected to choose the best journal in terms of content, target readers, quality and impact.
- b. Under these guidelines, the University shall provide financial assistance for publishing costs or page charges or colour printing charges (inclusive of all taxes and foreign currency exchange charges), only when it is an essential publishing policy of the journal as mentioned on the journal website.
- c. The University shall not provide the financial assistance wherein the payment is only an option provided to the authors to make their article open access in Subscription / Hybrid – mode Journals.
- d. The University shall provide financial assistance for the publication of only research article, and not abstracts, book reviews, news & views, perspectives, opinions, popular articles, letters to editor or conference proceedings.
- e. The financial assistance under these guidelines shall be permitted, if the journal itself is called proceedings or based on periodical proceedings of reputed conferences /seminars organized/sponsored by internationally acclaimed professional bodies such as IEEE, IUPAP, IUPAC, and indexed in Web of Science or Scopus with impact factor/cite score as mentioned in 'Admissibility for Publication Grant' clause above.

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- f. Any case of malafide authorship used for the purpose of claiming financial support shall be treated as research as well as financial misconduct, and shall be dealt with in accordance with the relevant policies of the University.
- g. The research publication grant shall not be given for publication in fake or predatory journals. It shall be the responsibility of the applicant to ensure that the journal is not fake or predatory in nature.
- h. Any financial assistance from the University (under these guidelines or any other scheme of the University) must be duly acknowledged at the end of the research published article. The faculty may use the affiliation as "G.G.S. Indraprastha University" in the research article.

IX. Notwithstanding anything contained in these guidelines, for any unforeseen issues arising not covered by these guidelines, or in the event of differences of interpretation, the Vice Chancellor may take a decision in consultation with the Director, RDC. The decision of the Vice Chancellor shall be final.

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Application Form for Financial Assistance under Research Publishing Grant Scheme

Block Financial Year

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S.No.	Particular	Detail
1.	Name of the Faculty & Designation	
2.	Date of appointment	
3.	Name of University School of Study / Centre	
4.	Details of article published a) Name of Author(s) b) Title of the paper c) Name of the Journal / year / vol. / page no.	
5.	Detail of invoice / payment receipt	
6.	Total amount to be paid	Rs.
7.	Bank detail where charges of article publication processing / page / colored figure etc. has to be paid:	Bank Account NO. _____ IFSC Code _____ Swift Code _____ Bank Name _____ Name of Branch _____

1. It is to certify that publication charges as per the detail given above is due, and may kindly be paid directly to the M/s _____ for publication of research article.

OR

It is to certify that I have paid an amount of Rs. _____ to M/s _____ for publication of research article.

2. I have not claimed or submitted any other claim in respect of payment of aforementioned amount for publication of research article during the current financial year.
3. I have attached Bill / acknowledgement duly verified by the undersigned along with my application for payment made for publication of research article.
4. I am the first author / Corresponding author of the article for which charges are being claimed.
5. I certify that the journal in which the article has been published is indexed in WoS/Scopus having an impact factor of 2 or cite score of 3 or above in the disciplines of Science, Engineering, Medicine and Management / or having an impact factor of 0.5 or cite score of 1 or above in the disciplines of Law, Humanities, Social Science, Mass Communication and Education.
6. I certify that publication of my article is not in any fake or predatory journal.
7. I certify that financial assistance for my published research article is not being claimed for making the article open access in a subscription / hybrid - mode Journal.

Date

SIGNATURE OF THE APPLICANT

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Enclosures to be submitted along with the claim:

1. Invoice / receipt of payment
2. Copy of the research article
3. Acceptance of the research article

SIGNATURE OF DEAN / DIRECTOR

FORWARDED TO

DIRECTOR, RESEARCH & DEVELOPMENT CELL

(i) The detail provided by _____ has examined and found to be correct. An amount of _____ (_____ only) is recommended to be paid directly to M/s _____ as per details provided at Sr. No. 6 & 7.

OR

The detail provided by _____ has examined and found to be correct. An amount of _____ (_____ only) is recommended to be reimbursed to Dr. / Prof. _____ as per details provided at Sr. No. 6 & 7.

(ii) Entry has been made in the Register.

(iii) Payment relating to publication of research article has not been paid in the current financial year.

(DEALING ASSTT.) / (SECTION OFFICER)

(DIRECTOR, RESEARCH & DEVELOPMENT CELL)

Finance & Accounts Branch (COF/FO/AAO/ Dealing Asstt.)

Annual Research Publishing Grant Fee claim as recommended by Director (Research & Development Cell) in respect of _____ has checked in pursuance of Office Order No. GGSIPU/COF/2014/ _____ dated _____ and found to be correct. An amount of _____ (_____ only) may be paid to M/s _____ or to Dr. / Prof. _____ (in case of reimbursement) as per details provided at Sr. No. 6 & 7.

(DEALING ASSTT.)

(ASSTT. AUDIT OFFICER)

(FINANCE OFFICER)

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