

RESEARCH MANAGEMENT CENTRE

Our ref : MMU/RMC/MEMO/PC/2022/1

MEMO

To : Academic Staff
Multimedia University

From : Director,
Research Management Centre
Multimedia University

Date : **17/10/2022**

Re : Journal Page Charge Process Flow

Dear Prof. / Dr. / Sir / Madam,

We would like to share the process flow for journal page charge application.

The attached file shows the flow for the 3 possible methods. For the direct payment method, we show a more detail process flow with the timeline.

The default method is via direct payment to publishers. Using this method payment will be made between 7-21 working days. In some special cases e.g. if there is no previous payment to the same journal before, the process might take additional 2-7 working days, as RMC needs to get some supporting documents from TM to process the payment. In cases where the publisher requires a proof of payment, you can request this from IRIS 10 working days after the status in RMS has turned to Application Complete.

As for the corporate credit card, due limited spending limit, RMC will only be using it when the direct payment method is not possible (between 24th and month end) and for some urgent cases only.

The pay and claim method is still possible if it is requested the applicant. This is normally for cases where the payment is urgent and the applicant do not mind to pay first and claim.

We hope that our explanation is clear and give better understanding of the process involved in the journal page charge application.

Thanks you.

Yours sincerely,



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