HOW TO MAKE YOUR CLAIMS?
Authors will only need to complete Step 1, 2, 3 & 4.

Step 1: Search for Article
Login into UMExpert System and click on WoS Incentives Module.
Choose Year Tab (by default it would be in previous year Publication)
Key in 'Article Title' or 'Journal Name' or 'Author' in the search box, then click 'Search'.

Key in keyword(
example using
Author name 'Shamsudin')
and click Search

or, using a word from publication title

Key in keyword(
example using
Publication Title 'macroeconomic')
and click Search

result

result

Key in keyword( example using Author name 'Shamsudin') and click Search

Key in keyword( example using Publication Title 'macroeconomic') and click Search
or, using a word from journal name

A list of search result will appear.
Please select only your publications.
Click ‘Submit’ button

### Step 2: Select Related Article

A list of search result will appear.
Please select only your publications.
Click ‘Submit’ button
Step 3: Enter/Update list of Authors
The article will appear on List of Publications. If there are more than one author, co-authors must also login to the same system (performing step 1 & 2) to include their name in the list.

Step 4: Enter Claim
The article will appear on List of Publications. Click on your name to make the claim. Fill up the form and click the Submit button.
If there are more than one author, ensure a consensus is reached on the amount to be allocated for each author.

**List of Author**

<table>
<thead>
<tr>
<th>No</th>
<th>Full Name</th>
<th>Status</th>
<th>Date</th>
<th>Amount (RM 6000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Encky Ahmad Nazrin Bin Shamsudin</td>
<td></td>
<td></td>
<td>3000</td>
</tr>
<tr>
<td>2</td>
<td>Puan Nor Anza Binti Yusoff</td>
<td></td>
<td></td>
<td>3000</td>
</tr>
</tbody>
</table>

1. I hereby declare that I am the author/co-author for the above publication.
2. I agree to the amount allocated to me by the co-author(s).
3. I understand that the amount allocated will be declared in the EC Form and is taxable.

**Step 5.**
IPPP will verify your claims. IPPP can only do this once all the co-authors have confirmed.

**Step 6.**
Bendahari will make the payment. Authors can check the status of their payment through the UMExpert system.

**IMPORTANT:**

1. Once a claim is done, the amounts allocated to co-authors cannot be changed. Co-authors can only approve or disapprove.

2. Once a claim is done, approval/disapproval by co-authors must be done within 14 days. Failure to do so will result in payment being made to only those who had done the claims and those who have confirmed it.

3. If a co-author does not agree with the amount allocated by the claimant, the matter can be raised to IPPP to resolve.

4. IPPP holds the access rights to reset (zerorise) the amount allocation to co-authors in case of any disagreement. A new claim can then be made.

5. It is preferable that the claimant checks the list of co-authors names before proceeding to make claims and if a particular co-author’s name is not listed, please request the co-authors to update and include their names in the article (refer step 1 & 2).

6. Authors may find their names listed in publications that do not belong to them. Problem occurs when selecting article not belong to them. In such cases, the author can delete his/her name from the list displayed.

7. The system does not cater for publications with more than 10 UM co-authors. Such cases will be handled on a per case basis by IPPP.

Put in the amount for you and your co-author(s) then click **Save Record**