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

**Step 1:** Ensure you update your name (abbreviated name/Nama Karya) in the UMExpert system. This will enable the system to identify your papers automatically. ([http://umexpert.um.edu.my](http://umexpert.um.edu.my))

**Step 2:** Login to UMExpert and you will be able to view your papers. Click on your name to make the claim. Fill up the form and click the **Submit** button. ([http://umexpert.um.edu.my](http://umexpert.um.edu.my))

(a) If there are more than one author, ensure a consensus is reached on the amount to be allocated for each author.

(b) Co-authors must also login to the same system to confirm the amount allocated to him/her.
**Step 3:** IPPP will verify your claims. IPPP can only do this once all the co-authors have confirmed.

**Step 4:** Bendahari will make the payment. Authors can check the status of their payment through the UMExpert system. ([http://umexpert.um.edu.my](http://umexpert.um.edu.my))

**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 their abbreviated names in the UMExpert system.**

6) Authors may find their names listed in publications that do not belong to them. This is because some authors have same abbreviations. 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.