Mindanao State University – Sulu
Capitol Site, Patikul, Sulu
7400

Office of the Vice Chancellor for
Research, Extension, and Innovation

ADDENDUM TO BOR RESOLUTION NO. 417, S. 2025
OTHERWISE KNOWN AS THE INTERNATIONAL PUBLICATION AWARD FOR JOURNAL ARTICLES, BOOKS, AND BOOK CHAPTERS AT MSU-SULU

INTRODUCTION

In recognition of the vital role of research and scholarly publication in advancing institutional excellence and in support of MSU-Sulu's commitment to incentivize quality research output that contributes to national development and global knowledge, this Addendum establishes a comprehensive financial assistance program for faculty and staff members whose research papers are accepted in Scopus-indexed journals.

I. SCOPE AND COVERAGE

This Addendum applies to all regular and permanent faculty members and staff of Mindanao State University-Sulu who have research papers accepted for publication in Scopus-indexed journals. The financial assistance provided herein shall be granted in addition to any existing benefits and shall not replace or diminish other institutional research support mechanisms.

III. **PUBLICATION FINANCIAL ASSISTANCE PROGRAM**

A. Eligibility Requirements

To qualify for the publication financial assistance, the following conditions must be met:

1. The applicant must be a regular or permanent faculty member or staff of MSU-Sulu at the time of paper acceptance;

2. The research paper must be accepted for publication in a Scopus-indexed journal with a valid Scopus Source ID.

3. The author must indicate MSU-Sulu as the institutional affiliation in the published paper.

4. The acceptance letter or proof of acceptance from the journal must be submitted to the Office of the Vice Chancellor for Research, Extension, and Innovation (**OVCREI**).

5. The research must comply with ethical standards and institutional research policies.

B. Financial Assistance Structure

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The publication financial assistance shall be calculated based on the Scopus journal quartile ranking (Q1, Q2, Q3, Q4) and authorship type (sole or collaborative authorship). The minimum financial assistance shall be Fifteen Thousand Pesos (Php 15,000.00).

Table 1. Publication Financial Assistance Schedule

Journal Quartile	Sole/Lead Authorship
Q1 (Top 25%)	PhP 25,000.00
Q2 (25-50%)	PhP 20,000.00
Q3 (50-75%)	PhP 15,000.00
Q4 (Bottom 25%)	PhP 10,000.00

C. Definitions and Clarifications

6. **Sole or lead Authorship** refers to publications where the MSU-Sulu faculty or staff member is the only author or is the primary author.

7. **Quartile Ranking** shall be determined based on the Scopus Cite Score Percentile or SCImago Journal Rank (SJR) at the time of paper acceptance. The journal's highest quartile ranking in any subject category shall be used for calculation purposes.

8. **Acceptance** refers to the formal notification from the journal editor indicating that the manuscript has been accepted for publication, without any further revisions.

IV. APPLICATION AND DISBURSEMENT PROCESS

A. Application Requirements

Qualified faculty and staff shall submit the following documents to the OVCREI within thirty (30) days from receipt of the acceptance notification:

1. Completed Publication Financial Assistance Application Form
2. Copy of the official acceptance letter from the journal
3. Copy of the submitted manuscript showing MSU-Sulu affiliation
4. Proof of journal's Scopus indexing (screenshot from Scopus.com or SCImago)
5. Documentation of the journal's quartile ranking
6. Screenshot as Proof of Quartile in Elsevier website

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B. Evaluation and Approval Process

1. The OVREI shall evaluate applications within fifteen (15) working days from submission.

2. A Research Evaluation Committee composed of senior faculty members and headed by the **OVCREI** shall verify the journal's Scopus status and quartile ranking.

3. Upon approval by the Research Evaluation committee, the application shall be forwarded to the Office of the Chancellor and, consequently, to the University Budget Office for fund allocation and/or the Vice Chancellor for Admin and Finance for deliberation in the Internal Finance Committee (IFAC).

C. Disbursement of Financial Assistance

1. Financial assistance shall be released within thirty (30) working days from final approval, subject to the availability of funds and compliance with university disbursement procedures.

2. Payment shall be made via direct deposit to the recipient's designated payroll account or through university-approved payment channels.

V. **SPECIAL PROVISIONS**

A. Limitations and Restrictions

1. Each qualified publication shall receive financial assistance only once. Resubmission of the same publication shall not be entertained.

2. There shall be no limit to the number of publications for which a faculty or staff member may claim assistance within a calendar year, subject to budget availability.

3. The financial assistance is non-transferable and shall be awarded only to the eligible MSU-Sulu employee author.

C. Budget Allocation and Sustainability

1. The University shall allocate an annual budget for this program based on projected publication output and institutional capacity.

2. In cases where budget allocation is insufficient to cover all approved applications within a fiscal year, applications shall be processed on a first-come, first-served basis, with priority given to Q1 and Q2 publications.

3. Unfunded applications due to budget constraints shall be carried over to the next fiscal year's allocation.

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D. Monitoring and Reporting

1. Recipients of financial assistance shall submit a copy of the published article to the **OVCREI** within sixty (60) days of publication.

2. The **OVCREI** shall maintain a comprehensive database of all assisted publications and prepare a quarterly brief for university administration.

3. An annual impact assessment of the publication assistance program shall be conducted to evaluate its effectiveness in promoting research productivity.

VI. **OBLIGATIONS OF RECIPIENTS**

Recipients of publication financial assistance shall:

1. Acknowledge MSU-Sulu institutional support in the published article's acknowledgment section.

2. Submit a final published copy (digital and/or print) to the University Library and Vice Chancellor for Research, Extension, and Innovation Office for archiving.

3. Participate in university research dissemination activities, including seminars, colloquiums, and conferences, to share research findings with the academic community.

4. Comply with all university policies regarding intellectual property, research ethics, and data management.

VII. **SANCTIONS FOR NON-COMPLIANCE**

Failure to comply with the obligations specified in this Addendum may result in:

1. Suspension of eligibility for future publication assistance

2. Requirement to return financial assistance received if misrepresentation or fraud is discovered

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3. Other administrative sanctions as deemed appropriate by the university administration.

VIII. AMENDMENTS AND REVIEW

This Addendum shall be subject to periodic review every three (3) years or as deemed necessary by the University administration. The Office of the Vice Chancellor for Research, Extension, and Innovation, in consultation with relevant academic units and administrative offices, may recommend amendments to improve the program's effectiveness and alignment with institutional research goals.

IX. SEPARABILITY CLAUSE

If any provision of this Addendum is declared invalid or unconstitutional, the remaining provisions shall continue to be in full force and effect.

X. EFFECTIVITY

This Addendum shall take effect immediately upon approval by the MSU Board of Regents. It shall apply to all papers accepted for publication in Scopus-indexed journals from the date of effectivity onwards.

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In concord:

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Addendum to BOR Resolution no. 417, s. 2025 Otherwise Known as the International Publication Award for Journal Articles, Books, and Book Chapters at MSU-Sulu

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In concord:

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Recommending Approval

ABDEL AJIM M. SALASAIN, PhD
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Approved for BOR Agenda:

Dr. NAGDER J. ABDURAHMAN
Chancellor II

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- OVCAF
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