

## Procedures for publication grants from the Taiwan Institute of Governance and Communication Research

Passed by the Planning Committee on July 27th, 2018

- Article 1 In order to elevate the quality of our research, the Taiwan Institute for Governance and Communication Research (TIGCR) of National Chengchi University has established these procedures to assist members of the center in submitting their academic dissertations to periodicals of the Scopus database of peer-reviewed literature.
- Article 2 The review of matters pertaining to aid for the submission of academic papers shall be the responsibility of the center's Planning Committee.
- Article 3: The citation of affiliations in academic papers submitted by members of the center shall be made according to the formatting standards designated by the center. After noting affiliation with the center with the approval of the Planning Committee, a grant application must be yearly submitted to the center according to these procedures. Grant applications must not be made if affiliation with the center is not noted according to the regulations in this article.
- Article 4: Grants are awarded by the center for academic papers published in journals of the Scopus database in the following ways:
1. For authors of a paper published in a Journal in the top 25% (Q1) of its subject area, NT\$ 5,000 is awarded per paper.
  2. For authors of a paper published in a Journal under the top 25% (Q2) of its subject area, NT\$ 3,000 is awarded per paper.
- Article 5: Standards for journal ranking and academic papers published in journals of the Scopus database described in the previous article are as follows:
1. Submission to Scopus database journals requires that the manuscript has been published electronically on the same date in a Journal recorded in the Scopus database and viewable on the website of the database (<http://www.scopus.com/>).
  2. Journals are ranked according to the the official website of the Scimago Journal & Country Rank (SJR) (<http://www.scimagojr.com>). The journal will be assessed by its SJR ranking in the year previous to the publication of the manuscript.
- Article 6: Grant applications are processed each year from September 1st to 30th. For academic papers published in journals in the Scopus database after January 1st, 2018, applications must be submitted within two years. Papers eligible for a grant application must be published electronically on the official website of the journal no later than one day prior to the application deadline.
- Article 7 Applicants must submit their application after preparing an application form, one complete copy of the paper, and the digital object identifier (DOI) of the paper.
- Article 8 The total yearly amount awarded in grants shall not exceed NT\$ 50,000. Should the amount applied for exceed this limit, grants shall be awarded in the order of the ranking of the journals.
- Article 9 Should papers that are eligible for grants have multiple authors, grants shall be awarded according to the following standards:

1. Where only one out of the authors is a member of the center, the author shall be the recipient of the entire grant.
2. Where two or more of the authors are members of the center, the grant shall be distributed evenly among the members of the center.

Article 10 Grants shall be verified and appropriated according to regulations after being signed and reported by the center.

Article 11 These procedures are in effect after having been passed by the center's planning committee and signed and approved by the university's president. The same shall apply to any amendment thereto.