

RESEARCH INCENTIVE AWARDS GUIDELINE

Prepared by: Research Office

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1.0 Research Support at FNU

Fiji National University undertakes and supports applied and discovery research, outcomes of which are relevant to the nation for policy development and economic growth. FNU recognises and encourages high-quality publications and research outcomes.

2.0 Incentive Awards for Research Achievements

FNU recognises the achievements of Academic staff and Higher Degrees by Research students' with the following awards:

2.1. Patents

Patents resulting from research carried out at Fiji National University will qualify for an incentive award of up to FJD5,600. Please refer to the *Intellectual Property and Research Commercialisation Policy* for a detailed clause on patents.

2.2. Research Books

A peer-reviewed research book published by a credible publisher will qualify for an incentive award of up to FJD5,600. The book must demonstrate the following:

- a. Evidence of scholarship and contribution to a discipline.
- b. Evidence of peer review.
- c. An International Standard Book Number (ISBN) or Digital Object Identifier (DOI). Be easily accessible (print and/or online).
- d. Innovative contribution and or contribution of new knowledge to the discipline.

Book reviewers and editors will not be incentivised; however, their contributions may be counted towards their academic promotion.

CMNHS & CEST Book Publisher List



Academic book
publishers_CMNHS_2(

The formula used to determine the incentive award claims for research books is as stated:

$$\text{Incentive} = R \times (Y/S) \times A$$

Where R is the base incentive value; Y represents the total number of pages in the book. If the book exceeds 200 pages, then Y should be taken as 200, and S is the standard pages required that is 200; A is the percentage of each author's contribution to the book.

Abbreviation	Full form
R	Base incentive value of \$5,600
Y	Total book pages published. If pages of the book exceed 200, then use Y as 200 (excluding references)
S	Standard book pages required as 200 (excluding references)
A	Author contribution percentage

Booked published in Vernacular Language (Hindi/I-Taukei) will be assessed by the subcommittee (nominated by ADR/Dean CHE) appointed by University Research Committee/Pro-Vice-Chancellor & Innovation against the criteria outlined in section 2.2 a-d.

2.3. Journal Articles

- a. Where Fiji National University academics and HDR students collaborate with authors outside of FNU, incentive awards for the publication will be awarded proportionally to FNU staff and HDR students only.
- b. Where two or more FNU academics or HDR students collaborate with authors outside of FNU, the incentive award will be distributed to the FNU staff and HDR students only, as per the order of their relative contribution.
- c. The incentive award will be processed based on the Scopus ranking, Incentive formula (see below), DOI (Digital Object Identifier) number and/or publication details. ABDC will be used for humanities ranking.
- d. Book chapters in book series that has impact factor and Q ranking fall into the category of journal articles will be incentivized on the journal ranking. NOTE: The ADRs are required to provide justification and evidence of Q ranking of the book chapter.

$$\text{Incentive award} = Q \left(\frac{0.5}{n} + 0.2f + 0.1s + \frac{0.2k}{kn} \right)$$

Q = Incentive for Q1, Q2, Q3 & Q4 journals (3500, 2100, 1400 and 700 FJD, respectively);

n= number of authors in the paper;

f= 1 if the author is first author, otherwise 0;

s= 1 if the author is the second author, otherwise 0;

k= 1 if the author is the corresponding author, otherwise 0;

kn= number of corresponding authors.

2.3.1. Ranked Journals

Incentive award for journal paper publications:

- a. Q1/A* – FJD3,500
- b. Q2/A – FJD2,100
- c. Q3/B – FJD1,400
- d. Q4/C – FJD700

Q ranking is to be verified from the Scopus database. Journal rankings are determined according to the *Procedure for Finding Journal Rankings*.

Distribution of Award:

- a. Professors and Associate Professors qualify only for Q1 & Q2 (A* and A) journals.
- b. Assistant Professors and lower qualify for Q1, Q2, Q3, and Q4 (A*, A, B, and C) journals.

2.3.2. Journals Published in Vernacular (Hindi/I-Taukei)

A peer-reviewed scholarly vernacular journal published by a credible publisher will qualify for an incentive award.

The journal must demonstrate the following:

- a. Evidence of scholarship and contribution to a discipline.
- b. Evidence of peer review.
- c. Innovative contribution and or contribution of new knowledge to the discipline

Those who qualify under these categories will qualify for an incentive award of FJD350.

Journals published in Vernacular Language (Hindi/I-Taukei) will be assessed by ADR CHE and recommend to RO whether or not the candidate qualifies.

2.3.3. Unranked Journals (Pacific Unranked Journals)

Incentive award of FJD350 will be based on the unranked journal (Pacific Unranked Journals) listing below approved by FNU Research Committee. The journal must demonstrate how it makes a significant contribution in the discipline area and evidence of its impact.

Unranked Pacific Journal Listing



Unranked Pacific
Journal_v1.docx

2.3.4 Author Processing Charges & Open Access Fees – Journal Publications

Author processing charges and open access fees will only be paid for Q1 ranked publications. To qualify, the author/applicant must;

- a. provide evidence that all Q1 journals that do not include author processing charges have been exhausted;
- b. provide evidence from Scopus database for the Q1 ranking of the journal;
- c. after qualifying under Sections (a) and (b), the author/applicant agrees that the amount paid for author processing charges and/or open access fees will be deducted from their research incentive award.

NOTE: The claim for author processing charges and/or open access fees must not exceed the anticipated incentive award. College ADRs should validate section 2.3.4 and endorse the claim before it is submitted to the Research Office.

2.4. Book Chapters

A book chapter published by a credible publisher will qualify for an incentive award of FJD350.

The Book Chapter must demonstrate the following:

- a. Evidence of peer review.
- b. Innovative contribution and or contribution of new knowledge to the discipline
- c. Book chapters in book series that has impact factor and Q ranking fall into the category of journal articles will be incentivized on the journal ranking. NOTE: The ADRs are required to provide justification and evidence of Q ranking of the book chapter.

Booked chapter/s published in Vernacular Language (Hindi/i-Taukei) will be assessed by ADR CHE and will recommend to RO whether or not the candidate qualifies.

2.5. Externally Funded Projects

- a. Research teams that successfully receive external grants of or above FJD600, 000 annually will qualify for an incentive award of FJD2,100.
- b. Research teams that successfully receive external grants in the range of FJD300, 000 to FJD599, 999 annually will qualify for an incentive award of FJD1,400.
- c. Research teams that successfully receive external grants in the range of FJD100, 000 to FJD299, 999 annually will qualify for an incentive award of FJD700.
- d. Incentive awards will be determined according to the contribution made by each team member who contributed to the writing of the successful proposal, agreed by all the team members. Email

agreements for the contribution will be acceptable.

- e. Professors will not qualify for incentive awards for receiving external grants due to their experience and requirements of the position.

Note:

Incentive awards for external funds are based on the total funds received during a year for research projects. This does not apply for consultancy projects.

2.6. Application for Incentive Award Process

Applications for the incentive awards are to be made to the Research Office using the *Incentive Award Claim Form*.

The completed form with copies of patent, book, journal publication, book chapter, externally funded project evidence is to be forwarded to the respective college Associate Dean Research (ADR), who will vet and endorse the application before it is submitted to the Research Data and Analytics Officer at the Research Office for further processing on a quarterly basis. Once processed, it will be submitted to the PVC&I for final approval.

2.7. Policy Papers and Professional Practice

Demonstrable, written evidence of the impact of the research on policy or practice will qualify for an incentive award of FJD350.

2.8. Conditions

Incentive awards will be determined according to the relative contribution made by each team member which is proportional to the order of authors list reflected on the published material in accordance with the agreed incentive formula.

The ADRs are required to validate the applicants claim against the Scopus database before endorsing the *Incentive Claims Form*. Incomplete forms will not be accepted.

FNU Staff or HDR students publishing a journal article, book, book chapter, or a paper that is not indexed by Scopus as a lead author or co-author with more than 12 co-authors will not qualify for an incentive for publication.

FNU Staff or HDR students publishing a journal article, book or book chapter as the lead author that is aligned to SD1 No Poverty, SD2 Zero Hunger, SD3 Good Health and Well-Being, SD13 Climate Action and SD15 Life on the Land will qualify for an additional one-off premium payment of FJD 300. Sharing of the one-off premium payment of three hundred dollars will be the decision of the lead author.

FNU Staff or HDR students publishing a journal article, book or book chapter as the co-author/s that is aligned to SD1 No Poverty, SD2 Zero Hunger, SD3 Good Health and Well-Being, SD13 Climate Action and SD15 Life on the Land (in the case where the lead author is external to FNU) will qualify for an additional one-off premium payment of FJD 150. Sharing of one-off premium payment of FJD 150 between FNU based co-authors shall be proportionate to contribution.

3.0 Approval Agency

URC

4.0 Revision Log

This table will be used to insert dates of the different versions made on the guideline.

	Version	Date of Approval	Comment
	1.0	21 January 2019	Approved by the FNU SMG
	2.0	2 March 2021	Approved by the FNU Senate
	3.0	28 June 2022	Approved by URC
	4.0	13 March 2023	Approved by URC

5.0 Policy Sponsor

Research Office

6.0 Contact Person

The following person may be contacted about this policy:

Research Data & Analytics Officer

Research Office

Fiji National University