



Publication Rewards

Researcher Guide



Introduction:

The purpose of this document is to present User illustrations of how to Submit applications for publication incentives Where the screens will be displayed to describe the operation in a basic form and explain ways to deal with these interfaces.

1. Applying for publishing incentives:

1.1- Applying for a publication award request.

- The researcher can post details research through the scientific research platform to be able to send the request by the following steps:
- 1- When clicking on publication rewards from the side menu, a list of research papers that the researcher submitted a request for a publication reward appears or saved without sending it. Showing the status of the request and the possibility of modifying or deleting the research if the request has not been submitted yet. The researcher can also apply for a new application by pressing the submit application button at the top of the scree

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2- When you click on the Submit Request button, research that has been added by the researcher will appear, for which no previous application has been



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3- When you click on the publication reward request button, the submission form appears With the data that the researcher previously filled in, in addition to some other required fields. Then the request will be saved.



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 Important Note 			
Note: To add co-authors please do the followin 1- Fill all the information needed in this form 2- Click save 3- Click All requests 4- Click update, you will be able to add the names	g of your co-authors		
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4- After saving the request, and clicking on the All Requests button, the request that was saved in the previous step will appear. Then the researcher presses the edit button and submits the search.

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- 1.2- Submitting a request for publishing fees.
- The researcher can post details search Through the scientific production baseaTo be able to send a request for Publication fee via the following steps:
- 1- When clicking on publication fees from the side menu, a list of research papers for which the researcher submitted a request for publishing fees appears or he saved them without sending them. Showing the status of the request and the possibility of modifying or deleting the search if the request has not been submitted yet. The researcher can also apply for a new application by pressing the submit application button at the top of the screen.

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2- When you click on the Submit Request button, research that has been added by the researcher will appear, for which no previous application has been submitted.

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3- When you click on the Request Publication Fee button, the submission form appears with the data that the researcher previously filled in, in addition to some other required fields. Then the request will be saved.



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