



American University of Madaba  
Deanship of Scientific Research and Graduate Studies  
**Funding Request Form for Article Processing Charges (APCs)**

This form is intended for AUM faculty members seeking financial support to cover article processing charges (APCs) for publications in peer-reviewed, paid-access journals. It ensures alignment with AUM's research priorities and compliance with applicable funding regulations.

**Instructions:**

- Complete all sections of the form accurately and legibly.
- Attach all required supporting documents, including:
  - A copy of the published article (or letter of final acceptance if not yet published).
  - Department and faculty-level approvals.
- Submit the completed form to the Deanship of Scientific Research and Graduate Studies through the appropriate official channels.
- Ensure the article meets AUM's eligibility criteria for APC funding, as stipulated in the research funding guidelines.

**Section 1: Applicant Information**

Field	Details
Corresponding Author Name	
Department and Faculty	
Academic Rank	
Appointment Date at AUM	

**Section 2: Co-Authors:**

No.	Name	Signature	Rank	Department
1				
2				
3				
4				
5				

**Section 3: Research Article Details**

Indicate the type of article by selecting the appropriate option:

Field	Details
Title of the Paper	
DOI	
Volume & Issue Number	
Date of Submission	
Date of Final Acceptance	
Date of Publication	



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Name of the Journal	
ISSN	
Name of the Publisher	
Indexing (select all applicable)	<input type="checkbox"/> Scopus <input type="checkbox"/> Clarivate (Web of Science)
Quartile Classification (Scopus)	<input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4
Is AUM mentioned in the article title?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is AUM acknowledged as a funding source?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Section 4: Article Type

Indicate the type of article by selecting the appropriate option:

- Research Paper
- Viewpoint
- Technical Paper
- Conceptual Paper
- Clinical Report
- Case Study
- Literature Review
- Communications Paper

#### Section 5: Funding Request

Description	Amount (in JD)
Article Processing Charges	
Other Expenses (Please specify)	
Partial Payment by Other Source (if applicable)	
Discount Applied by Publisher (if applicable)	
<b>Total Amount Requested from AUM</b>	

#### Section 6: Budget Justification

Provide a clear and concise justification for each budget item. Specify the necessity of the expenses in relation to the scholarly value and impact of the research article. If any external funding or publisher discounts have been applied, please indicate accordingly.



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**Section 7: Declaration**

- I hereby declare that the submitted article is original, is not derived from a Master’s or Doctoral thesis, complies with the ethical standards of scholarly publishing, and fulfills the eligibility conditions established by AUM for APC funding.

**Signatures of All AUM Authors:**

Name	Signature	Date
1.		
2.		
3.		
4.		
5.		
6.		

**Section 8: Approval Sections**

**For Department Use Only** (Department of .....):

Approved  Denied

Reason for Approval / Denial:

Field	Details
Department Decision Number:	
Chairperson’s Name:	
Signature:	
Date:	

**For Faculty Use Only** (Faculty of .....):

Approved  Denied

Reason for Approval / Denial:

Field	Details
Faculty Decision number:	
Dean’s Name:	
Dean’s Signature:	
Date:	



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**Deanship of Scientific Research and Graduate Studies:**

Approved Denied

Reason for Approval / Denial:

Field	Details
Council Decision number.:	
Dean's Name:	
Dean's Signature:	
Date:	

**President's Final Decision:**

Approved Denied

Signature and date:

**Required Attachments Checklist**

1. Completed application form (this form).
2. Copy of the published article or final acceptance letter.
3. Proof of indexing (Scopus or Clarivate).
4. Department and faculty-level approval documentation.
5. Evidence of any external funding or applied discounts (if applicable).

**Note:**

**Important Notes**

- Only articles published in journals indexed by Scopus or Clarivate (Web of Science) are eligible for financial support under this scheme.
- All requests are subject to the availability of funds and compliance with AUM's research support policies.