

**Institute of Advanced Studies in Humanities and Social Sciences (IAS)**

**University of Macau (UM)**

**Excellent Publication Scheme Application Form**

**Declaration of Personal Data Collection of UM**

1. In accordance with the Law No. 8/2005 of the *Personal Data Protection Act*, UM will make every effort to ensure the confidentiality and integrity of the personal data of the applicants.
2. The personal data collected in this form will only be used for the application of the programme and the related purposes. The personal data may be transferred to internal or external reviewers if necessary.
3. In accordance with the *Personal Data Protection Act*, the applicants are entitled to access and rectify their personal data if necessary.

\* Excellent Publication Scheme is only open for the UM regular faculties.

|  |
| --- |
| **Section One – Basic Information** |
| **Name of the applicant in Chinese:** |  |
| **Name of the applicant in English:** |  |
| **Staff number:** |  |
| **Affiliated academic unit:** |  |
| **Job title:** |  |
| **E-mail:** |  |

|  |
| --- |
| **Section Two – Plan of Visit** |
| **Type of publication:** 🞎 Book 🞎 Journal article 🞎 Book Chapter 🞎 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Platform of planned publication (journal, publisher, etc.) and evidence of its academic standing:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Stage of Publication** (Please tick in the box)**:**🞎 Acquired signed contract or acceptance of publication pending submission of the final draft. No further review required. 🞎 Acquired conditional contract or acceptance of publication pending revision, further review and confirmation required. 🞎 Reviewed, pending revision and further review. 🞎 In review with favorable initial comments.🞎 In review without results. 🞎 Pending submission.🞎 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 Attaching copies of the **author’s contract or the correspondence letters with the editor**.🞎 Other statement or attachment about the stage of publication: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Percentage of completion of the draft when the fellowship starts:**🞎 80% 🞎 85% 🞎 90% 🞎 95% Other: \_\_\_% |
| **Percentage of completion of the draft when the funding ends:**🞎 100% 🞎 95% 🞎 90% Other: \_\_\_\_% |
| **The anticipated publishing year of publication is:** \_\_\_\_\_\_\_\_ |
| **Academic contributions of the expected publication:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Contributions to the Macau community of the expected publication (if applicable):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Three representative publications:**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Please attach your detailed curriculum vitae** |

|  |
| --- |
| **Section Three – Funding support** |
| 1. The IAS Excellent Publication Scheme will provide one-off funding with a maximum amount of MOP 100,000 for one or more selected candidates. The amount of funding will depend on the number of selected candidates and the funding can be utilized for recruiting substitute teachers or cover the expenses of publication.
2. The funding should be utilized within the fiscal year. Longer durations will be considered only under exceptional circumstances.
3. Please select the appropriate box and write down the information. Kindly note that the part of the "Substitute Teacher/General Funding" cannot be modified once submitted. The "Proposed Amount of Funding in MOP" provided will be considered in relation to the number of selected candidates, serving as a reference for the allocation of funding.
 |
| **Substitute teacher/general funding** | **Content** | **Proposed amount of funding in MOP** |
| **Substitute teacher** |  |  |
| [ ]  Need funding[ ]  No funding needed | Title and code of the course which requires substitute teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| **Funding for publication** |  |  |
| 1. [ ]  Expenditures of publication
 | Editing, publishing subsidies, etc. | \_\_\_\_\_\_\_\_\_ |
| 1. [ ]  Expenditures of staffing
 | Expenditures of staffing, such as recruiting research assistants or student assistants | \_\_\_\_\_\_\_\_\_ |
| 1. [ ]  Others: \_\_\_\_\_\_\_\_\_\_\_\_
 | Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Total:  | \_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Section Four – Funding Regulation |
| * If the applicant does not receive the approval information within three months, it states that his/her project will not be funded.
* Once the applicant has received the funding, he/she should not change the publisher without the written consent of IAS, otherwise it will be regarded as violating the conditions of the funding support.
* IAS reserves all rights for final explanation and decision.
 |

[ ]  I have read and fully understand the contents of this section. I agree to the regulations stated above.

Signature of the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Section Five – Approval of the Department and the Faculty** |
| Applicants without sabbatical leave must acquire the consent of the affiliated Department and Faculty. This section must be completed by the Department Head and Faculty Dean. The research outcomes should be counted towards the outputs of their affiliated academic. |
| 1. **Review from the Head of the Department:**

The department decides to 🞎approve/🞎disapprove the application of the **Excellent Publication** **Scheme** of IAS from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant) after reviewing.Conditions or limitations for the approval:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of the Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Review from the Dean of the Faculty:**

The faculty decides to 🞎approve/🞎disapprove the application of the **Excellent Publication** **Scheme** of IAS from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant) after reviewing.Conditions or limitations for the approval:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of the Faculty Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |
| --- |
| **Attached copies (please check all the attached items if applicable)** |
| 1. | 🞎 Application form |
| 2. | 🞎 Copies of the author’s contract or the correspondence letters with the editor |
| 3. | 🞎 Manuscript |
| 4. | 🞎 Detailed curriculum vitae  |
| 5. | 🞎 Other supported materials |