**BSBE departmental guidelines for the reimbursement of Open Access Fee for publishing Research Articles (IIT Guwahati Account Head: 97)**

1. Please refer to the institution guidelines for the reimbursement of Open Access Fee for publishing Research Articles (Annexure I).
2. The applications for intent (Form 30A) and the reimbursement (Form 30B) should be submitted to the BSBE office along with the soft copy to biooff@iitg.ac.in.
3. The applications should accompany the documents and receipts as outlined in the institutional guidelines along with the BSBE application form (Annexure II).
4. The Open access publication fee will be provided to the **full-length original research articles** published in the Quartiles 1 and 2 categories journals listed here:

*https://www.scimagojr.com/journalrank.php*

1. Reviews, book chapters, commentaries, perspectives, opinions, letters to editors, editorials, focus, and communications will not be considered.
2. The financial support is limited to a maximum of Rs. 50,000/- per publication. The institute may, however, consider relaxation in this limit.
3. Only the faculty members of the Department of Biosciences and Bioengineering, IIT Guwahati can be the applicants.
4. The applicant should be the Corresponding author of the manuscript.
5. In publications with multiple Corresponding authors from IIT Guwahati, the applicant need to mention if any other corresponding author has claimed reimbursement
6. Only one publication per faculty per year is allowed by the institute. As the institute might consider more than one application, an applicant may seek reimbursement for more than one publication.
7. No request for reimbursement from the Department Promotion Fund (DPF) will be entertained under any circumstances.

**BSBE Open Access fee reimbursement form**

BSBE form for Open Access publication fee reimbursement from IIT Guwahati account head: 97

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| 1. Name of the applicant:
 |  |
| 1. Designation:
 |  |
| 1. Title of the paper:
 |  |
| 1. Name of the journal:
 |  |
| 1. Is the paper accepted/published/under revision?
 |  |
| 1. Open Access Publication fee (write paid OR payment pending as applicable):
 |  |
| 1. Amount claimed:
 |  |
| 1. Claim for financial year:
 |  |
| 1. Have you previously claimed Open Access publication fee reimbursement for the above financial year? (Yes/No)

If yes, please fill in these details: |  |
| 1. Publication details for which reimbursement claimed (author names, journal names, years of publication).
 |  |
| 1. Total amount reimbursed:
 |  |
| 1. Does the current publication has a co-corresponding author? (Yes/No)

If yes, please fill in these details: |  |
| 1. Name of the co-corresponding author
 |  |
| 1. Affiliation of the co-corresponding author:
 |  |
| 1. Has the co-corresponding author claimed reimbursement for this publication from the IITG account head: 97? (Yes/No)

If yes, amount claimed: |  |

Date: Name and Signature of applicant

Comments of the BSBE Open Access publication committee:

Names and signatures of the members with date: