

Guidelines for Reimbursement of Article Processing Charge (APC)

Objectives

To promote the publication of high-quality original research articles arising from projects conducted under the supervision of academic staff at the University of Sri Jayewardenepura, while ensuring fair, transparent, and efficient use of funds allocated by the Research Council of the University of Sri Jayewardenepura (RC-USJ).

To enhance the national and international standing of the University by increasing research visibility and citation impact through the promotion of open-access publication of research outputs, thereby contributing positively to university ranking metrics.

This grant scheme and the associated guidelines shall apply only to full-paper publications (research articles or review articles) for which the Article Processing Charge (APC) was paid, and the article was published on or after 08 January 2026. The scheme and the guidelines shall remain in force unless amended, revised, or terminated in accordance with the applicable provisions.

Guidelines

1. The maximum financial support per person, per paper, per annum shall be limited to USD 750 (or the equivalent in LKR). Any additional cost beyond this amount must be borne by the author(s) or from other sources.
2. If the corresponding author is an eligible staff member of USJ (permanent academic/administrative staff member), he/she should apply for the reimbursement of APC on behalf of the other authors with the consent of all other authors. If the corresponding author is not eligible to apply (in an instance where the corresponding author is not an eligible USJ member to apply for the reimbursement of APC), an eligible staff member of USJ is requested to apply with the concurrence of the other authors.
3. In the event of multiple applications for the same paper, the earliest valid application will be considered for funding, and subsequent applications will be rejected.
4. Reimbursement of APC should be recommended for full paper (research/review) publications, published in journals indexed in recognized indexing services*. Conference papers or short communications are not eligible for reimbursement of APCs. Researchers are encouraged to publish their articles in Q1 or Q2 journals, as per the SCImago Journal Ranking. Applicants must submit documentary evidence demonstrating that the journal is indexed in the recognized indexing services approved by the RC-USJ.
5. Researchers should apply for the reimbursement of APC within 6 months of the date of publication.

*Recognized indexing services are as follows:

1. Science Citation Indexed Expanded (Web of Science)
2. Social Sciences Citation Index (Web of Science)
3. Arts and Humanities Citation Index (Web of Science)
4. Emerging Sources Citation Index

5. Elsevier SCOPUS

Required Documents

Application (Attachment 1) should be submitted with the following documents.

- Evidence of the published research paper. The research article should include the “University of Sri Jayewardenepura” with correct spelling as the applicant’s institutional affiliation.
- Researchers should always apply for the waiver that is provided by the journal, and evidence for the waiver requested from a particular journal, and the evidence for the rejection (Email communications with the journal editor) should be submitted. Any additional documentation related to APC discounts based on the author’s country of affiliation, if applicable, should also be included.
- All email communications shared between the journal and the authors during the review process should be submitted.
(The relevant portions of the communications, particularly those related to the decision, should be clearly highlighted for ease of reference and convenience.)
- An invoice or payment request from the publisher and a credit card statement/bank statement for payment confirmation should be submitted.
- The applicant shall submit a declaration confirming that the APC has not been funded by any other funding agency. If any portion of the APC has already been covered by another funding agency, the applicant must declare the amount during the application process.

Approval Process

1. Applications must be submitted through the Head of the Department and Dean of the Faculty to the office of the RC-USJ.
2. The RC-USJ will evaluate the application based on journal quality, research originality, authorship eligibility, and budget availability, and the final decision will be taken by the RC-USJ.

Additional Notes

1. The RC-USJ reserves the right to reject or defer applications that do not meet the guidelines and the quality standards or fall outside annual budgetary allocations.
2. In case of any dispute or ambiguity, the decision of the RC-USJ shall be final.
All financial regulations of the USJ are applicable for this grant scheme.