

Code:	PŘ/02/2024	
Ref. number:	UTB/24/017711	
Document class:	INTERNAL DOCUMENT	
Document category:	CPS DIRECTOR INSTRUCTION	
Document name:	Reimbursement of costs associated with publications	
Document applies to:	Centre of Polymer Systems	
Date issued:	29 July 2024	Version: 01
Applicable as of:	1 August 2024	
Issued by:	Director, Centre of Polymer Systems	
Prepared by:	UNI Financial Department	
Co-produced by:		
Number of pages:	2	
Number of attachments:	0	
Table of distribution:	CPS staff	
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Article 1 **Opening provisions**

(1) The present Director Instruction defines the rules for reimbursement of costs associated with the publication of research and development results funded within the institutional funding system to support the long-term conceptual development of a research organisation, (LCDRO) at the Centre of Polymer Systems.

Article 2

(1) Authors of publications (especially of the Jimp type) accepted for press as part of journals registered in the Web of Science Core Collection database may request reimbursement of the costs associated with open access publications ('publication fees').

(2) The conditions for payment of publication fees are as follows:

- a. The internal authors of the publication have an affiliation with the Centre of Polymer Systems presented as part of the publication.
- b. The publication is published in a journal registered in the Web of Science Core Collection database.
- c. The publication is published in a journal registered in FORD 1.4 or 2.3 to 2.10.

- d. The publication is published in a journal ranked in quartile 1 of the AIS Journal Citation Report (AIS) in at least one FORD field.
- (3) Ranking into the AIS quartile is determined on the date of sending the publication to the editorial office.
- (4) For publishing in a journal within MDPI (<https://www.mdpi.com>), no open access fees will be covered by LCDRO funds.
- (5) Requests for payment of fees are sent in advance via the *Purchase Request* form and go through the standard approval process. The application will be accompanied by a specification of the journal and the title of the output.
- (6) For outputs co-financed by a different TBU constituent, the allocation of all costs related to the production of the publication must be agreed in advance with the transaction principals at CPS and other relevant TBU constituents. No *ex-post* funding is acceptable.
- (7) Payment of the LCDRO fees is at the discretion of the funding authority.

Document version			
Date	Version	Revised by	Description of revision
29 July 2024	01	CPS Director	Document created