



አዲስ አበባ ዩኒቨርሲቲ
የምርምርና ቴክኖሎጂ ሽግግር ምክትል ፕሬዝዳንት
የምርምር ዳይሬክተር ቢሮ

Addis Ababa University
Vice President for Research and
Technology Transfer
Office of the Director for Research

Ref: RD/LT-502 /2023
Date: 15 December 2023

To: All Deans and Directors

From: Tadesse Fetahi (Professor)
Director for Research

Subject: **Submit 2023 published articles for incentive pay**



AAU has a publication incentive plan to encourage the staffs to conduct research and publish articles, which has a direct influence on teaching-learning, international collaboration, grant acquisition and university ranking.

Subsequently, all academic staff and researchers are requested to submit their 2023 published articles in a reputable journal for incentive pay. The staff should also submit all articles they have published in 2023. Submission will be made using AAU CONVERIS software from February 15 to March 15, 2024. You will also upload all your publications on AAU Research Management System (RMS) <https://rms.aau.edu.et/>

Important information:

1. **Submission deadline: March 15, 2024**, at 20 hr. Neither the software nor the office entertains any late submissions.
2. **In each published paper, the author's affiliation should be AAU.**
3. **How to submit:**
 - **Publication Incentive Submission Form:** The staff should fill appropriately all the requirements of the Publication Incentive Submission Form, and submit it to the Department; the Department compiles all applications in one excel file and submits it to the Associate Dean for Research and Technology Transfer. Then, the Associate Dean will check the reputability of the journals and submit all in **ONE FILE, ONE Excel Sheet** both in hard- and soft-copy to the Research Office.
 - The Publication Incentive Submission Form is attached to this call.
 - Each staff should upload all the publications using Converis and RMS.



+251-11-1- 239749

email: research@aau.edu.et



1176, Addis Ababa, Ethiopia



አዲስ አበባ ዩኒቨርሲቲ
የምርምርና ቴክኖሎጂ ሽግግር ምክትል ፕሬዝዳንት
የምርምር ዳይሬክተር ቢሮ

Addis Ababa University
Vice President for Research and
Technology Transfer
Office of the Director for Research

4. How to calculate the Net Payment

1. Amount calculated = 20000 x impact factor
2. Net payment = Amount Calculated x apportionment
3. Apportionment is calculated based on publication points for promotion indicated in the Senate Legislation 2019.
4. The impact factor for AAU reputable local journals would be 0.5
5. The default value of an article with no impact factor is 0.25.

5. Contact:

Mr. Biniyam Amsalu (biniyam.amsalu@aau.edu.et or +251-912077039, ICT Business Application Development and Administration Team Leader) for any technical assistance regarding CONVERIS and AAU Research Management System.

Thank you

CC:

- President Office
- Vice President for Research and Technology Transfer
- Associate Dean for Research and Technology Transfer



+251-11-1- 239749

email: research@aau.edu.et



1176, Addis Ababa, Ethiopia