Submitting a DSR Incentive Application from MyGJU

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Overview

➢ The purpose of this presentation is to illustrate the Incentive Application workflow in the MyGJU portal (from My Tickets), covering both **journal** and **conference** publication types.

➢ It describes the steps an employee follows to submit an incentive application through MyGJU portal.

➢ The presentation highlights the process flow for both publication types **journal** and **conference**.

➢ It describes the responsibilities of the DSR user role in reviewing and processing applications efficiently.

➢ The incentive application is added through the MyGJU portal, while it can be viewed from the HelpDesk Portal.
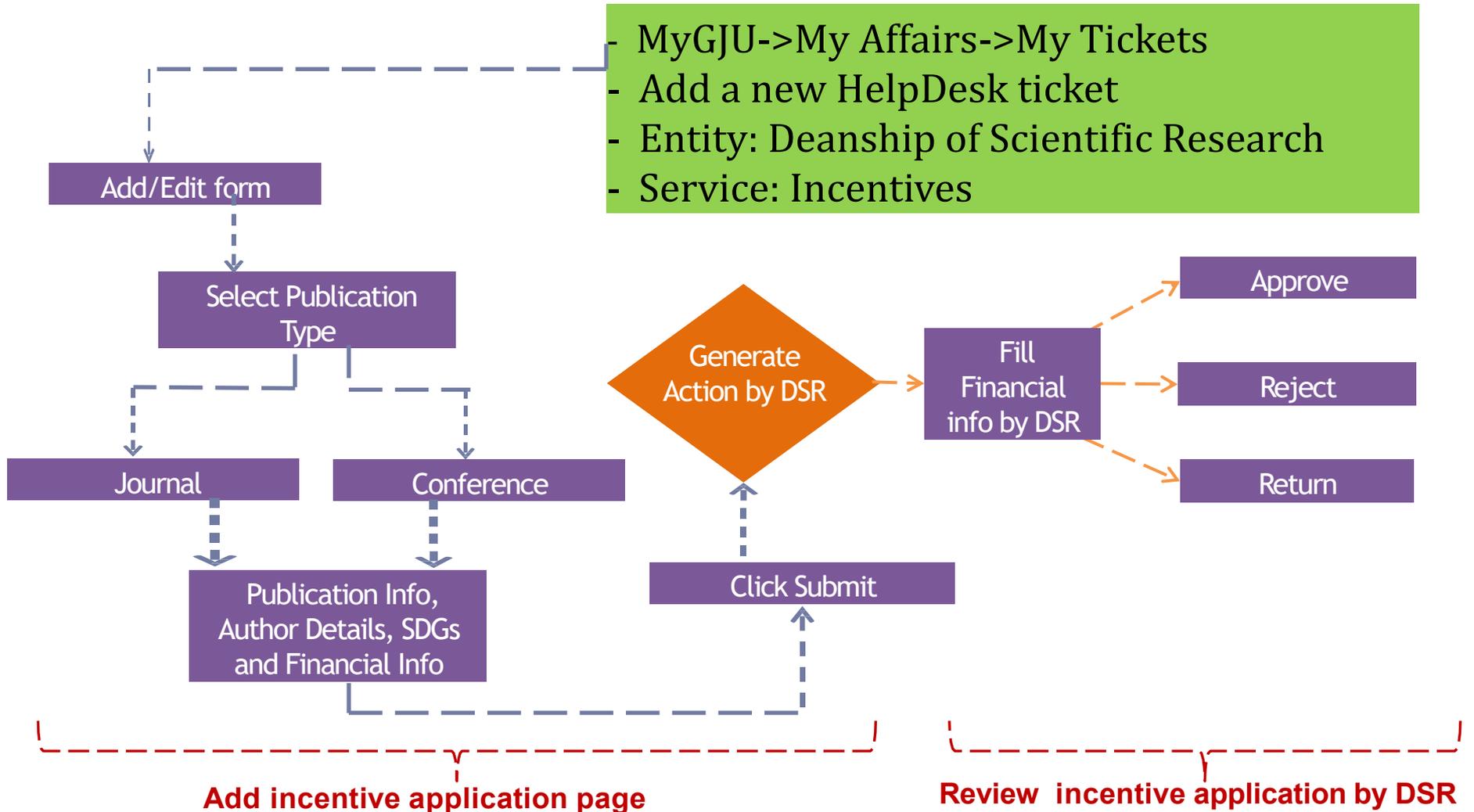
Objectives

▸ The **Incentive Application** presentation provides detailed guidance on how to use the **MyGJU** portal to submit, review, and manage incentive applications. It is designed to assist both **academic** and **administrative** employees in understanding the complete workflow of the incentive process, from application submission to final approval.

▸ In that regard, this presentation explains the ability to apply for both **Journal** and **Conference** forms with the responsibilities of each user involved, including applicants, and DSR reviewers. It also outlines the system features, and important considerations to ensure a smooth and efficient application experience.

▸ Additionally, it demonstrates how to **access and view incentive application details through the Helpdesk portal**.

Define Incentive Application Process

- MyGJU->My Affairs->My Tickets
- Add a new HelpDesk ticket
- Entity: Deanship of Scientific Research
- Service: Incentives

Add/Edit form

Select Publication Type

Journal

Conference

Publication Info, Author Details, SDGs and Financial Info

Click Submit

Generate Action by DSR

Fill Financial info by DSR

Approve

Reject

Return

Add incentive application page

Review incentive application by DSR

Create a New Ticket to Add an Incentive Application (1)

* In MyGJU, go to **My Affairs→ My Tickets.**

Add a New Ticket to Facilitate Incentive Application Request.

Digital Transformation Office Team

Create a New Ticket to Add an Incentive Application (2)

* **Add Ticket with the following information:**

Digital Transformation Office Team

Create a New Ticket to Add an Incentive Application (3)

Ticket Information

Ticket Number:	82491
Created By:	
Creation Date:	19-10-2025 15:23:04
Title: *	Create a New Ticket to Add an Incentive Application
Priority: *	Normal
Entity:	Deanship of Scientific Research
Ticket Type: *	Service
Service:	Incentives
Subservices:	Select One

Ticket Description

Apply for an incentive application ^-^

Back

> A new rendered accordion will be displayed to add an Incentive Application form.

Incentive Application Form

Status	Creation Date	Modified By	Modification Date	Manage Form	Delete Form
No records found					

Add

الجامعة الألمانية الأردنية
German Jordanian University

Form 1: Journal Incentive Application

Add Incentive Application: Journal Form Process (1)

▸ Tickets ▸ Manage Tickets ▸ Edit Ticket ▸ Add Incentive Application

Application Information

Ticket Number:	
Ticket Title:	Create a New Ticket to Add an Incentive Application
Creation Date:	N.A.
Application Status:	Pending Submission by Applicant

Applicant Information

Name:		Employee ID:	
Employee Type:	Adminstrative	Employee Grade/Rank:	
Work Place:	Digital Transformation Office	Work Place Reference:	
Job Title:	Programmer	Employee Status:	

Fill the required fields then click Save.

Paper Information

Note: You must submit your incentive application within three months of the publication date. After that, the application won't be approved.

Publication Type: *	Journal
Title (EN): *	
Title (AR):	
Submission Date: *	
Publication Date: *	
Paper Derived From: *	N.A.

The form fields are displayed based on the publication type.

← Back   💾 Save

Add Incentive Application: Journal Form Process (2)

← Back   🖫 Save

Journal Information

Note: To view the details of the journal or conference in the official Scopus sources list, please click here.

Note: The rank displayed is based on the percentile range.

Title (EN): *

Title (AR):

Publisher Name (EN): *

Publisher Name (AR):

Electronic ISSN: *

DOI Link: *

Indexed In Scopus: *   No

Scopus Link: *

Cite Score: *   0

Percentile: *   0

Rank: N.A.

After saving the form, the rendered field is displayed to the user.

Click here to access the Scopus link.

Add Incentive Application Journal Form Process (3)

Publication SDG Information

Form 1

Note: To add a new SDG to the table below, please fill in all the required information and click Add. A new SDG will be saved automatically.

Note: You can not submit the form until you add at least one completed SDG with term and section.

SDG: *   [Select One ▼]

SDG Term: [   ]

SDG Section: [   ]

[+   Add SDG]

Goal ⇕	SDG ⇕	SDG Term ⇕	SDG Section ⇕	Edit	Delete
No SDGs Were Added					

Total Rows: 0

Publication Authors

Note: The total number of authors should include both GJU-affiliated authors and other authors.

Number Of Authors: *   [0   ]

GJU Authors

Note: Only authors affiliated with GJU will be included in the publication author list.

Note: To add an author, please fill in all the required information and click Add. The author will be saved automatically.

Note: You must add at least one author before submitting the form .

Note: Assign a unique order to every author; duplicates are not allowed.

Note: The applicant must be included as one of the publication authors in the list.

GJU Author Type: [Employee ▼]

Author: *   [Select One ▼]

Author Order: *   [1   ]

[+   Add Author]

In this slide, the input fields are Publication SDGs and Publication Authors.

Author Order ⇕	First Name ⇕	Middle Name ⇕	Family Name ⇕	Employee ID ⇕	Student ID ⇕	GJU Author Type ⇕	Edit	Delete
No Author Added								

Total Rows: 0

Add Incentive Application Journal Form Process (4)

Digital Transformation Office Team

Add Incentive Application Journal Form Process (5)

Financial Information

APC Payee Employee: Select One

APC Employee ID: N.A.

APC Amount: 0.0

Currency: JOD - Jordanian Dinar

APC Reimbursement Amount: 0.0

Form 1

* If the APC invoice is available, the applicant must select the APC Payee Employee and fill in the related required fields.

Note: The authors listed in the table below depend on the publication authors specified in the table above. If a GJU author is not included, please add them to the table above by clicking the "Add Author" button.

Author Order(n)/ Number Of Authors(N)	First Name	Middle Name	Family Name	Employee ID	Student ID	GJU Author Type	Reward	Saving Balance
No Author Added								

Total Rows: 0

In this slide, the input fields are related to financial information.

Digital Transformation Office Team

Add Incentive Application Journal Form Process (6)

Notes

Applicant Notes:

Form 1

DSR Notes:

Consent Confirmation

By submitting this form, you hereby confirm that all the information provided is true and accurate to the best of your knowledge. You also formally consent to provide all required supporting documents related to your publication incentive request, in addition to any further information or documents that the Deanship of Scientific Research may deem necessary.

☐ I Agree

← Back 💾 Save ● Submit 🖶 Print

➢ After completing all the required fields in the journal form, click Consent Confirmation.
➢ Before submitting the form, ensure that the applicant is included in the Author List.

Form 2: Conference Incentive Application

Add Incentive Application Conference Form Process (1)

▸ Tickets ▸ Manage Tickets ▸ Edit Ticket ▸ Add Incentive Application

Application Information

Ticket Number:	
Ticket Title:	Create a New Ticket to Add an Incentive Application
Creation Date:	N.A.
Application Status:	Pending Submission by Applicant

Applicant Information

Name:		Employee ID:	
Employee Type:	Adminstrative	Employee Grade/Rank:	
Work Place:	Digital Transformation Office	Work Place Reference:	Digital Transformation Office
Job Title:	Programmer	Employee Status:	Currently Employed

Fill the required fields then click Save.

Paper Information

Note: You must submit your incentive application within three months of the publication date. After that, the application won't be approved.

Publication Type: * Conference

Title (EN): *

Title (AR):

Publication Date: *

The form fields are displayed based on the publication type.

← Back   ▣ Save

Add Incentive Application Conference Form Process (2)

← Back | 📼 Save

Conference Information

Note: To view the details of the journal or conference in the official Scopus sources list, please click here.

Title (EN): *

Title (AR):

After saving the form, the rendered field is displayed to the user.

Country: * — Select One

Publisher Name (EN): *

Publisher Name (AR):

ISBN: *

From Date: *

To Date: *

DOI Link: *

Indexed In Scopus: * — No

Scopus Link: *

Add Incentive Application Conference Form Process (3)

Publication SDG Information

Form 2

Note: To add a new SDG to the table below, please fill in all the required information and click Add. A new SDG will be saved automatically.

Note: You can not submit the form until you add at least one completed SDG with term and section.

SDG: *   [Select One ▾]

SDG Term: [_____]

SDG Section: [_____]

[+ Add SDG]

Goal ⇕	SDG ⇕	SDG Term ⇕	SDG Section ⇕	Edit	Delete
No SDGs Were Added					

Total Rows: 0

Publication Authors

Note: The total number of authors should include both GJU-affiliated authors and other authors.

Number Of Authors: *   [0]

GJU Authors

Note: Only authors affiliated with GJU will be included in the publication author list.

Note: To add an author, please fill in all the required information and click Add. The author will be saved automatically.

Note: You must add at least one author before submitting the form .

Note: Assign a unique order to every author; duplicates are not allowed.

Note: The applicant must be included as one of the publication authors in the list.

GJU Author Type: [Employee ▾]

Author: *   [Select One ▾]

Author Order: *   [1]

[+ Add Author]

Author Order ⇕	First Name ⇕	Middle Name ⇕	Family Name ⇕	Employee ID ⇕	Student ID ⇕	GJU Author Type ⇕	Edit	Delete
No Author Added								

Total Rows: 0

> In this slide, the input fields are Publication SDGs and Publication Authors(same as Journal form).

Add Incentive Application Conference Form Process (4)

Publication Authors

Note: The total number of authors should include both GJU-affiliated authors and other authors.

Form 2

Number Of Authors: * `1`

GJU Authors

Note: Only authors affiliated with GJU will be included in the publication author list.

Note: To add an author, please fill in all the required information and click Add. The author will be saved automatically.

Note: You must add at least one author before submitting the form .

Note: Assign a unique order to every author; duplicates are not allowed.

Note: The applicant must be included as one of the publication authors in the list.

GJU Author Type: `Employee` ▼

Author: `Select One` ▼

Author Order: `1`

[+ Add Author]

Author Order ⇅	First Name ⇅	Middle Name ⇅	Family Name ⇅	Employee ID ⇅	Stud	lete
1					N.A.	lete

Total Rows: 1

You can view the **authors list** in the financial information section. *(For conference forms, incentive approval is not applicable if the applicant is not the first author)*

Financial Information

Note: The authors listed in the table below depend on the publication authors specified in the table above. If a GJU author is not included, please add them to the table above by clicking the "Add Author" button.

Author Order(n)/ Number Of Authors(N) ⇅	First Name ⇅	Middle Name ⇅	Family Name ⇅	Employee ID ⇅	Student ID ⇅	GJU Author Type ⇅	Reward ⇅
1 / 1					N.A.	Employee	N.A.

Total Rows: 1

Add Incentive Application Conference Form Process (5)

> After completing all the required fields in the conference form, click Consent Confirmation.

> Before submitting the form, ensure that the applicant is the 1st author in the Author List.

Digital Transformation Office Team

Edit Incentive Application Form

▸ Tickets ▸ Manage Tickets ▸ **Edit Ticket**

Ticket Information

Form 1 &2

Ticket Number:

Created By:

Creation Date: 19-10-2025 15:23:04

Title: * Create a New Ticket to Add an Incentive Application

Priority: * Normal

Entity: Deanship of Scientific Research

Ticket Type: * Service

Service: Incentives

Subservices: Select One

The applicant can edit the form only when the application status is **Pending Submission by Applicant** or **Returned by DSR.**

Ticket Description

Apply for an incentive application ^-^

← Back

Incentive Application Form

Status	Creation Date	Modified By	Modification Date	Manage Form	Delete Form
Pending Submission by Applicant	20-10-2025 09:50:56		20-10-2025 10:22:02	Edit	Delete

Delete Incentive Application Form

Ticket Information

Form 1 &2

Ticket Number:	
Created By:	
Creation Date:	19-10-2025 15:23:04
Title: *	Create a New Ticket to Add an Incentive Application
Priority: *	Normal
Entity:	Deanship of Scientific Research
Ticket Type: *	Service
Service:	Incentives
Subservices:	Select One

The applicant can delete the form *only* when the application status is **Pending Submission by Applicant.**

Ticket Description

Apply for an incentive application ^-^

Back

Incentive Application Form

Status	Creation Date	Modified By	Modification Date	Manage Form	Delete Form
Pending Submission by Applicant	20-10-2025 09:50:56		20-10-2025 10:22:02	Edit	Delete

View Incentive Application Form Process(1)-MyGJU Portal

‣ Tickets ‣ Manage Tickets ‣ **Edit Ticket**

Ticket Information

Submitted successfully

Form 1 &2

Ticket Number:	
Created By:	
Creation Date:	20-10-2025 13:48:50
Title: *	Create a New Ticket to Add an Incentive Application-Form2
Priority: *	Normal
Entity:	Deanship of Scientific Research
Ticket Type: *	Service
Service:	Incentives
Subservices:	Select One

The applicant can view(and not edit) the form only when the application status *is not* **Pending Submission by Applicant or Returned by DSR.**

Ticket Description

Conference Form

← Back

Incentive Application Form

Status	Creation Date	Modified By	Modification Date	Manage Form	Delete Form
Submitted by Applicant	20-10-2025 13:49:07		20-10-2025 14:51:27	View	

View Incentive Application Form Process (2)-HelpDesk Portal

Form 1 &2

Tickets

Manage Tickets

▸ Tickets ▸ Manage Tickets ▸ Edit Ticket

▸ **Ticket Information**

The applicant can view(and not edit) the form only when the application status *is not* **Pending Submission by Applicant or Returned by DSR**.

▾ **Incentive Application Form**

Status	Creation Date	Modified By	Modification Date	Manage Form
Submitted by Applicant	20-10-2025 13:49:07		20-10-2025 14:51:27	View

* The applicant can view the incentive application either through **MyGJU** or the **Helpdesk portal**.

DSR-Related
Incentive Application Tasks in MyGJU

Digital Transformation Office Team

1/11/2025

Manage Incentive Application by DSR (1)

The DSR user select the required filters and checkboxes, and then click the *Search* button to display the corresponding incentive applications.

Filters

Checkboxes

Digital Transformation Office Team

Manage Incentive Application by DSR (2)

By clicking the *View Log* button on the Incentive Applications Management page, the Incentive Application Log page will be displayed.

Manage Incentive Application by DSR (3)

See next slide…

Review Incentive Application by DSR (1)

Application Information

Ticket Number: 82495

Ticket Title: Incentive application test by nisrein-conference

Creation Date: 22/10/2025

Application Status: Approved by DSR

Applicant Information

Name:

Employee Type:	Adminstrative	Academic Rank:	Fourth Grade
Work Place:	Digital Transformation Office	Work Place Reference:	Digital Transformation Office
Job Title:	Programmer	Employee Status:	Currently Employed

Paper Information

Note: You must submit your incentive application within three months of the publication date. After that, the application won't be approved.

Publication Type: Conference

Title (EN): Quantum Computing and Artificial I...

Title (AR): نظمة التصميم والتصنيع باستخدام الحاسوب

Publication Date: 22/10/2025

In the **Review** page, the following sections are **disabled**:
- Paper Information
- Conference/Journal Information
- Publication SDG Information
- Publication Authors

← Back   💾 Save

Review Incentive Application by DSR (2)

Publication SDG Information

Note: To add a new SDG to the table below, please fill in all the required information and click Add. A new SDG will be saved automatically.

Note: You can not submit the form until add at least one completed SDG with term and section.

SDG: Select One

SDG Term:

SDG Section:

Goal ⇕	SDG ⇕	SDG Term ⇕	SDG Section ⇕
3	Good Health and Well-being	Industry, Innovation, and Infrastructure	introduction

Total Rows: 1

Publication Authors

Note: To add an author, please fill in all the required information and click Add. The author will be saved automatically.

Note: You must add at least one author before submitting the form .

Note: Assign a unique order to every author; duplicates are not allowed.

Note: Only authors affiliated with GJU will be included in the publication author list.

Note: The applicant must be included as one of the publication authors in the list.

GJU Author Type: Employee

Author: Select One

Author Order: 1

Author Order ⇕	First Name ⇕	Middle Name ⇕	Family Name ⇕	Employee ID ⇕	Student ID ⇕	GJU Author Type ⇕
1					N.A.	Employee

Total Rows: 1

Digital Transformation Office Team

Review Incentive Application by DSR (3)

Financial Information

APC Payee Employee:

APC Employee ID:

APC Amount: * `1500.0`

Currency: `JOD`

APC Reimbursement Amount: * `0.0`

The APC Reimbursement Amount, Reward, and Saving fields should be filled by the DSR user before taking any action to approve, reject, or return the application (by edit row).

Note: The reward and saving amounts should be entered by the DSR by editing the rows in the table below.

Author Order(n)/ Number Of Authors(N)	First Name	Middle Name	Family Name	Employee ID	Student ID	GJU Author Type	Reward	Saving Balance	Edit
1 / 3					N.A.	Employee	0.0	0.0	✔ ✖
2 / 3					N.A.	Employee	N.A.	N.A.	✏

Total Rows: 2

Review Incentive Application by DSR (4)

After filling in the required financial information and adding DSR Notes, the DSR user must click *Save*. The DSR user can then approve, reject, or return the incentive application.

The German Jordanian University
الجامعة الألمانية الأردنية
German Jordanian University

Financial Information

Note: The total nu

Number Of Autho

APC Payee Emplo

APC Employee ID:

APC Amount: *

Currency:

APC Reimburseme

Note: The reward

Author Order(n)/ Number Of Authors(N) ⇕
1 / 2
2 / 2

Total Rows: 2

Notes

Applicant Notes:

DSR Notes:

➢ Save Button:
   Clicking this button saves your updates to the Incentive Application information. The application status will change to Under Review, but you can still make further edits.
➢ Approve Button:
   Clicking this button changes the Incentive Application status to Approved By DSR. You can still make edits to the application afterward.
➢ Reject Button:
   Clicking this button changes the Incentive Application status to Rejected By DSR. You can still make edits to the application afterward.'
➢ Reject Button:
   Clicking this button changes the Incentive Application status to Returned By DSR. You can still make edits to the application afterward.'

Consent Confirmation

By submitting this form, you hereby confirm that all the information provided is true and accurate to the best of your knowledge. You also formally consent to provide all required supporting documents related to your publication incentive request, in addition to any further information or documents that the Deanship of Scientific Research may deem necessary.

☑ I Agree

← Back | 💾 Save | ↩ Return | ✓ Approve | ✖ Reject | 🖨 Print

❖ **View Incentive Applications in MyGJU:**
President view.
Dean and Chair view.

Incentive Applications –President View (1)

Incentive Applications –Dean View (2)

Digital Transformation Office Team

Incentive Applications –Chair View (3)

Incentive Application Approval Process

- **The Publication Should be published and has a working DOI link**

- **You should apply for Incentive within three months from the publication date**

- **Regarding Conference papers Incentives, you should be the first author to apply for the Incentives.**

Ticket Files to be uploaded:

- **Copy of the Publication file (preferably in PDF format)**

- **Article Processing charges receipt (APC) with the name of the author, the publication title and university address (If found).**

* The ticket then will be processed according to the regulation and guidelines followed in GJU. To have more information about the conference regulations, please refer to the following file:

Guidelines for Publication Incentives