



Sophisticated Analytical and Technical Help Institute

SATHI Foundation IIT Delhi

(Department of Science and Technology, Govt. of India Initiative)



USER INCENTIVE PROGRAMME

(REWARDING RESEARCH. RECOGNISING PARTNERSHIP. ENABLING DISCOVERY)

PART I — THE USER INCENTIVE PROGRAMME

1. Executive Summary

SATHI IIT Delhi provides researchers, academic institutions, industries and other eligible users access to sophisticated scientific instrumentation and technical expertise.

The value of a shared research facility extends beyond the analytical service itself. Data generated through SATHI IIT Delhi facilities contribute to scientific publications, technology development, knowledge creation and research outcomes.

To recognise and encourage meaningful utilisation of its facilities, the Governing Body of SATHI IIT Delhi has approved a **User Incentive Programme** comprising two incentive mechanisms:

1. Publication Impact Reward

Eligible publications arising from the use of SATHI IIT Delhi facilities and appropriately acknowledging the facility may qualify for complimentary instrument slots.

2. Advance Booking Advantage

Users who make a qualifying advance commitment by booking and paying in full for multiple instrument slots may receive preferential discounts.

The programme is intended to create a mutually beneficial relationship between SATHI IIT Delhi and its users:

***Better utilisation → Better research → Better publications → Greater recognition →
Greater value for users***

2. Objectives

The User Incentive Programme aims to:

- encourage high-quality research using SATHI IIT Delhi facilities;
- recognise research publications arising from facility utilisation;
- promote appropriate acknowledgement of SATHI IIT Delhi and its facilities;
- reward high-impact scientific outputs;
- encourage sustained and planned utilisation of SATHI facilities;
- provide financial benefits to regular users;
- improve instrument utilisation and scheduling; and
- strengthen long-term partnerships with the research community.



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3. Programme at a Glance

User Action	Incentive
Eligible publication in Q1 journal	1 complimentary slot
Eligible publication in Q2 journal	1 complimentary slot
Eligible publication in Q3 journal	1 complimentary slot
Eligible publication in journal with Impact Factor ≥ 15	2 complimentary slots
10 slots booked and paid in full in advance	10% discount
20 slots booked and paid in full in advance	20% discount

PART II — PUBLICATION IMPACT REWARD

4. Publication Incentive

Publish. Acknowledge. Get Rewarded.

Users whose research publication arises from the utilisation of a SATHI IIT Delhi facility may qualify for complimentary instrument slots based on the applicable journal category or Impact Factor.

Publication Category	Total Complimentary Slots
Q1 Journal	1
Q2 Journal	1
Q3 Journal	1
Journal with Impact Factor ≥ 15	2

The complimentary slot(s) shall ordinarily be provided on the **same SATHI IIT Delhi instrument/facility that contributed to the publication-generating research.**

5. One Publication — One Incentive

The benefit is per publication, not per author.

The publication incentive is awarded **once for each eligible publication**, irrespective of the number of authors listed on that publication.

Accordingly:

- A Q1/Q2/Q3 publication qualifies for **one complimentary slot in total.**
- A publication in a journal with Impact Factor ≥ 15 qualifies for **two complimentary slots in total.**
- The number of authors does **not** increase the number of complimentary slots.
- Multiple authors from the same publication cannot submit separate claims for the same publication.
- The same publication cannot be used more than once to obtain additional publication incentives.

Example

A publication has 15 authors and is published in a Q1 journal.

Total incentive = 1 complimentary slot.

It does not become 15 complimentary slots.

If the same publication is in a journal with Impact Factor 18:

Total incentive = 2 complimentary slots.

It does not become 30 complimentary slots.



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6. Designation of the Beneficiary

The complimentary slot(s) may be utilised by:

- any one author of the eligible publication; or
- a user formally designated by the author group, subject to SATHI IIT Delhi's verification and booking procedures.

The corresponding authors shall nominate the person who will utilise the benefit.

The incentive is therefore attached to the **eligible publication and associated research activity**, rather than being an individual entitlement of every author.

7. What Constitutes an Eligible Publication?

For the purpose of this programme, an eligible publication shall ordinarily mean a **peer-reviewed original research article** containing research that has materially utilised a SATHI IIT Delhi facility or instrument.

Unless specifically approved by SATHI IIT Delhi, the following shall not ordinarily qualify:

- conference abstracts;
- posters;
- conference presentations;
- editorials;
- commentaries;
- letters to the editor;
- corrigenda or errata;
- news items;
- book chapters;
- theses or dissertations;
- preprints;
- non-peer-reviewed publications; and
- publications that merely mention SATHI IIT Delhi without substantive utilisation of its facilities.

SATHI IIT Delhi may consider other publication types on a case-by-case basis where the work demonstrably represents a substantive research output arising from SATHI facility utilisation.

8. Substantive Connection with SATHI Facility

An acknowledgement of SATHI IIT Delhi alone does not automatically establish eligibility.

The publication must have a **demonstrable and substantive connection** with the use of a SATHI IIT Delhi facility or instrument.

SATHI IIT Delhi may verify, as applicable:

- instrument booking records;
- user registration records;
- sample submission records;
- invoices or payment records;
- instrument usage logs;
- sample or analysis identifiers;



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- facility records;
- technical reports;
- correspondence relating to the analysis; or
- other appropriate documentary evidence.

The final determination of whether the publication arose from eligible facility utilisation shall rest with SATHI IIT Delhi in accordance with this policy.

9. Acknowledgement of SATHI IIT Delhi

Users are expected to appropriately acknowledge SATHI IIT Delhi and the relevant facility/instrument in publications arising from its use.

Suggested acknowledgement

“The authors acknowledge SATHI Foundation IIT Delhi for providing access to the [Name of Instrument/Facility] facility for [analysis/characterisation/data acquisition].”

Where appropriate, substantial technical assistance may also be acknowledged separately.

Users may contact SATHI IIT Delhi for an acknowledgement statement appropriate to the facility utilised.

Acknowledgement should not imply authorship

Routine access to instrumentation, standard analytical services or facility support does not by itself imply scientific authorship.

Authorship, where applicable, should be determined by the authors in accordance with accepted publication ethics and journal requirements.

10. High-Impact Publication Reward

Impact Factor ≥ 15 — Two Complimentary Slots

A publication arising from eligible SATHI IIT Delhi facility utilisation and published in a journal having a **Journal Impact Factor of 15 or above** shall qualify for **two complimentary instrument slots**, subject to all other conditions of this policy.

The two slots constitute the **total publication incentive for that publication and for the entire author group**.

11. Journal Quartile and Impact Factor Determination

To ensure consistency and prevent conflicting claims based on different databases, SATHI IIT Delhi shall determine the applicable journal quartile and Impact Factor using an authoritative source designated by SATHI IIT Delhi.

Unless otherwise notified, the **Clarivate Journal Citation Reports (JCR)** shall be the reference for Journal Impact Factor and relevant quartile information where available.



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SATHI IIT Delhi may specify the relevant **publication year, JCR edition or metric year** to be used for determining eligibility.

A user shall not be entitled to select whichever database, category or year produces the more favourable classification.

Where a journal has multiple subject categories and different quartiles, SATHI IIT Delhi may apply the classification considered appropriate to the subject area relevant to the publication and the facility utilisation.

The decision of SATHI IIT Delhi on the applicable classification for the purpose of this incentive shall be final for administrative implementation.

12. No Double Counting of Research Output

The same research activity or facility utilisation shall not be used to create an artificial or disproportionate number of incentive claims.

Where substantially the same dataset, analytical work or research output is divided into multiple publications primarily for the purpose of obtaining additional incentives, SATHI IIT Delhi reserves the right to review the claims and determine eligibility.

This provision does not prevent legitimate publication of multiple distinct research outputs arising from the same facility.

The purpose of this provision is to prevent **fragmentation or manipulation of research outputs solely to maximise incentives**.

13. Incentive Cascade

A publication generated using a complimentary slot may subsequently result in another publication.

However, the mere fact that a complimentary slot was used shall not automatically create entitlement to another publication incentive.

Any subsequent publication must independently satisfy **all eligibility requirements**, including substantive facility utilisation, appropriate acknowledgement, publication eligibility and verification.

SATHI IIT Delhi may require evidence that the subsequent publication represents a genuine and substantive research output rather than a mechanism for creating an incentive chain.

14. Publication Incentive Claim Period

To ensure proper accounting and prevent indefinite liabilities, publication incentive claims shall ordinarily be submitted within **12 months from the date of publication**.

Claims submitted after this period may be considered only in exceptional circumstances and shall require approval by the competent authority designated by SATHI IIT Delhi.

No user shall acquire a perpetual or automatic entitlement to a complimentary slot merely because a publication was generated from historical facility utilisation.



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15. Publication Incentive Claim Procedure

The designated author/user shall submit:

1. Published research paper or accepted manuscript, as applicable.
2. Complete bibliographic details.
3. Journal name.
4. Publication date.
5. Journal quartile and/or Impact Factor information.
6. SATHI IIT Delhi facility/instrument utilised.
7. Relevant booking, usage or transaction details, where required.
8. Evidence of appropriate acknowledgement.
9. Name of the author/designated user who will utilise the complimentary slot.

SATHI IIT Delhi shall verify the claim before approving the incentive.

Submission of a claim does not itself constitute approval or create a vested right to the incentive.

PART III — ADVANCE BOOKING ADVANTAGE

16. Advance Booking Incentive

Commit More. Save More.

Users with predictable analytical requirements may obtain preferential pricing by making a qualifying advance commitment.

Advance Commitment	Discount
10 slots, fully paid in advance	10%
20 slots, fully paid in advance	20%

The applicable discount shall be calculated in accordance with the tariff and administrative procedure applicable at the time of the qualifying advance payment.

17. Full Advance Payment Requirement

The advance booking discount shall apply only where:

- the required number of slots is formally committed;
- the booking is accepted by SATHI IIT Delhi;
- the entire applicable amount is paid in advance; and
- all applicable booking conditions are satisfied.

Partial payment, deposits, outstanding balances or informal commitments shall not qualify for the advance booking discount.

18. No Automatic Upgrade from 10 to 20 Slots

Two separate 10-slot commitments shall not automatically qualify for the 20% discount.

The **20% discount is applicable to a qualifying 20-slot advance commitment** made in accordance with the applicable procedure.

A user cannot retrospectively combine separate bookings after the fact to claim a higher discount unless SATHI IIT Delhi expressly approves such treatment.



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19. Validity of Advance Booking Commitment

Advance-booked slots shall be utilised within the validity period prescribed by SATHI IIT Delhi at the time of booking.

Unless otherwise specified for a particular instrument or booking programme, the default validity period may be **12 months from the date of full advance payment**.

Unused slots after expiry shall not automatically remain available indefinitely.

Any extension shall be subject to approval by SATHI IIT Delhi and may be granted only where operationally justified.

20. Tariff Changes

Advance payment shall protect the user against tariff changes only to the extent expressly stated in the applicable booking confirmation.

Unless otherwise specified, the price applicable to a qualifying advance commitment shall be based on the tariff in force at the time the advance payment is accepted.

The advance booking arrangement shall not be interpreted as creating a permanent entitlement to future tariffs or future services.

21. Advance Booking Does Not Guarantee Specific Dates

Payment for 10 or 20 slots does not provide an unconditional right to reserve any particular dates or time periods.

Actual scheduling shall remain subject to:

- instrument availability;
- maintenance;
- calibration;
- breakdowns;
- technical requirements;
- emergency requirements;
- institutional priorities;
- previously confirmed bookings; and
- other operational considerations.

SATHI IIT Delhi shall make reasonable efforts to facilitate utilisation of the committed slots within the applicable validity period.

22. Cancellation, Rescheduling and No-Show

Cancellation and rescheduling of advance-booked slots shall be governed by the applicable cancellation policy of the relevant SATHI facility.

Repeated cancellations, late cancellations or no-shows may result in forfeiture of the relevant slot(s), where provided under the applicable facility policy.



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A user shall not be permitted to repeatedly reserve prime instrument time without genuine utilisation.

SATHI IIT Delhi reserves the right to impose reasonable scheduling restrictions on users whose booking behaviour materially affects instrument availability for other users.

PART IV — COMMON TERMS AND ADMINISTRATIVE SAFEGUARDS

23. No Cash Equivalent

Complimentary instrument slots:

- have no cash value;
- cannot be encashed;
- cannot be refunded;
- cannot be exchanged for cash;
- cannot be converted into a general monetary credit; and
- cannot ordinarily be transferred to an unrelated user or research group.

The benefit is intended specifically to support further utilisation of the relevant SATHI IIT Delhi facility.

24. No Automatic Inter-Instrument Substitution

A complimentary slot earned through use of one instrument shall ordinarily be used on the same instrument.

It shall not automatically be converted into an equivalent monetary value or transferred to another instrument.

Any exceptional substitution shall require prior approval from SATHI IIT Delhi and shall depend on operational feasibility.

25. Non-Stacking of Discounts and Incentives

Unless expressly approved by SATHI IIT Delhi, incentives and discounts under different schemes shall not be combined, stacked or applied retrospectively to the same transaction.

In particular:

- a publication incentive shall not be converted into an additional percentage discount;
- an advance booking discount shall not be retrospectively recalculated because a publication incentive is subsequently approved; and
- no user shall claim multiple benefits against the same transaction merely by invoking different provisions of the programme.

26. Completed Facility Utilisation

Publication incentives shall be linked to **actual and duly recorded facility utilisation**.

An incentive shall not ordinarily arise from:



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- cancelled bookings;
- refunded transactions;
- waived charges;
- unsuccessful or incomplete submissions where no meaningful facility utilisation occurred; or
- bookings that were never actually utilised.

SATHI IIT Delhi may consider genuine cases involving partial utilisation or instrument failure separately under the applicable administrative procedure.

27. No Vested or Contractual Right to Incentive

The User Incentive Programme is an institutional benefit subject to eligibility verification and applicable approvals.

Publication of an article, booking of an instrument or submission of a claim does not by itself create an unconditional or vested right to an incentive.

The incentive becomes effective only after **formal verification and approval by the competent authority or authorised official of SATHI IIT Delhi.**

28. Fraud, Misrepresentation and Abuse

SATHI IIT Delhi takes misuse of institutional incentives seriously.

Any of the following may constitute grounds for rejection of a claim and/or suspension or withdrawal of programme benefits:

- false or misleading information;
- manipulation of publication details;
- misrepresentation of journal Impact Factor or quartile;
- duplicate claims;
- claiming an incentive through multiple authors for the same publication;
- submitting the same publication more than once;
- fabrication or alteration of booking records;
- misuse of complimentary slots;
- deliberate circumvention of booking rules;
- artificial splitting of research outputs primarily to obtain incentives; or
- any other attempt to obtain an undue benefit through misrepresentation or manipulation.

Where an incentive has already been granted on the basis of inaccurate or fraudulent information, SATHI IIT Delhi may:

- cancel the benefit;
- recover the equivalent value, where appropriate;
- suspend future incentive eligibility; and/or
- take other action permissible under applicable institutional rules.

29. Audit and Record Verification

SATHI IIT Delhi shall maintain appropriate records relating to:

- facility usage;
- bookings;



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- payments;
- publication incentive claims;
- approvals;
- complimentary slot utilisation; and
- advance booking commitments.

Users may be required to provide reasonable documentary evidence to support an incentive claim.

SATHI IIT Delhi may audit or review claims even after an incentive has been granted if information subsequently becomes available indicating possible misuse.

30. Conflict of Interest

Where an incentive claim involves a person directly responsible for administering, verifying or approving the relevant incentive, the claim shall be subject to independent verification and approval by an appropriately authorised person.

No individual shall approve his or her own incentive claim.

31. Instrument Availability and Operational Constraints

SATHI IIT Delhi operates sophisticated scientific infrastructure that may be subject to:

- scheduled maintenance;
- preventive maintenance;
- calibration;
- breakdown;
- consumable shortages;
- technical limitations;
- power or utility interruptions;
- safety requirements;
- vendor-related constraints; and
- other circumstances beyond the facility's reasonable control.

Complimentary or advance-booked slots shall therefore always remain subject to the operational availability of the relevant facility.

Where a slot cannot be provided due to circumstances attributable to SATHI IIT Delhi, the facility shall make reasonable efforts to reschedule the affected utilisation within the applicable validity period.

32. No Guarantee of Research Outcome

SATHI IIT Delhi provides access to scientific infrastructure and technical services.

The User Incentive Programme does not constitute any representation or guarantee regarding:

- publication acceptance;
- journal ranking;
- Impact Factor;
- research outcome;
- experimental success;



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- analytical result;
- funding outcome; or
- commercialisation of research.

Users remain responsible for their research design, scientific interpretation and publication decisions.

33. Modification, Suspension or Discontinuation

SATHI IIT Delhi reserves the right, subject to approval of the competent authority, to:

- modify the programme;
- revise eligibility criteria;
- revise incentive levels;
- modify administrative procedures;
- suspend the programme;
- introduce additional conditions; or
- discontinue the programme.

Any such change shall ordinarily operate **prospectively**.

Benefits already formally approved and confirmed shall ordinarily be honoured in accordance with the terms under which they were approved, except in cases involving fraud, misrepresentation, misuse or other circumstances warranting cancellation.

34. Interpretation of the Policy

The User Incentive Programme shall be interpreted in accordance with:

- applicable Government of India rules and regulations;
- IIT Delhi policies and procedures;
- SATHI IIT Delhi's approved financial and administrative framework; and
- decisions of the competent authority.

Where a situation is not expressly covered by this policy, SATHI IIT Delhi may determine the appropriate administrative treatment in the interest of fairness, financial prudence, operational feasibility and effective utilisation of public research infrastructure.

No provision of this policy shall be interpreted in a manner that overrides applicable statutory, Government of India, IIT Delhi or other competent-authority requirements.

35. Exceptional Cases

SATHI IIT Delhi may consider exceptional cases involving circumstances not reasonably contemplated in this policy.

Any exception shall:

1. be supported by appropriate justification;
2. be documented;
3. be approved by the competent authority; and
4. not automatically establish a precedent for other cases.

An exception granted in one case shall not create an automatic entitlement for another user.



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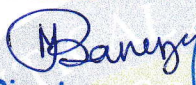
36. Dispute and Clarification Mechanism

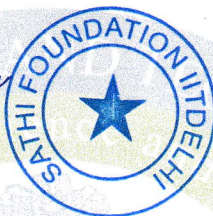
Any question concerning eligibility, interpretation, journal classification, publication linkage, booking eligibility or incentive calculation shall first be referred to the designated SATHI IIT Delhi administrative/facility authority.

Users shall provide the relevant supporting documents when seeking review.

The decision of the competent authority designated by SATHI IIT Delhi for implementation of the programme shall be final for the purpose of administering the incentive, subject to applicable institutional rules and remedies.

SATHI FOUNDATION IITDELHI


Director





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PART V — FREQUENTLY ASKED QUESTIONS

Q1. Does every author receive a complimentary slot?

No.

The incentive is **per eligible publication, not per author**.

A Q1/Q2/Q3 publication receives **one slot in total**.

A publication in a journal with Impact Factor ≥ 15 receives **two slots in total**.

Q2. If my paper has 20 authors, do we receive 20 slots?

No.

The number of authors does not affect the incentive.

A 20-author Q1 paper receives **one complimentary slot in total**.

Q3. Who can use the complimentary slot?

Any one author or a designated user from the author group may utilise the benefit, subject to SATHI IIT Delhi's approval and booking procedure.

Q4. Can the same paper be submitted by different authors?

No.

The same publication can generate only **one incentive entitlement**—or two slots where it qualifies under the Impact Factor ≥ 15 provision.

Q5. Can a conference abstract qualify?

Ordinarily, **no**. The publication incentive is primarily intended for eligible peer-reviewed research articles.

Q6. Is acknowledgement of SATHI IIT Delhi sufficient?

No.

The publication must also have a demonstrable and substantive connection with the utilisation of a SATHI IIT Delhi facility.

Q7. What Impact Factor will be considered?

SATHI IIT Delhi will use the authoritative journal metric and applicable year designated under this policy, ordinarily based on **Clarivate Journal Citation Reports** where available.

Users cannot select a different database simply because it provides a more favourable metric.

Q8. What happens if a journal's Impact Factor changes?

Eligibility shall be determined using the Impact Factor applicable under the metric year designated by SATHI IIT Delhi for the programme.

Q9. Can I use my complimentary slot on another SATHI instrument?

Not ordinarily.

The publication benefit is linked to the instrument/facility that generated the publication-related research.

Exceptional substitution may be considered only with prior approval.



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Q10. Can I claim a complimentary slot indefinitely after publication?

No.

Claims should ordinarily be submitted within the prescribed **12-month claim period**.

Q11. Can a complimentary slot be converted into money?

No.

Complimentary slots have no cash value and cannot ordinarily be encashed, refunded or exchanged for monetary credit.

Q12. Can I combine the publication benefit with the 20% advance booking discount?

The two schemes are independently available, but their benefits cannot automatically be stacked against the same transaction unless expressly approved.

Q13. If I book two separate batches of 10 slots, do I get 20% discount?

Not automatically.

The 20% discount is intended for a qualifying **20-slot advance commitment**.

Q14. Can I keep my prepaid slots indefinitely?

No.

Advance commitments are subject to the applicable validity period and booking conditions.

Q15. What happens if I book a slot and don't turn up?

The applicable cancellation/no-show policy shall apply. Repeated no-shows may result in forfeiture of affected slots and/or restrictions on future scheduling.

Q16. Can I reserve all the preferred dates months in advance because I have prepaid?

No.

Advance payment does not provide an unconditional right to specific dates or priority over maintenance, calibration, operational requirements or other confirmed facility commitments.

Q17. Can the same research dataset generate multiple incentives?

Only where each resulting publication independently satisfies the eligibility criteria and represents a genuine research output. SATHI IIT Delhi may review claims where substantially identical work appears to have been fragmented primarily to obtain additional incentives.

Q18. Can a publication generated using a free slot automatically earn another free slot?

No.

A subsequent publication must independently satisfy all eligibility requirements.



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PART VI — THE SATHI IIT DELHI COMMITMENT

37. Building a Stronger Research Ecosystem

The SATHI IIT Delhi User Incentive Programme is more than a discount mechanism.

It reflects a broader philosophy:

When our facilities contribute to meaningful research and scientific impact, that contribution should be recognised—and successful users should share in the value created.

- SATHI IIT Delhi provides sophisticated infrastructure.
- Researchers generate knowledge.
- Publications demonstrate scientific impact.

The User Incentive Programme brings these elements together into a stronger and more sustainable research ecosystem.

38. Our Invitation to the Research Community

Whether you are an occasional user with a specific analytical requirement or a research group with a long-term instrumentation programme, SATHI IIT Delhi welcomes the opportunity to support your research.

- Use our facilities.
- Generate high-quality data.
- Publish your research.
- Acknowledge the infrastructure that enabled it.
- And let your research earn its own rewards.

39. SATHI IIT Delhi User Incentive Programme — In One View

PUBLISH & EARN

Q1 / Q2 / Q3 Publication

→ 1 complimentary instrument slot
Impact Factor ≥ 15

→ 2 complimentary instrument slots
One publication = one incentive entitlement.

The benefit is cumulative for the entire author group and is not multiplied by the number of authors.

BOOK & SAVE

10 slots + full advance payment

→ 10% discount

20 slots + full advance payment

→ 20% discount



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40. Final Policy Statement

The SATHI IIT Delhi User Incentive Programme is intended to encourage productive utilisation of sophisticated research infrastructure while ensuring responsible, transparent and financially sustainable administration of institutional resources.

The programme shall be implemented in accordance with the approvals of the competent authority and the applicable policies of IIT Delhi.

POLICY DISCLAIMER

This document sets out the approved framework and administrative conditions governing the SATHI IIT Delhi User Incentive Programme.

Detailed facility-specific procedures, application forms, booking rules, cancellation policies, tariff schedules, validity periods and documentation requirements may be issued separately by SATHI IIT Delhi.

In the event of any conflict between this document and applicable statutory requirements, Government of India rules, IIT Delhi policies, financial regulations or directions of the competent authority, the latter shall prevail.

SATHI IIT Delhi reserves the right to amend, suspend or discontinue the programme prospectively, subject to approval of the competent authority.

The latest policy or administrative notification formally issued by SATHI IIT Delhi shall prevail over earlier versions.