

This part below this point serves as an UNOFFICIAL GUIDELINE only.

(updated January 11th, 2023)

Submit the following documents to Research Affairs via LessPaper (except for the optional item):

- (Optional) A draft may be submitted to Research Affairs (research.eng.chula@gmail.com) for a quick pre-screening.
- One cover letter (บันทึกปะหน้า) addressed to the Dean (There is no form for this one. Just briefly introduce oneself and state the intention of the proposal.)
- Application form (แบบใบสมัครขอทุน)

Progress Report (รายงานความก้าวหน้า) to be submitted in 6 months after signing the contract:

- (1) Cover Letter (บันทึกปะหน้า)
 - (2) Progress Summary Report (สรุปรายงานความก้าวหน้า)
- Submit these items (in PDF) via LessPaper.

Final Report (รายงานฉบับสมบูรณ์) to be submitted in 12 months after signing the contract:

- (1) Cover Letter (บันทึกปะหน้า)
 - (2) Financial Summary Report (แบบสรุปการใช้จ่ายเงิน)
 - (3) The Complete Research Report (เล่มรายงานฉบับสมบูรณ์)
- Submit Items (1)-(3) (in PDF) via LessPaper.
- (4) Two hard copies (glue bound) of the Complete Research Report (submit to Research Affairs).

Explanations to the budget allocation (in case of any question, please consult Research Affairs):

Budgets should be allocated into 4 categories:

1. Compensation for research assistants

- a. Need-based basis
 - b. Duration of hire is no more than ~~4 months~~ 12 months
 - c. Stipend for an assistant holding a master's degree: 5,000 baht/month/person.
 - d. Stipend for an assistant holding a doctoral degree: 7,000 baht/month/person.
2. Consumables (e.g. computer disks, photocopies, materials, books or publications (if any)).
 3. Miscellaneous expenses (e.g. hire to invent/assemble equipment, transportation, postal costs, facsimiles, publication cost,)
 4. Hardware and durable equipment (Please note that the expense in this category shall be approved if and only if such equipment is not readily available and is subject to reviews.)

Timeline and Commitment:

1. After the application is approved, Project Leader shall sign a contract with the Faculty of Engineering and receive the **1st installment** of the fund (50% of the total budget minus research assistant's stipends).
2. After **6 months**, Project Leader must submit the "**progress report**", which shall be reviewed by the Faculty Committee. Project Leader shall receive the **2nd installment** (the other 50% of the total grant minus research assistant's stipends) of the fund after the progress report has been approved.
3. After **12 months**, Project Leader must submit a "**final report**" indicating the completion of the project.
4. Under any circumstances, if Project Leader cannot complete the research project within 12 months, he/she must send an extension request in writing. A 3-month extension may be granted at most twice (i.e. 6 months in total), and each extension must be accompanied by a written request.
5. If Project Leader can complete his/her project within **18 months**, he/she will be given a **12,000 baht** reward.
6. Under some extenuating circumstances, if Project Leader cannot complete the project within the allocated time (i.e. these 18 months in total), he/she must contact Research Affairs for further consultation.

7. An essential part of the commitment is that the knowledge obtained from this research must be publicized upon the completion of the project through one of the following means (please also provide necessary and sufficient proofs):
 - a. A seminar organized by either the Department or the Faculty
 - b. A conference
 - c. A journal article
8. To request for the payments of research assistant's stipends, Project Leader may submit the written request monthly. However, Project Leader also has the option to design a different payment plan (e.g. paying once every two months; paying once every three months, etc.).

Remarks:

- This form is not set in stone. The Applicant should feel free to add information he/she sees as necessary in order to facilitate his/her proposal (e.g. uses of table, graphs, etc.) or delete sub-items that he/she sees irrelevant, while keeping the major items 1 –11.
- The numbers indicating the stipends (1c and 1d) is subject to change based on the most recent regulations set by the Faculty. Please consult with Research Affairs for the most recent rates.