

**Official Use Only**

**Research Grant No.** ……………………..

**Research Project No.** ……………………

**Assumption University Research/Creative Grant**

**Submission Form**

|  |  |
| --- | --- |
| **Research Title** |  |
| **Project Duration** |  |
| **Researcher(s) Name** |  1. (Principle Researcher) | **I.D.** |
|  |  2. (Co-Researcher) | **I.D.** |
|  3. (Co-Researcher) | **I.D.** |
| **Faculty /Department** |  **Dept**. |
| **Email / Tel.** |  **Tel.** |

 **Budget Disbursement Process:**

Total Amount Granted …………………………. Baht

 **First Disbursement: 30%** will be paid after the Research Grant Contract has been approved

 by the President. Researcher must submit a project budget form together with a copy of the research

 contract to the Office of Financial Management (OFM).

**Second Disbursement:**  **40%** will be paid after submitting the Progress Report to IRAS. (The Progress Report can be submitted in a soft file via email to pornpopsng@au.edu or winscale@hotmail.com.)

 **Third Disbursement**: **30%** will be paid after submitting the Final Report to IRAS.

**Budget Disbursement Approval:**

|  |  |  |
| --- | --- | --- |
| **First Disbursement (30%)** | **Second Disbursement (40%)** | **Third Disbursement (30%)** |
|  Research Proposal Approved by  the President Date……………………… |  Progress Report Approval Date……………………… | Final Report Approval Date……………………… |
| Signature………………………….(…………………………………..)Principle Researcher\_\_\_/\_\_\_/\_\_\_ | Signature………………………….(…………………………………..)Principle Researcher\_\_\_/\_\_\_/\_\_\_ | Signature………………………….(…………………………………..)Principle Researcher\_\_\_/\_\_\_/\_\_\_ |
| **Researcher must contact OFM and brings these document with you.****1. Project Budget Form (**Please contact your Dept. for a Project Budget Form.)**2. A copy of Research Grant Contract** **3. Project Proposal**  | Signature…………………………. (Rev. Bro. Dr. Verayuth Boonpram)Chairman, AU Research Support Committee\_\_\_/\_\_\_/\_\_\_ | Signature…………………………. (Rev. Bro. Dr. Verayuth Boonpram)Chairman, AU Research Support Committee\_\_\_/\_\_\_/\_\_\_ |
|  | **Researcher must remit and clear all receipts at Financial Dept.**  |
|  **Process Flow**(Official Use Only) | OHRM OFM |  IRAS OFM |  IRAS OFM |