

**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………………………….  (Assoc. Prof. Dr. Chanintorn Jittawiriyanukoon)  Chairman, AU Research Support Committee  \_\_\_/\_\_\_/\_\_\_ | Signature………………………….  (Assoc. Prof. Dr. Chanintorn Jittawiriyanukoon)  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 |