



**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%)	
<input type="checkbox"/> Research Proposal Approved by the President Date..... 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	<input type="checkbox"/> Progress Report Approval Date..... Signature..... (.....) Principle Researcher ____/____/____ Signature..... (Assoc. Prof. Dr. Chanintorn Jittawiriyankoon) Chairman, AU Research Support Committee ____/____/____	<input type="checkbox"/> Final Report Approval Date..... Signature..... (.....) Principle Researcher ____/____/____ Signature..... (Assoc. Prof. Dr. Chanintorn Jittawiriyankoon) 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