



Assumption University Announcement

No.12/2024

Subject: Research Grant

Whereas it is deemed appropriate to promote and support Assumption University faculty members/researchers in their research/creative/academic works and to enhance academic excellence, the President of Assumption University, empowered under the provisions in Articles 43 of the Private Higher Education Institutions Act B.E. 2546 Amendment (No.2) B.E. 2550, hereby revokes the University Announcement No.4/2021, and announces the criteria and conditions for the approval of requests for AU research grant as follows:

1. Research/Creative Works Support Grants

1.1 Objectives

Research/Creative Works Support Grants are provided to encourage and support young researchers to conduct a research which serves any of the following objectives:

- (1) To create a new body of knowledge.
- (2) To improve the teaching and learning process of relevant disciplines.
- (3) To improve the quality of life of people in the community or society at large.
- (4) To provide the creation of new products or patented inventions.

1.2 Grant Applicants' Qualifications

- (1) Full-time faculty members/researchers who have been working at least 1 year and no more than 5 years on active duty for Assumption University.
- (2) Having never received Research/Creative Works Support Grants from the University or even once awarded any grants.
- (3) Having successfully completed the previous research projects funded by the University (if any).
- (4) Full-time faculty members participated in the international collaborative research networks project that include universities or external organizations are freely to request for the grant whereas applicants must present their project to the CRASS committee to request a budget for research.
- (5) Not on a study leave or a leave without pay.

1.3 Conditions

- (1) A faculty member/researcher applicant can conduct an individual or a team research project.
- (2) A research project proposed has never been funded by the University or other organizations in the past.
- (3) A research project proposed is not part of the senior project/thesis/dissertation of any Bachelor/Master/Ph.D. program.
- (4) A research project proposed is of original nature, and not a repetition of other research.

- (5) A research project which requires students to perform it in a usual class with an instructor as their advisor cannot be accepted for any research grant. This is with the exception that such a work has been co-authored by a student with the lecturer being the first or principal author. Acceptable academic works must not include those used by the students to earn their degree or fulfill their certain subjects or study assignments.
- (6) Upon the approval of the research proposal by the University, the research project leader will be held accountable under the contract that accompanies the research project.

1.4 Grant Allocation

1.4.1 Upon the University's approval of the research proposal, the faculty member/researcher will be granted an amount of money not exceeding 100,000 baht /research project. Funding includes the following:

- (a) Remuneration for research assistants and/or experts, not exceeding 30 per cent of the total amount;
- (b) Travel expenses for off-campus data collection—within the Kingdom of Thailand, not exceeding 40 per cent of the total amount;
- (c) Research equipment, not exceeding 50 per cent of the total amount; *and*
- (d) Miscellaneous expenses e.g. postal fees, photo-copying and binding, not exceeding 20 per cent of the total amount.

1.4.2 Please note that all equipment and fees in the below table are prohibited, and some are considered on a case-by-case basis.

Issues	(Prohibited) Types of Equipment and Fees
Computers	Desktop Computer, Notebook/Laptop, iPad, Note Pad, Smart Phone, and etc.
Peripheral Equipment	Monitor, Printer, Scanner, FAX Machine, Keyboard, Mouse/High DPI Mouse, All types of Memory for upgrading (RAM), External Hard drive, USB Flash drive, Uninterruptible Power Supply (UPS), Video/Voice Recorder, and etc.
Office Equipment	All Stationeries
Literature Fees	Please contact AU Library for assistance on the matter before estimating the budget.
Books	Please contact AU Library before estimating the budget. All purchased books must be returned to the Department or AU Library for other members' benefit.
Issues	Case-by-Case Basis
Software	To be considered on a case-by-case basis.
Library Fees / Membership Fees	To be considered on a case-by-case basis.

Disparity in approved estimated expenses will be decided upon by the Research and Academic Services Support Committee on a case-by-case basis.



1.5 Approval Procedure

- (1) The project leader submits a written request for the grant and the research proposal to the Dean of the respective School.
- (2) The Faculty's Academic Committee considers the proposal. Upon the Faculty's approval, the proposal will be forwarded to the secretary of the Research and Academic Services Support Committee by October 31 (First Round) or March 31 (Second Round) of each academic year.
- (3) The proposal is considered by the Research Support and Academic Services Committee.
- (4) Upon the approval of the Research and Academic Services Support Committee, the proposal will be evaluated by three external and/or internal experts.
- (5) Upon unfavorable recommendations given by the external/internal experts, the Research and Academic Services Support Committee may reject the proposal on a case-by-case basis. In this case, the proposal is sent back to the Faculty and the project leader, respectively.
- (6) Upon favorable recommendations given by the external/internal experts, the Research and Academic Services Support Committee will forward the proposal to the President for final approval.
- (7) The President considers the proposal and makes the final decision on the proposal, and the Faculty and the project leader will be informed respectively. The contract must be signed within 15 days.
- (8) In case that the project leader needs more time to complete the research project, the request for time extension, together with the progress report(s), must be submitted for approval at least 30 days before the due date specified in the contract. The time extension can be requested for 2 times with 3 months period each.
- (9) Upon the successful completion of the research project, the project leader must submit 2 hard copies and 1 soft copy (Preferably in MS Word and E-mail to: suwinyunc@au.edu and pornpopsng@au.edu) of the final report with a format in an AU's research manual to the Research and Academic Services Support Committee for verification. Hard copies must be submitted on a form of soft binding perfect bound.

1.6 Terms of Payment

- (1) For effective supervision and progress monitoring of approved research projects, the funds granted will be paid in three installments:
 - (a) 30% of the total amount granted after the Contract of Grant for Research is approved and signed.
 - (b) 40% of the total amount granted after the progress report(s) has/have been submitted and is/are approved by the Research and Academic Services Support Committee.
 - (c) 30% of the total amount granted after the Research and Academic Services Support Committee approves the final report.
- (2) To avail of the above terms, the project leader is required to submit a financial report on the actual expenses incurred, keep and maintain all related documents and receipts, and indicate any remaining cash on hand from the previous installment.



1.7 Legal Compliance: Personal Data Protection Act (PDPA) and Intellectual Property (IP)

1.7.1 Personal Data Protection Act (PDPA)

Researchers must fully comply with the Personal Data Protection Act B.E. 2562 (2019) and related laws when handling personal data, including obtaining informed consent, securing data, and respecting data subjects' rights. Research projects involving human subjects must receive approval from the AU Institutional Research Committee before applying for funding.

1.7.2 Intellectual Properties (Copyright/Petty Patents/Patents)

The reservation of copyright for research and/or research findings from approved projects, as well as petty patents/patents and their royalties, shall be in accordance with Assumption University's regulations on intellectual property management, B.E. 2566.

1.8 Research and Academic Services Support Committee

The Research and Academic Services Support Committee, appointed by the University, is responsible for the following tasks and duties:

- (1) Review the research proposals.
- (2) Appoint three external and/or internal experts per research proposal to evaluate the said proposal and give recommendations to the Research and Academic Services Support Committee.
- (3) Recommend the research proposals to the President for final approval.
- (4) Monitor the work progress of the approved research projects and grant provision.
- (5) Consider the submission of academic research proposals / paper presentation for both domestic and overseas research projects / paper presentation in accordance with rules and regulations of the university. The President of the University will, upon the recommendations of the said committee, approve or reject the submitted proposals / paper presentation.

1.9 Research Promotion Measures

- (1) A faculty member/researcher, in his/her capacity as the first author of a paper written by the research team and accepted for presentation at a congress, conference, workshop, symposium, or related event, will be allotted financial support for his/her research paper presentation according to the Paper Presentation Grant. In case the first author is unable to present the paper due to unavoidable circumstances, another faculty member/researcher in his/her capacity as an authorized co-author can be proposed as a substitute.
- (2) Dean and chairpersons must take into consideration the faculty members' / researchers' research work, together with other academic work contribution, for the annual faculty performance evaluation for salary increase and promotion.

Remarks: For any research/academic work/creative work of any senior researcher/ full-time faculty member, if it can be justified that it promotes a new paradigm shift, an innovation, and a benefit to the University and/or the country, it will be considered on a case-by-case basis by the Dean, the ad hoc committee established by the Vice President for Research and Academic Services. The President shall make a final decision.

1.10 Co-Member (Writer/Researcher/Inventor)

The research work submitted for the yearly grant must be written by the faculty member/researcher. Thesis/Dissertation/IS in which the faculty member/researcher being designated as an advisor will not be entitled for the yearly grant claim. If there is/are a co-member(s)/writer(s)/researcher(s)/inventor(s), co-member(s) must specify in percentage their contribution to each research work. The principal author's contribution cannot, under any circumstances, be less than that of each of his/her co-author(s). In case the percentage of contribution is not specified, percentage of contribution will be equally divided.

The Criteria for Distributing: Contribution Rate:

Contribution proportion will be distributed according to the proportion of the principal author and co-author(s). The principal author who requests for a publication fee grant must have at least 50 per cent and co-author(s) must have the proportion at least 5 per cent of the contribution rate.

2. Professional Ethics

The faculty members/researchers will be subjected to disciplinary actions as deemed appropriate in case of the breach of contract and the violation of the following Code of Professional Ethics:

- (1) Plagiarism and/or self-plagiarism;
- (2) Fabrication of information, incorrect information, falsification of information, and/or incorrect citation of own/others' academic works;
- (3) Making false claims concerning others' academic works;
- (4) Copyright infringement; *or*
- (5) Engaging in illegal and unethical conduct and in doing so endangering his/her research subjects.

In case that the faculty members/researchers fail to practice according to grant regulations and professional ethics as mentioned earlier, the University has the right to terminate the contract and get the total amount of grants back.

The updated criteria and conditions for the approval of requests for Support Grants for Research and Academic Works are to be effective as of Academic Year 2/2024 onwards.

Given on December 4, 2024



Rev. Bro. Sirichai Fonseka, f.s.g., Ph.D.
President