



**Announcement of the Joint Graduate School of Energy and Environment  
Criteria for the administration of the research grant provided to the students doing  
research at partner universities  
B.E. 2544 (2001)**

In order to demonstrate and announce the criteria for the administration of research grant, the Joint Graduate School of Energy and Environment (JGSEE), empowered under the provisions in Article 26 of King Mongkut's University of Technology Thonburi Regulations with respect to the establishment and operation of the Joint Graduate School of Energy and Environment B.E.2541 and the resolution of JGSEE executive board meeting 6/2001 on June 12, 2001, JGSEE hereby promulgates the announcement of the Joint Graduate School of Energy and Environment on Criteria for the administration of the research grant provided to the students doing research at partner universities as follows:

**Item 1** The announcement shall be called “Notification of the Joint Graduate School of Energy and Environment on Criteria for the administration of the research grant provided to the students doing research at partner universities B.E. 2544”.

**Item 2** Partner universities shall refer to King Mongkut's University of Technology Thonburi (KMUTT), Chiang Mai University (CMU), Prince of Songkla University (PSU), King Mongkut's Institute of Technology North Bangkok (KMITNB), and Sirindhorn International Institute of Technology (SIIT-TU).

**Item 3** The announcement shall take effect from academic year 2001 onwards.

**Item 4** The opening of research grant account

The university or institute that holds research grant shall open the savings account for the grant received from JGSEE. Money in the account must not be confounded with other deposits and authorized payer shall be as specified in the contract.

**Item 5** The transfer of research grant to partner university

The research grant shall be transferred from JGSEE to the partner university that holds research grant through the president or director of that university. After transferring the money to the account (in Item 4), it shall be the responsibility of the grant holder to administrate the money.

The procedures of a money transfer shall follow attached documents. The received interest that is accrued to the account shall be the revenue of partner university. So, the interest can be used for a student's research. However, the grant holder must inform JGSEE about the amount of accrued interest in the 6-month financial report by following the form in the document no.2 attached to the research grant contract.

For the case that the grant holder cancels or terminates the research without reasonable cause, the grant holder must return all the rest of money and interest as well as the equipment and supplies that were purchased by using the capital of grant provider to the grant provider.

#### **Item 6** The procurement and control of equipment

The employment and the procurement of materials and durable articles shall depend on the advisor's decision and follow the regulations of a partner university under the consideration of saving and benefits to student's research.

The management and maintenance of durable articles shall be the responsibility of a partner university. The durable articles must be registered in the inventory control of partner university. Grant holder shall inform grant provider about the registration in the research progress and the 6-month financial reports by following the form in the document no.2 attached to the research grant contract. The grant provider shall consider to transfer the durable articles to oneself when the research is terminated.

#### **Item 7** The evidences for reimbursement

Reimbursement must have collateral evidence, such as receipt of payment, invoice, bill, receipt confirmation, and tax invoice.

- The payment of hiring a person shall use receipt of payment.
- The payment of purchasing goods/ services must have the receipt of payment/ tax invoice that is issued by the store/company.
- Other payments less than/equal to 1,000 THB that cannot call for a receipt can use a receipt confirmation instead.

#### **Item 8** Criteria of payment

In order to facilitate the collection of evidences and the record of actual expenditures, expenditures shall be classified as follows:

1. Materials refer to the expenditures on purchasing materials, supplies, and documents for research, which can be separated into 2 categories as follows:

- Supplies/non-durable materials that have a short lifespan and the items that are long-lasting utilized but the values are lower than 5,000 THB
- Durable materials that have a lifetime lower than 1 year

Materials can be grouped as follows:

- 1.1 Scientific material products, e. g. cylinders, thermometer, spare parts of scientific equipment, chemicals, etc.
- 1.2 Computer materials, e.g. computer's spare parts, etc.
- 1.3 Office supplies, e.g. books, papers, etc.
- 1.4 Electronic materials, e.g. cable, flashlight, voltmeter, etc.
- 1.5 Other materials

## 2. Durable articles

refer to the expenditures on the purchase of durable articles that are necessary for research. Such durable articles have more than 1-year lifespan and their values are higher than 5,000 THB. The durable articles can be categorized as follows:

- 2.1 Electric equipment
- 2.2 Scientific equipment
- 2.3 Others durable articles

## 3. Current expenses

- 3.1 Actual costs of travel/ vehicle/ accommodation (for the case of a fieldwork or field survey) shall be reimbursed under the consideration of saving. The collateral evidence, such as bus ticket, boat ticket, and train ticket, are required.
- 3.2 Payment for a contracting job shall be appropriate depending on how difficult/ easy the job is. Examples of contracting jobs are payment for sample analysis, payment for making materials, and payment for data collection, etc.
- 3.3 Accident insurance premium (for the case of a fieldwork or field survey)
- 3.4 Photocopy and printing expenses
- 3.5 Conference fee shall be necessary or beneficial for student's research, depending on the consideration of advisor.

The rate of each payment shall correspond to the regulations of JGSEE.

### **Item 9** Accounting and financial reporting

shall follow the document no. 2, page 1/3-3/3 attached to the research grant contract. The account should be divided into 3 parts as follows:

1. Budget
2. Bank deposit
3. Expenditures

### **Item 10** Financial reporting

shall be contributed by 2 parts as follows:

1. A summary of the 6-month financial report

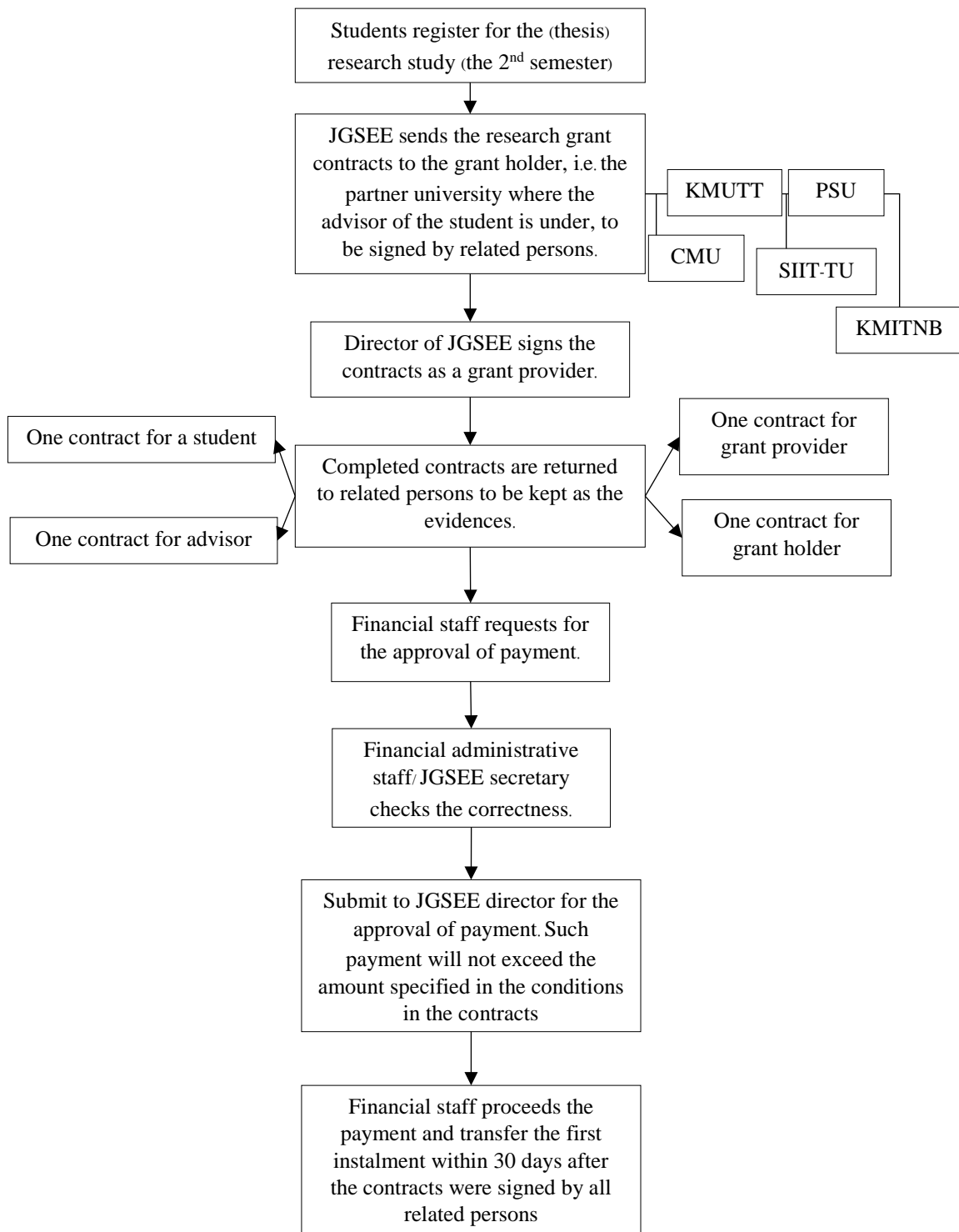
2. A copy of book bank that shows the record of deposits, withdrawals, and interest (if any).

These shall be applied from the date of announcement onwards.

Announced on June 28, 2001 (B.E. 2544)

Prof.Dr. Chullapong Chuliabodhi  
Director of the Joint Graduate School of Energy and Environment

## The procedures of providing research grant to partner universities



### **Use of the (thesis) research grant**

To ensure that the grant is used in accordance with the financial objectives and regulations, advisor shall be in charge of the research grant usage or assign this responsibility to the faculty financial staff instead.



Student proceeds the request for the approval of grant payment/reimbursement. The request form is required.



The approval of grant payment/reimbursement depends on the consideration of advisor and must not exceed the defined amount.



Advisor/financial section of the faculty can keep the evidence and the record of income and expenses for future inspection by grant provider.