



Disbursement Process: Grants for Research/Academic Presentations Abroad for Faculty Members
of Graduate Programs Faculty of Graduate Studies, Mahidol University

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Grants given to faculty members to participate in research/ academic presentations abroad will be handled in the following manners:

1. Grantee shall submit the required documents and completed forms for disbursement to the officer at the Organization Research and Educational Innovation Section **within 10 days after the grant recipients are announced.** The required documents are:
 - 1.1. A Disbursement Request Form for Dean of Faculty of Graduate Studies' approval
 - 1.2. A copy of Letter of Permission for Individual to Travel Abroad, approved by the President (in case that the individual is a lecturer or a civil servant of Mahidol University) **OR**
A copy of Letter of Permission for Individual to Travel Abroad, approved by the Dean/Director (in case that the individual is a university employee)
 - 1.3. A completed Notice of Intent Form and a certified copy of the first page of the Siam Commercial Bank's savings deposit pass book, either Bangkok or outskirt branch, which shows the account name and account number. The bank account name must match Grantee's name.
 - 1.4. A copy of Grantee's Thai national I.D. card, certified true with an original signature, and the written text, ***"To be used for disbursement process for faculty members of graduate programs only."***
 - 1.5. The fund will be transferred onto the grantee's bank account only if the grantee submits all documents as specified in Item # 1.1- 1.4.
2. Upon return to his or her current work, Grantee must deliver required documents to the officer at the Organization Research and Educational Innovation Section, Faculty of Graduate Studies, **within 30 days.** The required documents are:
 - 2.1. A completed Academic Presentation Summary Report Form (GR.OR.2)
 - 2.2. Documents involving in the presentation and travelling, such as boarding pass stubs, receipt of seminar/conference registration fee, or proceedings, certified true with an original signature and the written text, ***"This is certified that these documents are originally used in the presentation."***
3. **Contact details**
 - 3.1. Organization Research and Educational Innovation Section, Tel.02-4414125 ext. 110
Ms. Ampha Srepanyawuthikun E-mail: ampha.sre@mahidol.edu



Document # 1.1
Sample Disbursement Letter

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At/.....

Date:.....

Subject: Disbursement request: Grants for Research/Academic Presentations Abroad for Faculty Members of Graduate Programs, Fiscal Year..... Round.....

Dear Dean of Faculty of Graduate Studies,

With reference to the announcement, made by the Faculty of Graduate Studies, Mahidol University, titled “ The Names of Grants Recipients for Research/Academic Presentations Abroad for Faculty Members of Graduate Programs, Fiscal Year..... Round..... ” and was made on the date of,

the Faculty of Graduate Studies has given a grant to,

a Program Instructor of Graduate Diploma Program Higher Graduate Diploma Program
 Master’s Degree Program Doctoral Degree Program.

Major..... Department:
Faculty/Institute/College

I, Prof./Assoc. Prof./Asst. Prof./Lecturer/Dr. would like to request a funding of Baht..... (..... Baht). With this letter, I have attached the required documents:

1. A copy of Letter of Permission for Individual to Travel Abroad, certified true with an original signature
2. A completed Notice of Intent Form for the Grant
3. A certified copy of the first page of the Siam Commercial Bank’s savings deposit pass book, either Bangkok or outskirts branch, which shows the account name and account number.
The bank account name must match Grantee’s name.
4. A copy of Grantee’s Thai national I.D. card, certified true with an original signature

Please consider and transfer the amount of money to my bank account, and accept my thankfulness and appreciation.

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(.....)
Grantee, Grants for Research/Academic Presentations Abroad
for Faculty Members of Graduate Programs



Document # 1.3
Notice of Intent Form

Notice of Intent Form for Grants for Research/Academic Presentations Abroad
for Faculty Members of Graduate Programs
Faculty of Graduate Studies, Mahidol University

I, Prof./Assoc. Prof./Asst. Prof./Lecturer/Dr.,

whose ID number is - - - -

I am a Program Instructor of Graduate Diploma Program Higher Graduate Diploma Program
 Master's Degree Program Doctoral Degree Program.

Major..... Department:

Faculty/Institute/College

who has received a Grant for Research/Academic Presentations Abroad for Faculty Members of Graduate Programs, Fiscal Year, Round..... from Faculty of Graduate Studies.

I hereby authorize Organization Research and Educational Innovation Section, Faculty of Graduate Studies, to transfer the Grant amount of money to my Siam Commercial Bank's savings deposit account, either Bangkok or outskirts branch, Siam Commercial Bank account, whose details are as follows.

Account number: - -

Account name: Branch:.....

Type: Savings deposit

*****The bank account name must match Grantee's name.*****

Grantee's signature.....

(.....)

Date...../...../.....

(Day/Month/Year)

