**Submission letter for Progress Report No. …... Research project on ..............................**

RIHS-002

ที่ ศธ……………………..

วันที่………………………

**Dear Director of the Research Institute for Health Sciences through the Dean of the School …...........................:**

I, … ………………………………………….…, School …………………………………, received funding for research type ………………….. for fiscal year ……….… under the capital agreement no. …….. The title of the proposed project is ………………………………………………………………….......

The period of the project is from date ……………………. up to date ........................................

The amount of the budget is ……………………………..… baht (……………………………………..baht).

I would like to submit Progress Report No. …………, which has been worked on since date …………………………… up to date …………………………. according to the documents currently attached.

Please kindly consider the request.

Signature …………………………………………….

(………………………………..…………)

Opinion of the Research Center Leader:

.............................................................................................................................................................................

.............................................................................................................................................................................

Signature .........................................................................................................................

( )

Head of Research

Day ........ Month ........ Year .…........….

Opinion of the Dean of the School:

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Signature.........................................................................................................................

( )

Dean of the School......................................................................

Day ........ Month ........ Year.…........….

Consideration:

* Approval of progress report
* Rejection of progress report

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signature …………………………………………………………………

(…………………………………………….)

Director of the Research Institute for Health Sciences

Summary of Progress Report No. .**..........**

Contract Number **................................................**

##### Title of the proposed project:

Leader of the proposed project:

School:

1. Project Objectives:

1)

2)

3)

**2.** Details of the project performance according to the summary plan **(**briefly**):**   
You may attach a Power Point file used to present a 6-month verbal progress report consisting of the following.

|  |  |  |  |
| --- | --- | --- | --- |
| **From the Project** | | **Real Situation** | |
| Operation Plan  **(**according to plan**)** | Results  **(**according to plan**)** | Actual Operation | Actual Results |
| **1** | **1** | **1** | **1** |
| **2** | **2** | **2** | **2** |

**Note:** The researchers identified an action plan in line with the activities and results expected to occur in the first 6 months.

**3.** Problems, obstacles, and solutions:

**4.** List of documents / actual results (see attached):

(Mark ✓ in 🞎 text)

🞎 Questionnaire 🞎 Interview

🞎 Ethical Review Submission Documents 🞎 Other

Specify: ...................................................................................

Other comments and suggestions to the university:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signature ……………………………………………. (................................................................)

Date: ....................................................................

**Financial Summary Report**

**Contract Number ................................................**

**Project .........................................**

Leader of the proposed project: **……………………………………………………………………………**

Reports from date ...................................................... up to date ......................................................

**Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| Expense Category | Proposed Budget | Current Expenses | Balance |
| Wages |  |  |  |
| Cost |  |  |  |
| Material Cost |  |  |  |
| Equipment Cost |  |  |  |
| **Total** |  |  |  |

**Amount received and remaining amount**

Amount received

Installment 1 ........................ baht Date ........................

**Expense category**

Installment 1 Be money ........................ baht

**Balance amount (excess)**  ......................... baht

Signature .......................................................... Research Project Leader

Date: .........................................................