

**Memorandum**

Department of Academic Affairs ...........................................................Phone number .................................

ที่ อว ..................................................................................... Date ..............................................................

Subject: **Request for approval of the budget category of research grants from external agencies**

Dear Chancellor through the Vice President for Research and Social Services through the Director of the Research Institute for Health Sciences and through the Dean …………...

I, ....................................................., Affiliation ....................................., received research funding from ......................................................................................... for fiscal year ................................... according to the contract number ................................................

Subsidies were received under the contract total amount of ........................................................ baht with an operating period of .......................... years / month starting .................................. and ending ......................................... The details of the budget and research grants are as follows:

|  |  |
| --- | --- |
| **List** | **Budget** |
| 1. Compensation for the person responsible for the project |  |
| 2. Cost of project implementation |  |
| 3. Administrative fee for university delivery of project (10%) |  |
| 4. Value added tax that must be remitted to the Revenue Department (7%) in case of receiving research funding from the private sector |  |
| **Total** |  |

For this purpose, I am requesting the approval of the budget category of research funding from external agencies. Amount................................... baht (.........................................................................)

Please kindly consider for approval,

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

(......................................................)

 Research Project Leader