

**Memorandum**

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

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

Subject: Request to submit a summary report on research expenses and to approve the budget category of research funding from external agencies

Enclosure 1. A copy of the approval letter for the budget category of research funding from external agencies

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

I, the research project leader, School ............., received research funding for research project ................. in the budgeted amount of ................... baht (........baht) from the source of funds with an operating period of ........ months/year from ................. to ..................

In this regard, the research project leader has completed the research project with expenses incurred in the total amount of ............... baht (.... baht). The details of the expenses are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Category** | **Budget** | **Cost** | **Difference** |
| Compensation |  |  |  |
| Wages |  |  |  |
| Material Cost |  |  |  |
| Equipment Cost |  |  |  |
| Cost |  |  |  |
| E.T.C |  |  |  |
| Project Management Fee |  |  |  |
| **Total** |  |  |  |

Please be informed accordingly.

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

( )

Research Project Leader