



**RIHS**  
RESEARCH INSTITUTE FOR HEALTH SCIENCES  
WALAILAK UNIVERSITY

# EXTERNAL GRANT FUNDING PROCEDURE

An interactive Handbook for Researchers

 [Grant Procedure](#)

 [Checklist of Supporting Documents](#)

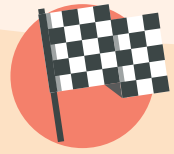
 [FAQ](#)



# 1 GRANT PROCEDURE

WITH DR. EMMA

HI, I'M DR. EMMA



START

1

Funding Agency calls for proposals.

2

Dr.Emma submits her proposal via NRIS System.

3

Emma's proposal is accepted.

4

The funding agency delivers the acceptance letter to the University.

5

Dr.Emma delivers the contract to RIHS (via WU-DOMS).

CHECKLIST



8

RIHS delivers the contract to the funding agency

7

Vice president for Research approves and signs the contract as an authorized representative.

6

RIHS screens the documents



Drawdown Period

11

Dr.Emma submits a disbursement request form to RIHS.

CHECKLIST

10

Dr.Emma notifies RIHS.

9

The funding agency transfers the budget to the University's bank account.



RIHS

11

RIHS requests for Segment ID from DPL.

12

Vice president for Research approves the disbursement request.

13

Division of Finance and Accounting transfers the money to research project's bank account

14

Dr.Emma conducts her research.



FINISH



## CHECKLIST

# SUPPORTING DOCUMENTS

used in grant contract signing and disbursement procedures

## SIGNING THE CONTRACT

1	Grant Contract (issued by the source of the fund)	Source: Researcher	submit via DOMS
2	Proposal	Source: Researcher	submit via DOMS
3	Approval from Dean	via DOMS	

## REFERENCES

1	Criteria for Payment of Research Grant from External Agencies	<a href="#">Download</a> 
2	Announcement of Overhead Cost Rates on Academic Services	<a href="#">Download</a> 
3	WU Tax ID	<a href="#">Download</a> 
4	WU KrungThai Passbook	<a href="#">Download</a> 

## CHECKLIST



# SUPPORTING DOCUMENTS

used in grant contract signing and disbursement procedures

## GRANT DISBURSEMENT

1	Request form for Approval to Reimburse Research Subsidies from External Agencies	<a href="#">Download</a>	Submit via DOMS
2	A copy of the project's bank passbook	Source: Researcher	
3	Requisition Form: Requesting for Budget ID	<a href="#">Download</a>	
4	Grant Transfer Receipt (from the source of the fund)	Source: Researcher	
5	Approval from Dean	<a href="#">via DOMS</a>	

# FREQUENTLY ASKED QUESTIONS (FAQ)

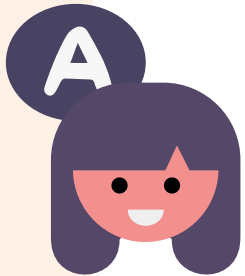
regarding external funding procedure



After receiving a budget transfer receipt from the funding source, what will I do?



First, forward the e-mail, or e-mailing the receipt to RIHS. Second, submit the disbursement request form via DOMS so that these documents will be forwarded to the internal budgeting process.

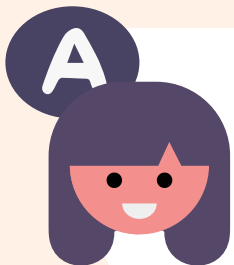


[Download Disbursement Request Form](#)

Why can't the grant be transferred directly to the project's bank account instead of the University's?



According to the regulation, research grant is the university's revenue, so the grant has to be transferred to the university first. Then, the grant will be allocated to the research projects later.



Why does the budget take so long to process, even though the funding source has sent me the transfer receipt?



This happens due to several factors, including:

If the researcher does not inform RIHS about the budget transferred from the funding agency, we cannot proceed further.

1

The university has to process the budgeting on WU-MIS beforehand, this may take some time.

2

The disbursement request is incomplete because the documents are invalid or incomplete.

3

