



## **PBIC Announcement**

Call for Research Proposals to Receive a Grant from the PBIC Research Fund

**Category:** General Academic Research

**Sources of funding:** PBIC Research fund, Fiscal year 2020

PBIC is currently aiming to promote more research and internationally-oriented publications from our faculty members to enhance the quality of academic teaching and the reputation of the college as a serious world-class academic research institution. In particular, for this coming year, PBIC aims to make 2020 the Year for Research Excellence. This policy focus aims to stimulate faculty members to increase their research activity by offering our faculty members research funding. It is hoped that this research will be able to bring the teaching environment at PBIC in line with the latest global issues and trends, Thai society, and sustainable development. Therefore, the PBIC Research Department has decided to offer research funds for conducting research under the following criteria and conditions:

### **1. Definition:**

- The Research Fund for General Academic Research is defined as the funding that aims to support research topics that researchers are interested in and those that are relevant to the policy and research direction of PBIC.

### **2. Classification of Research Schemes by Size of Funding:**

- Small-scale research projects are offered funds not exceeding 100,000 THB; with 2 offerings available
- Large-scale research projects are offered funds not exceeding 200,000 THB; with 1 offering available.

### **3. Qualifications of Research Applicants**

- a) Applicants must be a full-time faculty member of PBIC, and have no pending academic work for the college.
- b) Applicants must not be the head of a research team from any existing research projects that are pending and were granted previously from PBIC or Thammasat University.
- c) Applicants can be the head of a research team for one research project at a time only.
- d) Applicants must have the capacity to conduct research to the standards expected of an international academic institution; to be able to complete their research and

present the results of their research in publication-ready written form within a pre-determined time frame and to a fixed deadline; must not be on leave or on sabbatical leave, or be under contract with an academic institution other than PBIC.

#### **4. General Proposal Requirements**

- a) The research project should be planned to be completed within a maximum of one year. In special cases if there is the need for longer than one year, the researcher must file the request to the Research Committee. However, the final decision will be made by the Research Committee. Additionally, the research proposal cannot be part of any other research projects that have already been granted from other sources.
- b) The research proposal should demonstrate clear objectives, scope, and a comprehensive but relevantly focused literature review. This is to ensure that the researcher will produce genuinely new findings or make substantial contributions to the field or relevant theories and not replicate knowledge that already exists. The research proposal should also show that it can be realistically implemented and that results and conclusions are reasonably applicable to the real world.
- c) In case the research involves living subjects, human or animal, the researcher must be certified by the Thammasat University Committee of Human Research. Researchers will have to complete the Ethics Training in Human Research Course before submitting the proposal. Certification must be submitted along with the proposal. If the research project is approved and funds granted and it is later found that living subjects, human or animal, were ultimately involved, the researcher shall be held wholly liable and take all responsibility and the Research Committee will take no responsibility for this.

#### **5. The Process for Submitting the Research Proposal for Research Funds**

- a) The research applicant shall submit the proposal and other documents to the PBIC Research Department within the timescale provided. The proposal will then be reviewed by the PBIC Research Committee. The Committee comprises of the Vice Dean for Research and International Affairs, one PBIC faculty member, and one research advisor from outside the college.
- b) In case the proposal needs to be revised, PBIC can appoint a different research advisor to review the proposal again, but this process will be done before the grant is made.
- c) When the proposal is approved and the funding granted, the researcher must sign the contract within 30 days from the grant's announcement, otherwise the grant will be canceled. The researcher also needs to be certified for Human and Animal Research Ethics before signing the contract, if applicable.
- d) If there are any modifications or changes to the research proposal, such as research personnel or schedule, the researcher must provide documents detailing these changes and reasons which must then be approved by the PBIC Research Committee before starting to conduct their research project.

- e) Any decisions made by the PBIC Research Committee will be considered final, and must be followed strictly in accordance with that decision.

## 6. Funding Payment Process

Research funding payments will be made in three stages/periods.

- a) Period 1 payment consists of 40 percent of the total funds granted. Period 1 payment is paid when the contract is signed.
- b) Period 2 payment consists of 40 percent of the total funds granted. Period 2 payment is paid at the end of the period of data collection when the researcher submits the **First Research Progress Report** affirming and showing that all the required data have been collected. The research may still be in the process of data analysis and/or the final research writing-up period; but all the required data should have been collected.
- c) Period 3 payment consists of 20 percent of the total funds granted. Period 3 payment is paid when the researcher submits the **Final Research Draft** (in hard copy). Additional submission requirements must include Thai and English abstracts, two copies of the **Final Draft** on two Compact Discs containing the research files, and the **Research Impact Statement** stating how the research can be used to improve, implement, or develop the teaching and learning at PBIC.

## 7. Progress Report and Final Research Draft Submission

- a) The researcher is required to submit a **Research Progress Report** to the Research Committee every 6 months, from the signing of the contract. The researcher must use the **Research Progress Report** in the format provided by PBIC. The Research Committee will consider the quality and quantity of research, and adherence to the planned time schedule. The PBIC Research Committee reserves the right to discontinue the research project funding or withhold research funds, if the researcher has been judged to have made insufficient or no progress.
- b) When the research writing-up stage has been completed, the researcher shall submit the “**Pre-Final Research Report**” copy to the Research Committee, so it can be reviewed by the research advisor. The Committee will then produce a report consisting of any comments they may have and possible requests for corrections and revisions, which the researcher will need for final revisions before submitting as the “**Final Research Report**” copy.
- c) When all the revisions have been completed, the researcher will submit the “**Final Research Report**” copy to the Research Committee, that will include the **Final Research Draft** (in hard copy), Thai and English abstracts, two copies of the **Final Draft** on two Compact Discs containing the research files, and the **Research Impact Statement** stating how the research can be used to improve, implement, or develop the teaching and learning at PBIC.
- d) In the **Final Research Draft** and in any publications derived from this research, the researcher is required to provide an ‘Acknowledgements’ page, stating that:

‘The authors gratefully acknowledge the financial support provided by Pridi Banomyong International Research Fund, Contract No.....’.

- e) For the final submission, the researcher must include a document showing the research contribution proportion distribution of the research team. The proportion shall be calculated in percentages. In the case of a working collaboration with different research units, institutes or universities, the distribution must be mentioned as well.

#### 8. **Research submission extension**

In the case of a researcher being unable to submit the **Final Research Report** within the deadline, the researcher must notify the Committee and file for an extension at least one month before the deadline. A **Research Progress Report** must be submitted along with the extension request. The extension can be offered no more than twice. Each extension period granted cannot be more than one third of the total time for which the original research proposal was approved.

#### 9. **Research Cancellation**

PBIC reserves the right to terminate research funding due to the researcher’s failure to comply with rules and regulations required by the Research Committee. Termination can apply under one of these four conditions:

- The researcher is no longer a member of the faculty or staff of Thammasat University
- The researcher fails to submit the **Research Progress Report**, or delays submission without legitimate reasons
- The researcher fails to complete the research project, according to what had been originally proposed to and approved of by the Committee
- The researcher receives supporting funds from sources other than PBIC in conducting the same research project

After the researcher is notified of the termination, it is mandatory to do the following:

- The researcher must submit the summary of all research that has been done within 3 months of the notice of termination
- The researcher must return all materials and equipment purchased by research funds, and submit all unfinished research data/output to PBIC, which the researcher forfeits ownership of and the right to use elsewhere, and to which PBIC reserves all rights to ownership thenceforth and to dispose of as it so wishes.
- The researcher must return the outstanding funds that are left over from conducting the research, including any interest and profit accrued to PBIC. All documentation related to research project-related finance, money and receipts must also be submitted.

#### 10. **Refund process**

If the research fund is terminated, due to the researcher's failure to submit the Final Research Draft and Report within the original deadline, or within an approved extension of the deadline, researchers will be unable to receive the remaining balance of funding. Instead, researchers must make their refund payment to the PBIC Research Funds within 30 days. If the refund is not made within 30 days, the interest on the outstanding debt will apply at the same rate as the loan rate from Thammasat University Saving and Credit Cooperative, Ltd. The starting date of interest accrual will apply after the 30 days, when the researcher has not made the payment by the deadline.

#### **11. Research Recognition and Intellectual property**

- a) When the research results appear in any publications in the recognised and approved academic format of peer-reviewed book, monograph, book chapter, journal, article or other academic paper, etc, which has been supported by the PBIC Research fund research grant, researchers must make certain that a declaration that this research is financially supported by PBIC Research Funds is included as a part of that publication in print without exception.
- b) In case the of a researcher wishing to register the patent of this research, any aspect of it, or the research results, the researcher must file the document through the Thammasat University Intellectual Property and Incubation office (TUIPI)
- c) PBIC will reserve the copy right of this research. In order to publish or disseminate the research, the researcher must file for the permission to do so from the PBIC Research Committee.

#### **12. Call for Proposals Schedule**

Interested faculty or researchers can request the proposal form from the PBIC Research Department, or download the form from [www.pbic.tu.ac.th](http://www.pbic.tu.ac.th) website. Three copies of the proposal need to be filled out and submitted. The PBIC Research Department will accept applications from now until November 29<sup>th</sup>, 2019. The PBIC Research Department reserves the right not to accept a proposal application beyond the deadline.