



## Prince of Songkla University (PSU) Announcement

### Research Supportive Grant: Collaborative Research Grant of Fiscal Year 2025

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Prince of Songkla University (PSU) has allocated a budget for a research grant aimed at fostering collaboration with foreign countries (Collaborative Research). The details of the grant are as follows:

1. **Aims of the grant:** To provide researchers with the opportunity to enhance their research experience and facilitate the exchange of knowledge and research experience with foreign researchers. This initiative aims to benefit the advancement of knowledge, teaching, and the dissemination of research results at the international level.

2. **Proposal eligibility**

2.1 It is a research project that clearly demonstrates collaboration with foreign researchers.

2.2 The project should not have been submitted to or funded by other sources.

2.3 Project duration should not exceed one year.

2.4 The principal investigator for the project should be an employee affiliated with PSU, and there should also be co-investigators from institutions abroad.

3. **The applicant (principal investigator) must have the following qualifications:**

3.1 The principal investigator for the project must be an employee affiliated with PSU. If the employment agreement does not cover the project duration, a letter of endorsement from the Dean of the Faculty is required.

3.2 The principal investigator should not have pending submission of research reports and/or research outputs for research projects or funds sponsored by PSU.

3.3 Applicants must not be on sabbatical leave for a period of 6 months or more, unless the leave is specifically granted for the purpose of conducting this funded project.

3.4 Each applicant is allowed to submit only one proposal per year and can receive a maximum of 2 research grants from PSU during the same period.

#### 4. Source of budget

The budget to support the research project will be a tripartite collaboration, with contributions from the university, the campus, and the faculty. The funding will be allocated in the ratio of 25% from the university, 25% from the campus, and 50% from the faculty.

5. **Amount of grant:** The total grant amount for each project should not exceed 400,000 THB (four hundred thousand Baht). The grant will be disbursed in three installments as per the specified guidelines.

5.1 The grant can be used to cover expenses related to conducting research in Thailand. This may include, but is not limited to, research materials, equipment, travel within the country, participant recruitment, data collection, and analysis costs. The specific expenses eligible for funding will be subject to the guidelines and regulations of the grant program.

5.2 The grant allows for the coverage of expenses incurred by researchers from PSU while conducting research in foreign countries. However, the total budget allocated for this purpose should not exceeding 50% of the overall project budget.

- 1) Transportation expenses, only from Bangkok to the destination country where the research will be conducted
- 2) Living allowance
- 3) Accommodation expenses
- 4) Overseas health insurance
- 5) Visa-fee
- 6) Airport taxes
- 7) Cost for research activities (if necessary)

5.3 The allocated budget for the expenses of foreign researchers should not exceeding 10% of the total budget for the project.

5.3.1 Expenses for one-way trip of a foreign researcher's economy-class travel between PSU and the cooperating foreign institution.

5.3.2 Living allowance for foreign researchers while working at PSU at a rate of not more than 1,000 Baht per day for a period of not more than 1 month.

5.3.3 Accommodation expenses for foreign researchers while working at PSU

**Note:** The expenses under items 5.2 and 5.3 can be averaged as necessary but must not exceeding 60% of the total budget.

## 6. Application for funding

6.1 Complete the research project information and upload the required documents through the PSU Research Project Management (PRPM) within the designated period for submitting research proposals as outlined below:

6.1.1 Submit the project proposals using the updated application form “Form 1/CR\_2025”. The proposal should include the entire project description along with any relevant questionnaires or research instruments (if applicable). If the research project addresses similar or closely related topics to previous work, please provide clarification and attach supporting documents.

6.1.2 Documents explaining the reasons and the need for joint research with foreign countries clearly, together with the results of searching for information on selecting institutions abroad. Institutions abroad should have a ranking not lower than PSU (Retrieved from the SciVal program).

6.1.3 Letters of permission from supervisors of both parties authorizing personnel to participate on the project and permission to use time, place, research equipment, etc. in connection with the research project.

6.1.4 Conduct a redundancy checks on the research project proposal using the iTenticate program to ensure originality and avoid plagiarism. After obtaining the result, upload it into the PRPM system. The result of the redundancy check should not exceed 30% for academic content only.

(The program link: <https://www.clib.psu.ac.th/services/11-services2/2328-ithenticate.html>).

6.1.5 The letter of endorsement from the Dean of Faculty is required to follow up on the report/output if the employment agreement does not cover the project duration. Please refer to the condition mentioned in section 3.1.

6.1.6 The Impact Pathway Form

6.1.7 Other supporting documents, such as the approval letter from the Human Ethics Committee, the Animal Ethics Committee, or document related to the Plant Varieties Protection Act, must be included if applicable.

6.1.8 Questionnaire used in the project, if applicable

6.2 Nominate at least four experts with expertise in the proposed research project to evaluate the research proposals. The panel should include at least one external expert who is not affiliated with the university. If internal experts are included, they should not belong to the same faculties as the applicant. If an internal expert is affiliated with the same faculty, they must not be from the same department. However, the university reserves the right to determine qualified persons as it deems appropriate.

6.3 The Faculty submit a cover letter to request funding through the respective faculties to the Research and Development Office, Hat Yai Campus within the designated deadline.

#### 6.4 Timeline for Research Granting

Applications are accepted from 1-31 October 2024.

The announcement of research proposal approval results will be made on 30 April 2025.

6.5 The university requests the return of the documents and refuses to consider the research project for funding allocation in the following cases:

- Proposing a budget that exceeds the specified amount of the grant.
- Applications received after the aforementioned date or when the information and files on the PRPM system are incomplete.
- The applicant has already held 2 research projects in hand or is a pending submission of research reports and/or outputs of research projects/funds sponsored by the university.

### 7. Proposal consideration criteria

The university will award the proposed research project based on the research project content and consistency with the university's sponsorship policy, including the score of the research project. Other relevant information may also be taken into consideration. The research project to be sponsored must receive an average research project quality assessment score of at least 80 percent as evaluated by the expert team. The university will only consider proposals that are submitted using the updated templates and adhere to the provided guidelines. Moreover, the project should not have been submitted to or funded by other sources.

## 8. Terms and Conditions

### 8.1 Grant contract

Once the funding has been approved, scholarship recipients must enter into a contract with the university. Grant recipients should commence their research activities only after the research project has been approved and the sponsor has signed a grant agreement.

**8.2 Research report.** The scholarship recipient is required to submit the research report in the following manner:

#### 8.2.1 Research progress report

The scholarship recipient is required to submit one set of research progress report (Form 3.2) every 6 months starting from the contract date. These progress reports should be prepared and uploaded to the PRPM system.

#### 8.2.2 Final report

The scholarship recipient is required to prepare and submit a final research report. Additionally, they need to upload the project closing documents to the PRPM system.

8.2.2.1 The research report should be submitted according to the following guidelines:

1) Upload a draft of the complete report in the PRPM system and submit one set (no need to bind a book cover) to the university for consideration and approval. This draft report will be reviewed before preparing the final research report, which should follow the specified format (Final Research Report type 1 or Final Research Report type 2).

A complete research report, referred to as Type 2, consists of a compilation of articles that have already been published in academic journals or articles that have been accepted for publication. These articles should be sourced from academic journals listed in the SCOPUS database.

8.2.2.2 When the university approves the draft research report, the scholarship recipient is required to follow these steps:

1) The scholarship recipient is required to upload the complete research report, along with the abstract, including a Graphical Abstract, in the PRPM system.

2) The scholarship recipient should provide the publication information on the MIS-DSS system, which can be linked to the PRPM system using the funded project code, if available.

3) One set of documents is sent to the Research and Development Office, consisting of

(1) A letter notifying the results of uploading documents according to the conditions set by the university.

(2) A summary of the total expenses of the research project (Form 5). The researcher should collect evidence of the research funding expenses and be prepared for relevant agencies to inspect them as necessary.

### 8.3 Output

In the case that any research output has not submitted along with the research final report. Submission of research results for the complete closure of the research project, including an acceptance letter or a reprint of the published work in an academic journal listed in the SCOPUS database (Q1, Q2), should be done within 1 year after the end of the research period as per the scholarship contract or within 1 year after the end of the research period that has been approved for extension by the university. These documents should be included in the full research report. The principle investigator must be the First Author or Corresponding Author.

9. Dissemination of research results, whether through complete research reports or other forms of dissemination, should include an acknowledgment or appropriate mention in the publication stating: "This research was supported by Prince of Songkhla University Contract No....."

10. The university may invite grant recipients to present their findings, both research progress reports and final research reports, at university symposiums.

### 11. Research funding:

11.1 Expenses related to conducting research in Thailand: Funding disbursement to the recipient is divided into 3 installments as follows:

The first installment, which is not more than 50% of the operating budget, is received when the grant contract has been signed.

The second installment, which is not more than 40% of the operating budget, is received when the recipient has submitted the following documents:

1) The research progress report has been submitted and approved by the university, and the research progress reports have been uploaded in the PRPM system.

2) A report detailing the expenditure of the first installment of the university-sponsored funding (Research Form 5).

The final installment includes the remaining project operating budgets and remuneration for project consultants, and it is disbursed when the scholarship recipient has completed all actions as specified in item 8.2.2.2.

#### 11.2 Expenses for PSU researcher for conducting research in foreign country:

Expenses of PSU researchers for conducting research in foreign institutions, according to item 5.2, will be paid as a loan when the researcher has to travel abroad. The scholarship recipient should submit a letter requesting a loan from the Faculty, Campus, or University. After returning from abroad, travel reports must be submitted along with documents of expenses for reimbursement and repayment of the borrowed debt.

#### 11.3 Expenses for foreign researcher in item 5.3

Expenses of foreign researchers in item 5.3 shall be submitted by the Thai scholarship recipient to reimburse the expenses from the Faculty, Campus, or University when foreign researchers arrive or before returning, as the case may be, using the receipt itinerary and travel reports, as well as related documents, as evidence for disbursement.

### 12. Suspension of the final disbursement of research funding

The university reserves the right to suspend the disbursement of the final research funding if the scholarship recipient fails to complete the procedures outlined in item 8.2.2.2 within 90 days after receiving notification of the draft research report evaluation result.

### 13. Expenditure of research funding

13.1 The expenditure of research funding is allowed within the timeframe specified in the scholarship contract, including any approved extensions granted by the university. Upon the expiration of the specified period, the disbursement of the remaining research funding will be suspended by the university. The scholarship recipient is required to deliver the research output in accordance with the terms specified in the scholarship contract to ensure the complete closure of the research project.

13.2 In the event of project termination or closure, or upon receiving approval from the university to terminate the research project, the scholarship recipient is requested to close the project deposit account and return any remaining funds in the bank account (if applicable) to the university within 30 days.

14. Grant recipients are required to comply with the guidelines stated in the Prince of Songkla University Announcement on Guidelines for Research Grants from Revenue from the Office of the President, Hat Yai Campus and Central Income, as well as the Announcement on Collaborative Research Grant, Fiscal Year 2025. Additionally, they must adhere to the provisions outlined in the Grant Agreement, Regulations, Announcements, and any other relevant guidelines specified by the university.

15. The University retains the intellectual property rights arising from the research findings funded through this announcement, except in cases where publication is necessary for public benefit.

16. In case of any uncertainties or ambiguities regarding this announcement, the University will have the authority to make the final decision and provide clarification.

Those who are interested can access the scholarship announcement through the website: <http://rdo.psu.ac.th/> (title: Grant/Awards *click* PSU Grant)

Announced on

10 SEP 2024



(Assoc.Prof.Sunton Wongsiri, M.D.)

Vice President for Research and Innovation  
on behalf of the President of Prince of Songkla University