

## Criteria and Rates for Budgeting Research Project Expenditures

### Research Funding from Income from Prince of Songkla University Fiscal Year 2025

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#### 1. Project Budget

To be clearly categorized into categories: wage category, compensation category, service expense category, material and supplies category, equipment category

#### 2. Expense Rate

##### 2.1 Wage expenses category

##### 1. Research assistant employment

1.1 Attention should be given to employing students, especially graduate students, and identifying the workload of all employing students.

1.2 The researcher presents job details in man/month or man/day so that the university can assess the appropriateness of the budget for how many months and days should be hired, etc.

1.3 Hire only research assistants with qualifications not higher than a bachelor's degree.

1.4 Attach the workload (Job Description) of the research assistant being hired.

1.5 The hiring of full-time research assistants/administrators/secretaries is not encouraged in case graduate students are already employed.

##### 1.6 Employment rate

1.6.1 **Students do research** for their thesis in a research project.

- Ph.D. student: not exceed 10,000 THB

- Master student: not exceed 8,000 THB

1.6.2 Students who are not doing research for thesis in a research project

- Master student: not exceed 4,570 THB

- Undergraduate student: not exceed 200 THB per day

(For a work day of 7 hours excluding break time,  
and not more than 3 days per week.)

1.6.3 The pay rate for full-time research assistants.

- Bachelor degree: not exceed 15,000 THB per month

- Diploma/High Vocational Certificate: not exceed 11,500 THB per month

- Certificate of Technical Vocation: not exceed 10,840 THB per month

- Vocational degree: not exceed 9,400 THB per month

- Worker: pay in according to the national minimum pay rate

## 2.2 Compensation category

Support only the cost of overtime, can be set not more than 5% of the project budget (excluding the cost of equipment) at the following rates:

- 1) On working days: pay no more than 4 hours per day at the rate of 50 Baht per hour.
- 2) On holidays: pay no more than 7 hours per day at the rate of 60 THB per hour.
- 3) The reimbursement can only be made by the researchers and the monthly employees who have an employment order.

## 2.3 Service expenses category

2.3.1 Fees for statistical data analysis with computer support as appropriate and not exceeding 5,000 Baht per project as follows:

- 1) Support projects with research studies with a population or sample of 1,000 or more samples (quantitative research)
- 2) Not supported in projects that have already hired research assistants.
- 3) Do not support projects in which the project leader is a new researcher because university want researchers to develop themselves.

2.3.2 Travel expenses for attending meetings/academic seminars (travel, per diem allowance, accommodation) are supported as follows:

- Principal investigator **or** co-investigator not exceed 10,000 THB per project
- Graduate student works in the project not exceed 10,000 THB per project

2.3.3 The per diem allowance, travel, accommodation expenses for data collection and conducting research are supported at the rate set by the government and the university.

2.3.4 Support the cost of office supplies and utilities as appropriate, not exceeding 5,000 baht per year.

## 2.4 Equipment category

If the research project requires equipment purchases, please provide clear and detailed justification for the necessity of each item. If approved, proceed with procurement following the faculty's regulations, which include inspecting and accepting the registered commodities.

## 3. Budgeting is not encouraged for the following items:

- Project management fee
- Reserve budget
- Miscellaneous budget
- Expenses for book / textbook
- Expenses for preparation of a final report
- Expenses for page charge, reprint, reward money for researchers
- Budget for project consultants is not allowed, *except for researcher development scholarships where a budget for project consultants can be set.*
- Others

4. Project budget expenses can be reallocated between categories, but not exceeding 20% of the category requiring additional budget. For cases where more than 20% reallocation is needed, an explanation is required and must be approved by the university.

Each budget category should contain detailed and clear information, with reasons provided to justify its appropriation for the project's operations. For example:

1. Specify the number of laboratory animals used and the cost per animal.
2. Chemical expenses: specify the name of the chemical and its price.
3. Per diem allowance / travel expenses for research operation, data / sample collection: specify the number of the days, persons, the rate of expenses, the number of times