

Guidelines to Obtain Funded Research for Foreigners

**Direk Jayanama Center (Research Department), Faculty of Political Science,
Thammasat University**

Currently the curriculum and the teaching of Political Science have developed continuously. Special Foreign instructors with knowledge and competence have been hired from various countries to enhance and develop teaching and research in the Faculty of Political Science to be more diverse and international. The second purpose is to exchange knowledge and experience as well as to create networks and partnerships with special foreign instructors. This will help create an international atmosphere to the Faculty of Political Science and further lead to a leading international research university.

Thus Direk Jayanama Center (Research Department), Faculty of Political Science has a concept to support and promote the foreign professional or special instructors to have fund for education research, which will further enhance the production of academy and research of the Faculty of Political Science.

1. Nature of Research Fund

Research fund should be in the nature of collection, organized knowledge, analysis, synthesis, criticize, review, comparing issues, or education information in different ways. These should be consistent with academic and research goals, both the level of faculty or university and/or the application of theoretical content. The purpose of research fund is to be used in the development of teaching and innovation in education, as well as to promote standard of the research that its findings can be applied in academic, social and cultural field at present for both domestic and international level. The key aspects of the research are as follows:

- 1) The research study should have a clear subject and scope.
- 2) The topic should be an important one of academic political science, an institutional research, or other forms of academic work which the Research Promotion Committee, Faculty of Political Science will consider for approval.
- 3) The research finding must contain abstract, footnotes, bibliography, and research study references.
- 4) The research finding must not be less than 50 pages, A4 paper size, unless the Research Promotion Committee, Faculty of Political Science defined as others.
- 5) The researcher shall prepare a research article and be willing to participate in the research presented at the Faculty of Political Science and seminars on various occasions.

6) It is a new written document that has not been published or is currently on undergoing research study by using other resource of research fund.

7) Research project proposal and research findings must be evaluated by qualified person or specialist (reader). If the assessment of the overall quality of the research project proposal or research findings was taken at the level that must be improved (D), the researcher has to rectify the issues that evaluators have suggested. The researcher must also be evaluated based on research project proposal and research finding for the second time.

8) Whichever research project proposal and research finding that receives an overall assessment of quality in very good (A) or good (B) or standard (C) with the suggestion, the researcher will be carried to the revised based on feedback. If there were any issues that cannot be adjusted according to the recommendations of the evaluator, the researcher must prepare a written explanation to give the reasons to the Research Promotion Committee, Faculty of Political Science of why such suggestion cannot be done.

9) Research project proposal and research findings must be approved only from the Research Promotion Committee, Faculty of Political Science and/or the Dean of the Faculty of Political Science and/or an assigned person.

2. Eligible person to propose a research project

1) A practitioner in the title of foreign specialist;

2) A person who can perform full time research and can complete the research within the deadline;

3) A person must not have concurrent research project which obtained research fund from the Faculty of Political Science (the faculty's budget) unless the proposed project has already submitted and it may be in the process of assessment from qualified person or specialist (reader).

3. How to propose project to obtain funded research

Eligible person to propose a research project must prepare the following details:

1) Name of Research Project: clearly stated a name of the research project

2) Name of Researcher/Chief of Research Project and Team, specify title, contact address and experience in research

3) The significance and origin of the problem of the research topic: explain the reasons why the researcher chose this topic, basic ideas, research issues, or assumptions. The expected results from this research could be new knowledge, and considered academic progress.

4) The purpose of the project: specify by order of priority. Objectives should be clear, consistent and coherent.

5) Related Research and References: show reviewed literature and related knowledge as well as the relationship of the proposed research project on knowledge gained from reviewed literature, and should research from both domestic and foreign papers involved.

6) Research Methodology: specify steps and how to conduct research i.e. data collection or number of the population-based study (to be consistent with (5)).

7) Scope of research: specify the clear scope of research i.e. level of study how it covered limitations of the study/preliminary agreement of research (if any) as well as research facility and storage.

8) Research plan: specify activity and period.

9) Expected benefits: benefits to be received after the completion of the project.

10) Duration of research: specify the research period from the start to the end of the project.

11) Budget: Detailed appropriate and realistic budget.

4. Number of Funds and Research Budget

2 research funds, 60,000 Baht each.

5. Consideration of Research Fund and Agreement to Obtain Funded Research

1) Dean, Faculty of Political Science and/or the assignment to consider final approval for funding the research, the research proposal will be evaluated by experts or specialists (reader) in the involved fields and require the approval of the Research Promotion Committee, Faculty of Political Science unless the Committee determines otherwise.

2) The research project which has been approved and funded, the researchers will have to sign a contract funded Research with the Dean of the Faculty of Political Science as chief executive of the agency for funding research. There must be at least two signed witnesses.

3) The time interval of the research is started from the date of the signing of the agreement to obtain funded research from the Faculty of Political Science.

6. Approval of the research budget

Funded research projects and the agreement that has been approved, the Faculty of Political Science will engage in the disbursement which is divided into two periods as follows:

First installment is paid half of the amount of approved research funding. It is paid upon signing of the funded research agreement.

Second installment is for the rest of the project time span. It will be paid to researcher when the research has been approved through the evaluation of the experts or specialists (reader) in the relevant field and must be approved by the Research Promotion Committee, Faculty of Political Science and/or the Dean of the Faculty of Political Science and/or the assigned person. The researcher must submit a research paper as follows:

- 1) Three sets of completed research that has been modified based on feedback and suggestions from the evaluators;
- 2) The researcher must submit one set of research paper and evidence to prove that research articles have been published;
- 3) One set of report file and research articles by recording in the CD (CD).

7. A progress report

After the researcher has taken half the time span of the approval time, the Research Promotion Committee, Faculty of Political Science may monitor or track the progress of the project as appropriate at its sole discretion. The researcher will be required to submit progress reports and complete progress report form of the research project to the Research Promotion Committee, Faculty of Political Science to Direk Jayanama Center (Research Department), Faculty of Political Science.

8. Sending of Research Paper and the Completed Version of Research Paper

The researcher will do as follows:

- 1) Upon the expiration of the period specified in the funded research agreement, the researcher has to submit one set of research paper to the Research Promotion Committee, Faculty of Political Science through Direk Jayanama Center (Research Department), Faculty of Political Science in order to appoint a qualified person or specialist (reader) in the relevant field to evaluate the research finding.
- 2) The researcher must submit a research paper consisting of:
 - 1) Three sets of completed research that has been modified based on feedback and suggestions from the evaluators;

2) The researcher must submit one set of research paper and evidence to prove that research articles have been published;

3) One set of report file and research articles by recording in the CD (CD).

9. Approval to extend the research duration

If the researcher is not able to complete the research as specified in the funded research agreement, prior to maturity of not less than one month, the researchers must submit a progress report together with a request to extend the research duration form to the Research Promotion Committee, Faculty of Political Science through Direk Jayanama Center (Research Department), Faculty of Political Science, to propose to the Dean of the Faculty of Political Science for approval to extend the research duration. However, the researcher is able to extend the research duration for one time and it must not exceed three months.

10. A project withdrawal and refund to funded research

If the researcher has necessary causes and is unable to conduct the research as set forth in the funded research agreement or for any other reason, the researcher will need to cancel the project by filling in the details for the project cancellation and refund the funded research by sending to Direk Jayanama Center (Research Department), Faculty of Political Science. The purpose is to propose to the Dean of the Faculty of Political Science for approval to cancel the project and refund the funded research. Once the cancellation of the project is approved, the researcher will refund the funded research. The first installment will be refund to Finance and Facilities Section, Faculty of Political Science.

11. Research Finding

1) The copyright in the research finding is of Faculty of Political Science, Thammasat University

2) Front cover or inner cover of the research paper must clearly specified as below:

<p>This research paper is funded by research fund Budget of Research Fund, Faculty of Political Science, Thammasat University Budget Year</p>

3) The researcher will provide consent if the Research Promotion Committee, Faculty of Political Science has considered the research finding and view as appropriate to print the research paper for publication in any form, as appropriate.
