

Application Procedure for Research Presentation or Publication Grant

Access the MIS system from
mfugradmis.mfu.ac.th and complete
the form DGC02



Print out the completed DGC02 attach the required documents and submit them to the school for approval by the dean, the programme chairperson and the GRP supervisor, once approval is obtained, submit all the application documents to the office of Postgraduate Studies. Download the form at postgrads.mfu.ac.th/current-students/scholarship-en

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Documents to be submitted together

1. Research presentation or publication grant agreement (3 copies)
 - 1.1 One copy for Office of Postgraduate Studies
 - 1.2 One copy for advisor's
 - 1.3 One copy for the grantee's
2. Receipt
3. Enclose a signed copy of the grantee's passport
4. Bank Transfer Request Form
5. Enclose a signed copy of the first page of the grantee's account passbook
6. Letter of article publication acceptance issued by the editorial board of the journal to which the article has been submitted.
7. Letter of presentation acceptance issued by the organizer of the conference where the applicant has given the presentation with confirmation that the full paper has been or will be published in the conference's proceedings.
8. Certification of the applicant's receipt of a GRP publication grant from any other source (if applicable).

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Submit all the required documents to the
Office of Postgraduate Studies
Room 106, Lecture hall building 1

Grant applications can be submitted
before the **15** of every month

Grant application results and the names of successful applicants
within **2** business days following the submission of the application
through the Office of Postgraduate Studies' website
<http://postgrads.mfu.ac.th/topic/scholarships/news>

Will deposit the grant money into the applicant's account
and will notify the applicant by e-mail.

****Any deposit/transfer fee incurred is the responsibility of the applicant.****

After receiving the grant, the grantee shall prepare an Expenditure Report
and keep all proof of payment until the graduates for further
inspection in case of an auditing request by any organization,
whether inside or outside Mae Fah Luang University.

**** The report and proof of payment are not required to be submitted to the Office of Postgraduate Studies. ****

Note:

Students must complete the application for a research
publication support grant. Before submitting a complete
independent study, thesis or dissertation.



Grant Application Guide