

## Guidelines on Research Grant for Thesis from the Graduate School

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### 1. Budget Allocation

1.1 The Graduate School allocates sum grant approved by Bureau of the Budget and the University to each faculty/program.

1.2 Faculty/program allocates the grant to the grantee's advisor in the amount according to the terms set by the faculty/program in relation to research progress including submission of progress report, complete report and others.

### 2. Budget Spending and evidences

2.1 The grantee could use the grant for only those items approved in the grant application. If it is necessary to use the grant for items other than those approved in the grant application, the grantee must receive the approval from faculty/program before doing so.

2.2 Research Grant for Thesis could be spent on the items classified as materials, travel expenses and other thesis related expenses according to details specified in the grant application of each grantee. Students' travel expense is reimbursable using the rate being equivalent to that of entry level government officer.

Upon the completion of thesis research, materials and equipment still in good conditions and usable belong to the department/faculty/research unit supervising graduate student's research project.

2.3 Faculty/program must examine completeness of financial evidences for grant spending and keep the evidences for possible future audit by relevant agencies.

2.4 Faculty/program must summarize expenses itemized by types and return the remaining grant and interest (if any) to the Graduate School.

2.5 A duration of grant spending is no longer than 2 fiscal years since the fiscal year of grant allocation.

### 3. Research work

3.1 Faculty/program of the grantee must monitor and evaluate the research work by determining whether the grantee fulfills commitment on research work, conducts according to study protocol/objectives and applies research findings in communities or industries as committed.

3.2 Submission of research report to the Graduate School

3.2.1 Submit the completed the form of "Information on Publication of Thesis" (GS 4/1), together with one copy of manuscript or reprint of research work from thesis published in journal(s) or proceedings or from other means of dissemination. Research publication(s) should cover all objectives of research work as specified in grant application.

3.2.2 Research output mentioned in item 3.2.1 must be approved by the faculty's graduate studies committee before submitted to the Graduate School.

#### **4. Request to change research project**

In case the grantee requests change for research topic, making the research project conducted by the grantee different from that granted with thesis fund, the grantee must file a request to change the research project after receiving the approval of Thesis Proposal Amendment (GS 2/1). The grantee must submit 2 copies of new research project and a copy of previous research project with the explanation on the change of research project to Dean of Graduate School. The grantee must sign the request under the permission of advisor and program/faculty.

#### **5. Termination of research project**

##### **5.1 In case the research project has not started.**

5.1.1. The grantee must specify reasons for research termination and receive the approval of doing so from the faculty's graduate studies committee prior to submission the request to Graduate School.

5.1.2 The grantee must return total grant to faculty/program.

5.1.3 Faculty/program must return total grant and interest (if any) to the Graduate School.

##### **5.2 In case some part of research project has been conducted.**

5.2.1 The grantee must prepare a report on research project partially conducted, specify reasons to cease the research project and get approval of the request from the faculty's graduate studies committee before submitting the request to the Graduate School for approval.

5.2.2 Follow item 2.3 in the guideline and return the remaining grant to faculty/program.

5.2.3 Faculty/program must return the remaining grant and interest (if any) to the Graduate School.

6. The Graduate School has the right to restrain the grant and revoke the grant in case that the grantee has not conducted research project as approved or has not dedicated to research work or failing to comply with announcements on contract conditions, or other relevant terms