Topics of the Complete Research Report for Submission to Mahidol University

1. Contents of the complete research report

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1. A brief summary of the research project
2. Details of publication, patent, and other work results from this project (if any)

Detailed guidelines of the complete research project report

Introductory Part

1. Cover

   On this page, the author should state the words "the complete research report" together with its title both in Thai and in English, the project leader's name, institutional affiliation, the grant category, the fiscal year of the grant awarded, and the acknowledgement in Thai that said, "โครงการวิจัยได้รับทุนอุดหนุนการวิจัยจากมหาวิทยาลัยมหิดล" (This research project is supported by Mahidol University.)

2. Acknowledgement

   The researcher should express his or her appreciation toward the research affiliation and colleagues' professional contributions. In this part, the researcher shall put the acknowledgement that said in Thai, "โครงการวิจัยได้รับทุนอุดหนุนการวิจัยจากมหาวิทยาลัยมหิดล" and in English, "This research project is supported by Mahidol University"

3. Abstract

The researcher states the abstract both in Thai and in English which should not exceed one A4 page. A well-prepared abstract should be accurate, self-contained, succinct, and readable. The content of an abstract should include objectives, research methodology, and research results in key main points. The last line of the abstract should provide key words of the present research as well.

4. Table of Contents

Topics in the Table of Contents page must be exactly the same as those in the body part.

5. List of Tables

Table titles in the Table of Contents page must be exactly the same as those in the body part.

6. List of Illustrations

Illustration titles in the Table of Contents page must be exactly the same as those in the body part.

7. Definition of Symbols and List of Abbreviations

Main Body Part

1. Introduction

In this section, the researcher should state the work previously conducted by other researchers, significance and rationale of the problems, objectives, and scope of the research, a brief research methodology, theories and/or philosophies adopted in the current research, potential benefits, etc.

2. Main body

In this portion, the researcher specifies the research materials, tools and methodology, research results, etc. In this part, there should be graphs, tables, and illustrations which can explicate, convey, and arrange the content for better and clearer understanding, or emphasize more on key points.

3. Discussion

The researcher presents reasons for the research results in Item 2 according to the theory, which may or may not conform to the hypotheses. Given the references from other sources, employ the reference citation method in the introductory part.

4. Conclusion and Recommendation

The key points gained from the current research should be presented in this portion together with some guidelines for problem solving and barriers overcoming in research conduct. This part should also connect the present research to R&D for future research as well as mention benefits and guidelines of application, along with application guidelines of the research result gained from the project.

Final Part

1. Bibliography

   The researcher should cite the reference used in writing the paper in alphabetical order, beginning with references in Thai followed by those in foreign languages.

2. Appendix (if any)

   This part may exist or not depending on the researcher's general purposes. Appendix allows the author to provide extra, detailed information that would distract readers in the main body of the article. The appendix also enables the author to connect details of the research in key points including raw data, questionnaires, and the researchers' vitae, etc.

A Summary of the Complete Research Report

Project Code

(For officers only)

1. Project Title: (Thai)..
   (English)..
2. Principle Investigator's Name: (Mr./Mrs./Ms.) ……………………………………..
   Position: …………………………………………………………………………...
   Work Unit: ………………………………………………………………………….
   Contact Address: ....
   Telephone: .... Fax: ....E-mail: ……….................
   Co-researcher's Name: (Mr./Mrs./Ms.) ………………….…………………………..
   Position: …………………………………………………………………………...
   Work Unit: ………………………………………………………………………….
   Contact Address: ....
   Tel: .... Fax: ....Email: ………….................
3. Project duration .... . Year from Month ....Year. .... to Month ....Year. ....
4. Abstract
   ....
   ....
   ....
5. Objective of the project
   ……………………………………………………………………………………..
6. Goal of the project
   ………………………………………………………………….…………………………
7. Budget

Budget details	Received budget (THB)	Spent expenses (THB)	Balance (THB)
1. Personnel budget			
2. Implementation budget			
2.1 Remuneration			
2.2 Expenses			
2.3 Material cost			
3. Investment budget (e.g., durable goods, if any)			
Total			

In the event that there is some unused research budget, the research project leader shall return the total sum together with its interest (if any) and the saving account (original) to the work unit within 30 days counting from the end of the project. The work unit, then, audits the account and makes a report subsequently submitted to the University.

8. List of equipment and infrastructure supported by the grant:

……………………………………………………………………………………………..

9. Performance result from this project

   The researcher reports the research results in accord with the items in the performance result table including research result format, student production, applying for/obtaining a patent, and oral presentation of the research.

Research Result	Description
1. Research result format, e.g. model of product/cutting edge procedure/state-of-the-art technology/knowledge body	
❑ No clear research result	
❑ Clear research result as follows (specify a brief detail of each format)	

❑ Product model/Prototype
………………………………………
………………………………………
❑ Cutting edge procedure/
  Process
………………………………………
………………………………………
❑ State-of-the-art technology
....
....
❑ Body of Knowledge
....
....
	1.1 Commercial aspect (state company/organization/institution and a brief activity to which the research result is applied)
	❑ a. Already implemented
	....
	❑ b. Under implementation
	....
	❑ c. There is still no commercialization of the research output
	  ❑ There is an implementation plan on Day/Month/Year ....
	If there is a need for the University to coordinate with the private or government sectors, please let the University know.
	  ❑ Others, please specify.....................................

	1.2 Public interest aspect (specify Case 1 and/or 2)
	  1.2.1 <u>Case 1</u> refers to the process in which the research result is transferred to the government/ private/community/group of people without expecting on a non-profit basis (please specify the work unit/ community/group of people who gain benefits from such research results together with a brief activity of the research result application)
	  1.2.2 <u>Case 2</u> refers to the dissemination of the research result through conference/seminar/training (please specify the conference title, Day/Month/Year of the event, and the venue)
	❑ a. Already implemented
	....
	❑ b. Under implementation
	....

Research Result	Description

	❏ c. There is still no commercialization of the research result
	    ❏ There is an implementation plan on Day/Month/Year ....
	If there is a need for the University to coordinate with the private or government sectors, please let the University know.
	    ❏ Others, please specify...
	Remark: if there is more than one form of the research output, the researcher should state the application in each format, for example, Project A. has 2 forms which are 1) product prototype and 2) state-of-the-art technology, the researcher, then, needs to state application of both types.

2. Student mentoring	
❏ No student mentoring in this project	
❏ There is student mentoring in this project.	State student's name/degree/special problem-research-thesis/study status (studying or already graduated)

Research Result	Description	
3. Patent		
❏ 3.1 Obtain a patent	State the research result format that is applying for a patent, day/month/year of the application, no. of a patent, and the country of obtaining a patent.	
❏ 3.2 Applying for a patent	State the research result format that is applying for a patent, day/month/year of the application, filing number of a patent, and the country of obtaining a patent	
❏ 3.3 Preparing patent application	State the research result format that is applying for a patent.	
❏ 3.4 Not applying for a patent yet	❏ a. Require consultancy of the patent officer of the University ❏ Others, please specify	
4. Research result presentation		
❏ 4.1 No research result presentation		
❏ 4.2 Research result presentation in the following format		
4.2.1 Academic article		
❏ 4.2.1.1 Journal		Status
	❏ a. National (State the researcher and/or co-	❏ In preparation ❏ Submitted

	researcher, year, title, journal, year, volume, no., and page numbers)	❑ Accepted, In press ❑ Published
	❑ b. International (State the researcher and/or co-researcher, year, title, journal, year, volume, no., and page numbers)	❑ In preparation ❑ Submitted ❑ Accepted, In press ❑ Published
❑ 4.2.1.2 Book/Manual/Textbook	❑ a. Thai (State the author and/or co-author, year, title, journal, year, volume, no., and page numbers)	❑ In preparation ❑ Published
	❑ b. English (State the author and/or co-author, year, title, journal, year, volume, no., and page numbers)	❑ In preparation ❑ Published

Research Result	Description
❑ 4.2.1.3 Conference documentations	❑ a. National (State the researcher's name and/or co-researcher's name, research title, conference title, Day/Month/Year of the conference and venue) ❑ Proceedings ❑ Book of Abstracts
	❑ b. International (State the researcher's name and/or co-researcher's name, research title, conference title, Day/Month/Year of the conference and venue) ❑ Proceedings ❑ Book of Abstracts
4.3 Academic Conference	❑ a. National (State the researcher's name and/or co-researcher's name, research title, conference title, Day/Month/Year of the conference and venue) ❑ Oral Presentation ❑ Poster Session

	❑ b. International (State the researcher's name and/or co-researcher's name, research title, conference title, Day/Month/Year of the conference and venue)
	    1. Domestic Conference
	    ❑ Oral Presentation ❑ Poster Session
	    2. International Conference
	    ❑ Oral Presentation ❑ Poster Session

5. Award/Certificate from this research result	
❑ No Award/Certificate	
❑ Award/Certificate	
❑ Local	(State the award/certificate name, the research result that leads to such honor, obtained, the organization providing such award, and Day/Month/Year of being awarded.)
❑ International	(State the award/certificate name, the research result that leads to such honor, obtained, the organization providing such award, and Day/Month/Year of being awarded.)