

แบบฟอร์ม RMD 13/2562



No. ............................................

<Month> <Date>, <Year>

<Receiver Name>

<Title/Position>

<Address>,

<Email: ……………..>

Subject: Re-budget request for project entitled “< Project’s name >”

Dear <Full Name/Position>,

On behalf of Mahidol University, I am writing to request the re-budget approval for research project entitled “<Project’s name>, which <PI’s name> from the <Department>, <Faculty>, Mahidol University is a principal investigator (PI). This project was funded by <Funding organization’s name> with the period from <Date> to <Date> under budget of <amount of budget>. However, <Please indicate reason for this request>. <PI’s name> request to re-budget <Amount of budget> from <Expense item> to <Expense item>. This request will have no impact on project scope or budget.

Your kindly approval of this request would be highly appreciated. If you require any further information, please contact <PI’s name> by <Email> or by telephone <Tel. no.> and copied to < Prof. Wachira Kochakarn>, Acting Vice President for Research and Scientific Affairs, Email: opresearch@mahidol.ac.th.

Thank you for your consideration and process accordingly.

Yours sincerely,

Prof. Wachira Kochakarn, M.D. FACS.

Acting Vice President for Research and Scientific Affairs

Mahidol University