

แบบฟอร์ม RMD 17/2562



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

<Month> <Date>, <Year>

<Receiver Name>

<Title/Position>

<Address>,

<Email: ……………..>

Subject: Grant extension request for project entitled “< Project’s name >”

Dear <Full Name/Position>,

On behalf of Mahidol University, I am writing to request the grant extension 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> need an extension for <number> months, with the new end date on <Month><Date>, <Year>. As the Acting Vice President for Research and Scientific Affairs, Mahidol University, I can confirm that the research office is pleased to continue the management of the grant until the requested date.

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