

**Project Code: PURE ID (Except Clinical Research):**

**……………………**

**Form: murex 01/67 Rev.1**

**Form for requesting the disbursement of working capital for the research project**

\*\* Please ensure that all requested information is provided in the form and submit it to the Research Management and Development Division via the MUREX Portal. Upon approval, Mahidol University will disburse the research funds to the research grant account of the faculty and notify you of the approval through the MUREX Portal. \*\*

**Section 1: Principal Investigator**

|  |
| --- |
| Date  |
| Dear Vice President for Research, |
|  I, ……(First name-Surname)………….. , as the Principal Investigator of the project entitled “……………(Project Title)…………..” funded by.....…………………………(Funding Source)……………….……………………….. for the period starting from....(e.g., January 1, 2023) …….…… to………(e.g., December 31, 2023)…….. with a total project budget of ……………………(amount)….………………baht, and the research project agreement signed by the Mahidol University, hereby request authorizing the disbursement of working capital for the research project and I express my purpose to reimburse the research fund to the University as followings: |
| 1. Amount of funds requested for authorizing the disbursement of working capital for the research project[ ] I request authorizing the disbursement of working capital for the research project for project operational costs, such as utilities, materials, and other expenses (as detailed in the form of grant expenses), in the amount of … (amount) … baht for the first installment after completed signed of the grant agreement. |
| 2. Supporting Documents[ ]  Form of grant expenses [ ]  Copies of invoices or billing statements (if applicable) |
| 3. Reimbursement to the Account of working capital for research project when the funding source allocates the first installment to the Mahidol University account.[ ]  I agree and authorize Mahidol University to allocate funds from the first installment of a research project in the **same amount as indicated in Topic No.1** to reimburse the account of working capital for a research project. [ ]  I agree and authorize the university to allocate the remaining portion of the project budget of 1st installments as per the approved budget categories detailed in the form of grant expenses. [ ]  I consent to the deduction of actual banking fees from the 1st installment of the research fund.[ ]  If it is later found that I do not meet the eligibility criteria set by the university, I agree to repay the full amount to the university within 15 days of receiving notice. If repayment is not made within the specified period, I authorize the university to deduct the amount from my salary, wages, allowances, pensions, or any other payments due to me until the full amount is recovered. I also agree to pay interest at a rate of 5% per annum. If these measures are insufficient, I consent to the university taking legal action. |
|  In conclusion, I request approval to withdraw a working capital for research project in the amount of **the same amount as indicated in Topic No.1** and the funds will be transferred to the bank account of Siam Commercial Bank under the name "… (Faculty/Institute’s Account Name, Mahidol University) …."  |
| **Signature: … (e-signature acceptable) … Principal Investigator** (...........................................................................)Date: ........./............./......... |

 -------------------------------------------------------------------------------------------------------------------------------------------------------------

**Section 2: Mahidol University**

**No. 78.016/**

**Date**

**Subject: Requesting the disbursement of working capital for the research project**

|  |  |  |
| --- | --- | --- |
| **Dear Vice President for Research,****For consider the evaluation results of qualifications and approval documents submitted by the research administrator.**[ ]  Documents have been verified and found complete. Approval is recommended, and the Finance Division should proceed.[ ]  Documents are incomplete/incorrect and should be returned to the Principal Investigator for correction, as follows:...................................................................................................................................................................................................................................................................................................... | **Head of Unit Comments**[ ]  Approval[ ]  Return to the Principal Investigator for correctionSignature..................................(……………………….........………………….. )**Head of Unit**Date ........./............./.........**Director’s Comments**[ ]  Approval[ ]  Return to the Principal Investigator for correction | **Vice President for Research Comments**(For budgets not exceeding 25 million baht)[ ]  Approved/Proceed[ ]  Not approved due to: ......................................................................................................................................................................................................................................................................... |
| Signature..................................(……………………….........………………….. )**Research Administrator**Date ........./............./......... | Signature..................................(Maneerat Chompuk)**Director of the Research Management and Development Division**Date ........./............./......... | Signature..................................(Assoc. Prof. Yodchanan Wongsawat, Ph.D.)**Vice President for Research**Date ........./............./......... |

Note: 1 \*Original sent to the Division of Finance for processing 2 \*\* Research Management and Development Division

-----------------------------------------------------------------------------------------------------------------------------------------------------**Section 3: Division of Finance**

❑ Processed on ...........(Date)......................................

❑ Processed and Condition(s) ...................................................................................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| IO8🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌  | IO8🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌 | IO8🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌 | IO8🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌🗌 |
| Fund ………………………………… | Fund………………………………………… | Fund ………………………………………… | Fund ………………………………………… |
| FA ………………………………………… | FA………………………………………….. | FA …………………………………………….. | FA …………………………………………….. |
| CC ……………………………………………. | CC……………………………………………. | CC ……………………………………………. | CC ……………………………………………. |

Signature .................................. **(Financial and Accounting Officer)**