



Project Code

(For Officers)

Topics of the Complete Research Report for Submission to Mahidol University

1. Contents of the complete research report

Introductory Part

1. Cover
2. Acknowledgement
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Illustrations
7. Definition of Symbols and List of Abbreviations

Main Body Part

1. Introduction
2. Main body
3. Discussion
4. Conclusion and Recommendation

Final Part

1. Bibliography
2. Appendix (if any)

2. Documentation to the complete research report

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)

1. Project Title: (Thai).....
(English).....

2. Project Leader's Name: (Mr./Mrs./Ms.).....
Position:
Work Unit:
Contact Address:
Tel: Fax: E-mail:.....

Co-researcher's Name: (Mr./Mrs./Ms.).....
Position:
Work Unit:
Contact Address:
Tel: Fax: E-mail:.....

3. Project duration Year From MonthYear. To MonthYear.

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 Faculty/Institute, 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 report 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	
<input type="checkbox"/> No clear research result	
<input type="checkbox"/> Clear research result as follows (specify a brief detail of each format)	
<input type="checkbox"/> Product model/Prototype <input type="checkbox"/> Cutting edge procedure/ Process <input type="checkbox"/> State-of-the-art technology <input type="checkbox"/> Body of Knowledge	<p>1.1 Commercial aspect (state company/organization/institution and a brief activity to which the research result is applied)</p> <input type="checkbox"/> a. Already implemented <input type="checkbox"/> b. Under implementation <input type="checkbox"/> c. There is still no commercialization of the research output <input type="checkbox"/> 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. <input type="checkbox"/> Others, please specify.....
2. Student mentoring	
<input type="checkbox"/> No student mentoring in this project	
<input type="checkbox"/> 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		
<input type="checkbox"/> 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.	
<input type="checkbox"/> 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	
<input type="checkbox"/> 3.3 Preparing patent application	State the research result format that is applying for a patent.	
<input type="checkbox"/> 3.4 Not applying for a patent yet	<input type="checkbox"/> a. Require consultancy of the patent officer of the University <input type="checkbox"/> Others, please specify	
4. Research result presentation		
<input type="checkbox"/> 4.1 No research result presentation		
<input type="checkbox"/> 4.2 Research result presentation in the following format		
4.2.1 Academic article		
<input type="checkbox"/> 4.2.1.1 Journal	Status	
	<input type="checkbox"/> a. National (State the researcher and/or co-researcher, year, title, journal, year, volume, no., and page numbers)	<input type="checkbox"/> In preparation <input type="checkbox"/> Submitted <input type="checkbox"/> Accepted, In press <input type="checkbox"/> Published
	<input type="checkbox"/> b. International (State the researcher and/or co-researcher, year, title, journal, year, volume, no., and page numbers)	<input type="checkbox"/> In preparation <input type="checkbox"/> Submitted <input type="checkbox"/> Accepted, In press <input type="checkbox"/> Published
<input type="checkbox"/> 4.2.1.2 Book/Manual/Textbook	<input type="checkbox"/> a. Thai (State the author and/or co-author, year, title, journal, year, volume, no., and page numbers)	<input type="checkbox"/> In preparation <input type="checkbox"/> Published
	<input type="checkbox"/> b. English (State the author and/or co-author, year, title, journal, year, volume, no., and page numbers)	<input type="checkbox"/> In preparation <input type="checkbox"/> Published

Research Result	Description
<input type="checkbox"/> 4.2.1.3 Conference documentations	<input type="checkbox"/> 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) <input type="checkbox"/> Proceeding <input type="checkbox"/> Book of Abstracts
	<input type="checkbox"/> 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) <input type="checkbox"/> Proceeding <input type="checkbox"/> Book of Abstracts
4.3 Academic Conference	<input type="checkbox"/> 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) <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Poster Session
	<input type="checkbox"/> 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 <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Poster Session 2. International Conference <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Poster Session
5. Award/Certificate from this research result	
<input type="checkbox"/> No Award/Certificate	
<input type="checkbox"/> Award/Certificate	
<input type="checkbox"/> 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.)
<input type="checkbox"/> 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.)

Signature..... Project Leader

Date:/...../.....