

GUIDELINES FOR FOREIGN RESEARCHERS CONDUCTING RESEARCH IN THAILAND *

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1. Applying for Permission to Conduct Research in Thailand

- 1.1 Request the "*Regulations on the Permission for Foreign Researchers to Conduct Research in Thailand B.E.2550*" and the "*Application Form for Permission to Conduct Research in Thailand*" (NRCT-01) from the National Research Council of Thailand (NRCT). These documents may be downloaded from the following website: www.nrct.net
- 1.2 Request a list of any regulations regarding authorization for conducting research from all Thai governmental organization(s) that have jurisdiction over the research activities or localities of the proposed research (if any).
- 1.3 Complete the "*Application Form for Permission to Conduct Research in Thailand.*"
- 1.4 Submit the following documents to the NRCT, allowing at least 90 days from the date of receipt to the intended start date :
 - 1.4.1 *Application for Permission to Conduct Research in Thailand* (NRCT-01)
 - 1.4.2 Details of the project, research plan, expenses and name(s) of Thai researcher(s)
 - 1.4.3 A letter of introduction on official letterhead from the applicant's supervisor or department head at their home institution to verify their position and institutional affiliation, as well as evidence of research funding from a funding agency (if any)
 - 1.4.4 The complete report from the most recent project completed under the NRCT supervision (if any)

* These guidelines do not apply to foreign researchers in category one.

- 1.5 Foreign researchers should not enter Thailand with the intention of doing research until receiving a letter of approval from the NRCT.
- 1.6 After receiving the letter notifying the applicant that the request to conduct research in Thailand has been approved, bring that notification letter and any other necessary documents to apply for a non-immigrant visa at a Royal Thai Embassy or Royal Thai Consulate.
- 1.7 If a foreign researcher is in Thailand when the request to conduct research in Thailand has been approved, he or she should report to the NRCT in person or via email within seven days after receiving the approval letter to register and pay the complete report deposit fee of ฿10,000 per project. Payment of this fee is only required of researchers in categories three and four.

2. Reporting and Complete Report Deposit Fee

- 2.1 Report to the NRCT in person or via email within seven days of arriving in Thailand to register, and pay the complete report deposit fee of ฿10,000 per project in person or via bank transfer. This fee only applies to foreign researchers in categories three and four.
- 2.2 Report to Thai researcher(s) joining the project and/or the collaborating government organization(s) before beginning the research.

3. Conducting Research in Thailand

- 3.1 Follow the proposed research plan. If it becomes necessary to change the research plan, inform the NRCT at least 60 days in advance.
- 3.2 Submit a progress report in English or Thai to the NRCT and/or collaborating Thai researcher(s) in a timely manner.
- 3.3 Do not conduct research beyond the time period specified on the permit. If a research extension is necessary, submit the following documents (NRCT-04) to the NRCT at least 60 days prior to the expiration of the research permit in Thailand:

- 3.3.1 *Application for Research Extension Permission*
 - 3.3.2 Previous summary report in English or Thai
 - 3.3.3 Research plan for the requested research extension period
- 3.4 Foreign researchers in categories three or four are required to report to the NRCT in person or via email after receiving the letter granting permission to extend the research period.

4. Completing Research in Thailand

- 4.1 Submit the summary report of activities in English or Thai to the NRCT and to collaborating Thai researcher(s) prior to leaving Thailand.
- 4.2 Return all samples collected in the course of research to the NRCT and/or to collaborating Thai organization(s). If it is necessary to take the samples abroad for experimentation or analysis, permission from the NRCT or the collaborating Thai organization(s) is needed before the samples can be exported.
- 4.3 Submit one copy of the complete, final report in English or Thai as a hard copy and on CD to the NRCT within one year of completing research in Thailand.
- 4.4 Submit one copy of each published research article related to research in Thailand as a hard copy and on CD within three months of publication in the spirit of disseminating research results in their country of origin.



Project I.D.
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3 PHOTOS

Office of the National Research Council of Thailand (NRCT)
Office of International Affairs
196 Phaholyothin Road
Chatuchak, Bangkok 10900, Thailand
Phone: +(66-2) 940-6369, 579-2690 Fax: +(66-2) 561-3049
Website : www.nrct.net, www.nrct-foreignresearcher.org
E-mail : webmaster@nrct-foreignresearcher.org

APPLICATION FORM FOR PERMISSION TO CONDUCT RESEARCH IN THAILAND

Please type or print in English

RESEARCH PROJECT TITLE:
.....
.....

PART 1 PERSONAL INFORMATION

1.1 Name: Sex: Male
(First) (Middle) (Last) Female

1.2 Permanent address:
.....
Postal code: Country:
Phone:

1.3 Current employer:
Address:
.....
Postal code: Country:
Phone: Fax:
E-mail:
Job title:
Job description:

1.4 Passport information
Nationality: Country of citizenship:
Passport number: Expiration date:

1.5 Family information:
In case of being accompanied by family, provide the following information. *Otherwise, skip to 1.6.*
Family: 1) Name:
Nationality: Country of citizenship:
Passport number: Expiration date:

2) Name:

Nationality: Country of citizenship:

Passport number: Expiration date:

1.6 Highest degree earned

Degree	Major/Specialization	University	Graduation year

1.7 If the applicant is a student, give the degree sought. Otherwise, skip to 1.8

Degree Sought	Major/Specialization	University	Expected graduation year

1.8 Previous research in Thailand (if any, list the most two recent visits):

Year	Length of stay	Submission of complete report

PART 2 RESEARCH PROJECT INFORMATION

2.1 Research subject :

- Research discipline : (More than one discipline can be ticked.)

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Physical Science and Mathematics | <input type="checkbox"/> Law |
| <input type="checkbox"/> Medical Science | <input type="checkbox"/> Political Science & Public Administration |
| <input type="checkbox"/> Chemical and Pharmaceutical Sciences | <input type="checkbox"/> Economics |
| <input type="checkbox"/> Agriculture and Biology | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Engineering and Industrial Research | <input type="checkbox"/> Information Technology & Communication Science |
| <input type="checkbox"/> Philosophy | <input type="checkbox"/> Education |

- Research field : Please specify (e.g. Tourism, Environment, Biology, Archaeology , Anthropology).....
.....

2.2 Research duration:

2.3 Funding agency name:

Grant number: Funding period:

Funding agency address:

Postal code: Country:

Phone: Fax:

E-mail:

Total research budget (to cover expenses in Thailand)

2.4 Research results will appear as:

- Research report Master's thesis
- Doctoral dissertation Journal/conference paper
- Others. Specify

(Your complete report that has to be submitted to NRCT shall be in the same publication type that your research results will appear.)

2.5 Details of research project proposal (provide these information as a separate document):

- Background and rationale
- Conceptual framework
- Objective of research
- Scope of research
- Research methodology
- Research plan
- Needs to conduct research in Thailand
- Research site in Thailand
- Anticipated output
- Expected significance of the results
- Impact to Thailand
- References

PART 3 RESEARCH PROJECT TO BE CONDUCTED IN THAILAND

The applicant must provide information on items asked below in detail (as a separate document, if necessary). Failure to do so may result in a delay in permission process.

3.1 Please check only one box.

- The research project is an aid program that a foreign institution/government is providing to Thai institution/government. (Verification documents must be attached.)
- The research project is a joint project between a foreign institution/government and Thai institution/government. (Verification documents must be attached.)
- The research project is Thai institution's project
- None of the above.

3.2 Research equipment (s) to be brought into Thailand:

- 3.2.1
- 3.2.2
- 3.2.3

3.3 If the research concerns each following issue, please tick. Otherwise, skip to 3.4

- biodiversity traditional knowledge folklore

3.4 Specimen (s) or sample (s) collected in Thailand :

- 3.4.1
- 3.4.2
- 3.4.3

- 3.5 Specimen (s) or sample (s) to be taken away from Thailand:
 - 3.5.1.
 - 3.5.2.
 - 3.5.3.
- 3.6 Non-Thai researchers in the project team who will come to Thailand (They have to send NRCT-01 part I):
 - 3.6.1.
 - 3.6.2.
 - 3.6.3.
- 3.7 Collaborating Thai researchers and institutions:
 - 3.7.1.
 - 3.7.2.
 - 3.7.3.
- 3.8 Roles of Thai researchers or institutions:
 -
 -
 -

PART 4 STATEMENT OF UNDERSTANDING AND COMPLIANCE

- 4.1 I hereby certify that I have read and understood the "Regulation on the Permission for Foreign Researchers to Conduct Research in Thailand, B.E. (....)" and all of the information that I have provided is true.
- 4.2 I agree that I shall strictly comply with the said regulation in all aspects.
- 4.3 I agree that I shall submit the progress report and/or summary report according to the schedules set by NRCT.
- 4.4 I agree that I shall submit the complete report within a given time and shall properly acknowledge NRCT, Thai researchers, and Thai institutions for their contributions.
- 4.5 I agree that I shall provide a statement of acknowledgment in all publications that are written on the findings of the research project conducted in Thailand to recognize the contributions of NRCT, Thai researchers, and Thai institutions.
- 4.6 I understand that failure to comply with the said regulation may result in a revoke of the permission to conduct research in Thailand, a rejection of future applications to conduct research in Thailand, or a report of such non-compliance to the funding agency and my current Employer.

.....
 (Applicant's signature)

.....
 (Date)



Project I.D.
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Registration No.
Deposit Payment Yes No

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Website : www.nrct.net, www.nrct-foreignresearcher.org
E-mail : webmaster@nrct-foreignresearcher.org

REGISTRATION FORM FOR FOREIGN RESEARCHERS

Please type or print in English

RESEARCH PROJECT TITLE:
.....
.....

1. Name:
(First) (Middle) (Last)

2. Passport number: Expiration date:

3. Visa class:

Admission date: Expiration date:

4. Research subject:

- Research discipline : (More than one discipline can be ticked.)

- Physical Science and Mathematics Law
- Medical Science Political Science & Public Administration
- Chemical and Pharmaceutical Sciences Economics
- Agriculture and Biology Sociology
- Engineering and Industrial Research Information Technology & Communication Science
- Philosophy Education

- Research field: Please specify (e.g. Tourism, Environment, Biology, Archaeology, Anthropology).....
.....

5. Duration of research in Thailand:

6. Contact address in Thailand:
.....
.....
Postal code:

Phone: Fax:

E-mail:

7. Name and address of Thai collaborator:

.....

..... Postal code:

Phone: Fax:

.....

(Foreign researcher's signature)

.....

(Date)



Project I.D.
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E-mail : webmaster@nrct-foreignresearcher.org

PROGRESS REPORT SUBMISSION FORM

Please type or print in English

RESEARCH PROJECT TITLE:

1. Name:
(First) (Middle) (Last)

2. Foreign researcher registration no.:

3. Contact address in Thailand:
.....
..... Postal code:

Phone: Fax:

4. Progress report no.:
For research duration: Starting:/...../..... Ending:/...../.....
D M Y D M Y

5. Research site (s):

6. Checklist for progress report submission. These sections are to follow this submission form.
- List of collaborating Thai researchers and/or Thai Institutions
 - Objective of research
 - Research methodology
 - Research results obtained during this period
 - Problems and actions to be taken
 - Research plan for the next period

I do hereby certify that all of the above given information is true.

.....
(Foreign researcher's signature)

.....
(Date)



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Website : www.nrct.net, www.nrct-foreignresearcher.org

E-mail : webmaster@nrct-foreignresearcher.org

APPLICATION FORM FOR RESEARCH EXTENSION PERMISSION

Please type or print in English

RESEARCH PROJECT TITLE:

.....

.....

PART 1 PERSONAL INFORMATION

1.1 Name:

(First) (Middle) (Last)

1.2 Foreign researcher registration no.:

1.3 Contact address in Thailand:

.....

..... Postal code:

Phone: Fax:

E-mail:

PART 2 RESEARCH PROJECT BEING CONDUCTED IN THAILAND

2.1 Initially granted research duration:

Starting:/...../.....

Ending:/...../.....

D M Y

D M Y

2.2 Research site (s):

.....

2.3 Previous requests of research extension permission:

Date	Length of extension period	Reason (s)

2.4 Length of requested research extension period:

Starting:/...../.....

Ending:/...../.....

D M Y

D M Y

2.5 Reasons why research extension is needed:

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2.6 Estimated additional expenses:

2.7 Funding agency:

Address:

Postal code: Country:

Phone: Fax:

E-mail:

PART 3 SUPPORTING DOCUMENTS

3.1 Summary report

- Research project title
- Researchers
 - Foreign researchers
 - Thai researchers
- Objective of research (have been done)
- Research methodology
- Results

3.2 Detailed research plan during the extension period

- Objective will be studied
- Research methodology
- Research site (s)
- Research budget

3.3 Name of Thai researcher/institution you still seek cooperation (recommendation letters from them are needed)

- 1)
- 2)

I do hereby certify that all of the above given information is true.

.....

(Foreign researcher's signature)

.....

(Date)



Project I.D.
.....

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E-mail : webmaster@nrct-foreignresearcher.org

COMPLETE REPORT SUBMISSION FORM

Please type or print in English

RESEARCH PROJECT TITLE:

1. Name:
(First) (Middle) (Last)
2. Foreign researcher registration no.:
3. Current employer:
Address:
Postal code: Country:
Phone: Fax:
E-mail:
4. Research duration: Starting:/...../..... Ending:/...../.....
D M Y D M Y
5. Checklist for complete report submission. These sections are to follow this submission form.
 Executive summary
 Acknowledgment
 List of collaborating Thai researchers and/or Thai institutions
 Background and rationale
 Objective of research
 Research methodology
 Research results
 Conclusions and recommendations
 References
 Appendices (*if necessary*)

I do hereby certify that all of the above given checks are true.

.....
(Foreign researcher's signature)

.....
(Date)



Project I.D.
.....

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SUMMARY REPORT SUBMISSION FORM

Please type or print in English

RESEARCH PROJECT TITLE:

1. Name:
(First) (Middle) (Last)

2. Foreign researcher registration no.:

3. Current employer:

Postal code: Country:

Phone: Fax:

E-mail:

4. Research duration: Starting:/...../..... Ending:/...../.....
D M Y D M Y

5. Research site (s):

6. Research completed as planned: [] Yes [] No

7. Checklist for summary report submission. These sections are to follow this submission form.

- [] Acknowledgment
- [] List of collaborating Thai researchers and/or Thai institutions
- [] Objective of research
- [] Research methodology
- [] Summary of results
- [] Conclusions and recommendations

I do hereby certify that all of the above given information is true.

.....
(Foreign researcher's signature)

.....
(Date)

สำนักงานคณะกรรมการวิจัยแห่งชาติ
196 ถนนพหลโยธิน บางเขน กรุงเทพฯ 10900

แบบพิมพ์การแจ้งข้อมูลของนักวิจัยชาวต่างประเทศที่เข้ามาทำการวิจัย
ภายใต้โครงการความช่วยเหลือหรือโครงการความร่วมมือกับรัฐบาลไทย

1. ชื่อโครงการ (ภาษาไทย/ภาษาอังกฤษ)

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.....
.....
.....

ระยะเวลาของโครงการ

ตั้งแต่.....ถึง.....

2. หน่วยราชการหรือสถาบันเจ้าของโครงการที่รับผิดชอบ

.....
.....
.....
.....

3. สถาบันหรือประเทศที่ให้ความช่วยเหลือหรือให้ความร่วมมือ

.....
.....
.....
.....

4. วัตถุประสงค์และประโยชน์ของโครงการ

.....
.....
.....
.....
.....

5. รายชื่อนักวิจัยพร้อมประวัติ ที่ดำเนินการวิจัย

นักวิจัยชาวต่างประเทศ

ชื่อ

สัญชาติ

สังกัด

ประวัติโดยย่อ

E-mail

นักวิจัยไทย

ชื่อ

สัญชาติ

สังกัด

ประวัติโดยย่อ

E-mail

หัวหน้าโครงการไทยหรือหน่วยงานที่รับผิดชอบฝ่ายไทย

(.....)

ตำแหน่ง.....

หมายเลขโทรศัพท์.....

วันที่.....

หมายเหตุ กรณีมีนักวิจัยหลายคนให้ส่งเอกสารแนบต่างหาก