

Research Center for Energy and Environmental Sustainability (RCEES), Prince of Songkla University

Procedures for Applicants

Application for Approval in Principle and Disbursement of Financial Support for Undergraduate and Graduate Students to Promote Research Publication, B.E. 2569 (2026)

1. Verify Eligibility and Funding Criteria

Review the Center's Announcement and verify that the applicant, principal advisor, article, journal, and research work comply with the prescribed criteria.

Announcement details: https://rcees_rc.eng.psu.ac.th/images/RCEES/annouce/Annouce69.pdf

2. Verify the Article and Journal Information

Verify the journal's status in the Scopus database, including its Tier/Quartile ranking and the source year used for reference. The status of the article and the authors' roles must also be verified. **The student applying for funding must be named as the First Author, and the principal advisor affiliated with the Research Center for Energy and Environmental Sustainability (RCEES) must be named as the Corresponding Author. The Center's affiliation must be stated correctly and completely in the article in accordance with the prescribed criteria.**

3. Prepare the Application Documents

Prepare a memorandum requesting approval in principle and approval for the disbursement of financial support, and complete Form RCEES-FUND-01/2569. One form must be used for each article. The following instructions shall be observed:

- Leave the memorandum reference number "PSU 102.21/69-....." and the date of issue blank for completion by the Center's staff.
- The applicant and principal advisor must sign and date all required sections.
- Attach supporting documents corresponding to the article's status and the type of funding requested.

4. Submit the Documents to the Center

Submit the memorandum, application form, and supporting documents to the Center for verification. If the documents are incomplete or the information is incorrect, the applicant must make the required corrections and submit any additional documents as instructed.



MEMORANDUM

Division: Faculty of Engineering, Research Center for Energy and Environmental Sustainability, Tel. 7103, 7097

Ref. No.: PSU 102.21/69-.....

Date:

Subject: Request for Approval in Principle and Approval for the Disbursement of Financial Support for Undergraduate and Graduate Students to Promote Research Publication, B.E. 2569 (2026)

To: Director of the Research Center for Energy and Environmental Sustainability (RCEES), Prince of Songkla University

Pursuant to the Announcement of the Research Center for Energy and Environmental Sustainability (RCEES), Prince of Songkla University, entitled “Criteria and Rates of Financial Support for Undergraduate and Graduate Students to Promote Research Publication, B.E. 2569 (2026),” dated 18 June B.E. 2569 (2026), the Center has established a policy to promote the publication of research articles in international academic journals indexed in the Scopus database and to support the development of undergraduate and graduate students’ research capabilities.

In this regard, I,, for example, Mr. Kho Rakchat, Student ID No., a master’s degree student enrolled in the Program in Engineering, under the principal supervision of Associate Professor Dr. Akom Palamanit, who is a member of the Research Center for Energy and Environmental Sustainability (RCEES), hereby request approval in principle and approval for the disbursement of financial support for the publication of research article(s), in the total amount of baht (..... baht only), from the funds of the Research Center for Energy and Environmental Sustainability (RCEES). Details are provided in the attached RCEES-FUND-01/2569 form(s), totaling copy/copies (one form per article).

I hereby submit this request for your consideration and approval in principle and for approval of the disbursement of financial support in the amount specified above.

Signature

(Mr. Kho Rakchat)

Master’s Degree Student, Program

..... Engineering

Date/...../.....

Signature

(Associate Professor Dr. Akom Palamanit)

Principal Advisor

Member of the Research Center for Energy and Environmental Sustainability (RCEES)

Date/...../.....

**APPLICATION FORM FOR APPROVAL IN PRINCIPLE AND APPROVAL FOR THE
DISBURSEMENT OF FINANCIAL SUPPORT FOR UNDERGRADUATE AND GRADUATE
STUDENTS TO PROMOTE RESEARCH PUBLICATION, B.E. 2569 (2026)**

Research Center for Energy and Environmental Sustainability (RCEES), Prince of Songkla University

Announcement details: https://rcees_rc.eng.psu.ac.th/images/RCEES/annouce/Annouce69.pdf

Date Received:		Received No.:	/...../.....
Application No.:	PSU 102.21/69-.....	Received and Verified by:	

Instructions: Use one form for each article. Approval in principle may be requested only once for each article. A request for the disbursement of financial support shall be submitted according to the article's status, together with all required supporting documents.

Application for Approval in Principle and Approval for Disbursement, One Article per Form

1. ประเภทคำขอ 1. Type of Application

- ☐ Financial support for research publication/research progress
- ☐ Additional financial support (Top-up) for funding received from another source

2. Applicant Information

Student's full name:	Mr./Mrs./Miss
Student ID No.:	 Degree level: ☐ Bachelor's degree ☐ Integrated bachelor's–master's degree ☐ Master's degree ☐ Doctoral degree
Program:	
Department/Field of Study:	
Telephone/E-mail:	
Principal advisor:	

3. Research Work and Article Information

Research status:	☐ Passed the thesis proposal examination on / / ☐ Approved by the principal advisor to conduct the research
Research project/thesis title in Thai:	
Article title in English:	
Journal title:	
Database and journal ranking:	Scopus: ☐ Tier 1 (Top 10%) ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4
Source used for verification:	☐ Scopus Sources ☐ SCImago Journal Rank ☐ CiteScore Percentile ☐ Other:
Date and source year used to verify the journal ranking:	Verification date: / / Source year:
Article status:	☐ Submitted ☐ Under Review ☐ Accepted ☐ Published
Date of submission, acceptance, or publication:	/...../.....
Manuscript ID/DOI:	
Applicant's authorship role:	☐ First Author
Statement of the Center's name in the article:	☐ The Center's name is stated in the Affiliation. ☐ The Center's name is stated in the Acknowledgement. ☐ The journal does not permit or does not provide an Acknowledgement section. Evidence of the journal's requirements is attached.
Names of all authors:	

4. Alignment with the Center's Framework and Fulfilment Beyond the Minimum Requirements

4.1 Alignment with the Research Framework and Missions of the Center

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4.2 Minimum Publication Requirement for Graduation or Requirement Prescribed by the Original Funding Source

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4.3 Area in Which the Proposed Publication Exceeds the Minimum Requirement

☐ **Quality:** Please specify

☐ **Quantity:** Please specify

5. Amount Requested for Approval in Principle and Disbursement

Journal ranking	Funding rate	First installment	Second installment	Select
Scopus Tier 1 (Top 10%)	THB 50,000	THB 15,000	THB 35,000	☐
Scopus Q1	THB 40,000	THB 15,000	THB 25,000	☐
Scopus Q2	THB 30,000	THB 12,000	THB 18,000	☐
Scopus Q3	THB 15,000	THB 6,000	THB 9,000	☐
Scopus Q4	THB 10,000	THB 4,000	THB 6,000	☐

Please select the option corresponding to the request for approval in principle and approval for disbursement.

Case 1: Financial Support Requested in Two Installments

- ☐ The article has a status of “Submitted” or “Under Review.” The applicant requests the first installment at 40% of the applicable funding rate, but not exceeding THB 15,000.
- ☐ The article has been accepted for publication. The applicant requests the second installment in the amount of:
- ☐ THB 35,000 ☐ THB 25,000 ☐ THB 18,000 ☐ THB 9,000 ☐ THB 6,000

Case 2: Full Amount Requested in a Single Payment

- ☐ The article has been accepted for publication. The applicant requests the full amount of financial support in a single payment:
- ☐ THB 50,000 ☐ THB 40,000 ☐ THB 30,000 ☐ THB 15,000 ☐ THB 10,000

Case 3: Additional Financial Support (Top-up)

☐ Additional financial support (Top-up) in the amount of THB is requested. The applicant must also complete Section 6.

Amount requested for approval in principle and disbursement on this occasion:

THB (..... baht only)

The amount shall be disbursed from the funds of the Research Center for Energy and Environmental Sustainability (RCEES), Prince of Songkla University.

6. Funding from Other Sources and Top-up Calculation

Funding received from another source:	☐ No funding has previously been received for this article. ☐ Funding has been received from or is being requested from the following organization:
Name of grant/funding source:	
Amount received from the funding source:	THB
Research output required by the original funding source:	
Top-up amount requested from the Center:	THB
Reason and calculation method:	

7. Certification by the Applicant and Principal Advisor

I/We hereby certify that:

- ☐ All information and documents submitted are true and correct. This article has not previously received publication funding from the Center, and only one funding application has been submitted for this article.
- ☐ The student applying for funding is named as the First Author. The principal advisor affiliated with the Research Center for Energy and Environmental Sustainability (RCEES) is named as the Corresponding Author. The authors' names and the Center's affiliation are correctly stated in the Affiliation in accordance with the journal's requirements.
- ☐ A copy of the publication and evidence of acceptance for publication shall be submitted to the Center for use in reporting the Center's performance and Key Performance Indicators (KPIs).
- ☐ If the publication cannot be produced in accordance with the agreement or if any information is found to be false, the applicant agrees to return the full amount of financial support received to the Center.

 Signature
 (.....)

Applicant (Student)

Date / /

 Signature
 (.....)

Principal Advisor/Faculty Member Responsible for the Project

Date / /

8. Checklist of Supporting Documents for Approval in Principle

- ☐ Memorandum requesting approval in principle and approval for the disbursement of financial support for undergraduate and graduate students to promote research publication, B.E. 2569 (2026)
- ☐ Form RCEES-FUND-01/2569, fully completed and signed
- ☐ Certification by the applicant and principal advisor under Section 7
- ☐ Evidence of passing the thesis proposal examination or a certification letter confirming approval to conduct the research
- ☐ Copy of the article manuscript showing the authors' names, Affiliation, and/or Acknowledgement
- ☐ Evidence of Submission, Under Review status, or an Acceptance Letter, as applicable to the status under which the application is submitted
- ☐ Evidence that the journal is indexed in the Scopus database and evidence of its Tier/Quartile ranking for the relevant year
- ☐ Evidence of funding from another source and details of the output requirements prescribed by the original funding source, if applying for Top-up funding
- ☐ Other documents:

FOR VERIFICATION BY THE CENTER'S STAFF		
Checklist item	Verification result	Remarks
Eligibility of the student and principal advisor	☐ Complete ☐ Incomplete	
Alignment of the research with the Center's research framework and missions	☐ Yes ☐ No	
Authorship roles: Student applicant is named as the First Author	☐ Correct ☐ Incorrect	
Principal advisor affiliated with the Research Center for Energy and Environmental Sustainability (RCEES) is named as the Corresponding Author, and the authors' names and the Center's affiliation are correctly stated in the Affiliation in accordance with the journal's requirements	☐ Correct ☐ Incorrect	
Scopus indexing and Tier/Quartile ranking	☐ Verified	
Duplicate funding/Top-up	☐ None ☐ Submit for case-by-case consideration	
Supporting documents	☐ Complete ☐ Incomplete	
Verification result	☐ Recommend approval ☐ Return for correction ☐ Ineligible	

Summary of Cumulative Disbursement

Approved amount: THB

Amount disbursed before this request: THB

Amount requested on this occasion: THB

Remaining balance after this disbursement: THB

Signature

(.....)

Verifier

Date / /

COMMENTS AND DECISION ON APPROVAL IN PRINCIPLE AND APPROVAL FOR DISBURSEMENT

☐ Approval in principle and approval for the disbursement of expenses under Section 5

☐ Approved subject to the following conditions:

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☐ Not approved for the following reason:

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Signature

(Associate Professor Dr. Akom Palamanit)

Director, Research Center for Energy and Environmental Sustainability (RCEES)

Prince of Songkla University

Date / /