



Announcement of Institute of Molecular Biosciences, Mahidol University
Bench Fee for non-Mahidol interns/fellows to do research or training at Institute of
Molecular Biosciences, Mahidol University

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Institute of Molecular Biosciences, Mahidol University has a policy to provide the opportunity for non-Mahidol University interns/fellows who are interested in carrying out research or training at the institute. In order to support the supervisors or researchers who are taking care of the interns/fellows, a set of criteria for interns/fellows have been established.

As empowered by virtue of Article 13 and 13/1 of the Mahidol University Announcement on Regulations and Methods to Receive, Maintain, Pay, and Control Money B.E. 2551 as well as its revised version (2nd issue), the Director, with agreement from the Institute's committee in the 11th meeting dated Oct 19th 2017, enacted the announcement as follows:

1) The Institute of Molecular Biosciences, Mahidol University Announcement on Bench Fee for foreign research students, B.E. 2558 (A.D. 2015) dated February 2nd, 2015, shall be abrogated as the announcement did not described bench fee management for supervisors or researchers who supervise research students, and did not cover Thai students who study abroad.

2) Bench fee for non-Mahidol interns/fellows to do research or training at the Institute of Molecular Biosciences, Mahidol University is outlined below:

(2.1) This announcement is in regards of "Bench fee for all non-Mahidol interns/fellows who do research at Institute of Molecular Biosciences, Mahidol University"

(2.2) This announcement shall be as stipulated, from now onward.

3) In this announcement

“Institute” means the Institute of Molecular Biosciences, Mahidol University

“Bench fee” means costs related to basic consumables, equipment, reagents, materials, utility costs, transportation and research fee related to the research but does not cover honorarium fees for supervisors or researchers

“Non-Mahidol” means high school students, undergraduate students, graduate students, researchers or people including both Thais and foreigners who are not working or studying at Mahidol University, excluding trainee students who have a letter of affiliation from the host institution, and students or researchers under research projects or research grants funded to Institute of Molecular Biosciences’ staffs or have a letter of confirmation about research collaboration, i.e., a Memorandum of Understanding (MOU), a letter of clarification by the intern/fellow’s host affiliate or research grant contract.

4) Bench fees are charged at rates as detailed below:

(4.1) For Non-Mahidol interns/fellows with bench fee support from research grants, the Institute will charge at rates as detailed below:

4.1.1 For a training period of less than 4 weeks, including holidays and weekends, the rate charged will be at least 30 USD/Day.

4.1.2 For a training period from 4 weeks including holidays and weekends, the rate charged will be at least 25 USD/Day.

4.1.3 Additional bench fee may be collected for payment related to the research activities of the interns/fellows, i.e., reagents, chemicals, equipment.

(4.2) Non-Mahidol interns/fellows without bench fee support from research grants, but who have a letter of confirmation about research collaboration under condition that any research outputs and intellectual properties arise from the research work under this collaboration belong to Institute of Molecular Biosciences, Mahidol University. The bench fee can be waived at the Director’s discretion.

If there is another research agreement with Institute of Molecular Biosciences, Mahidol University, that agreement will take precedence.

5) Bench Fees are managed as detailed below:

(5.1) 30 % of the bench fee will be allocated to the Institute for overhead management. The Institute will provide the Institute's identification card, entry card and car parking card to interns/fellows.

(5.2) 70 % of bench fee will be allocated to supervisors or researchers who take care of the interns/fellows. If the supervisor or researcher does not wish to receive the balance of the bench fees according to clause 5.2, only the bench fee according to clause 5.1 will be collected.

(5.3) Additional bench fees will be allocated to supervisors or researchers who take care of the interns/fellows with the agreement of supervisor's head.

6) Further additional bench fee following this announcement are under consideration of the Director.

7) Money collected according to this announcement will be delivered to the revenue budget of the Institute.

8) The Director is in position of authority over this announcement. In case of any dispute, the judgment of the Director shall be final.

Announcement on October 25, 2017



Prof. Narattaphol Charoenphandhu, M.D., Ph.D.

Director of Institute of Molecular Biosciences



Bench Fee Agreement Form

Date (dd/mmm/yyyy):.....

Intern/Fellow's Full NamePosition.....

Place of study/work

.....

Center/Laboratory for Training

Supervisor for Internship/Fellowship

Research Topics.....

Duration of Internship/FellowshipTotalDays

Above named intern/fellow has research training support grant and accept responsibility for payment of the bench fee set out below;

1. Bench Fee Rate
- 30 USD/Day (training period less than 4 weeks including holidays and weekends)
 - 25 USD/Day (training period from 4 weeks including holidays and weekends)
- Total..... USD

2. Institute charge an overhead cost 30% from bench fee (item 1).

The remaining 70% of bench fee, supervisor and supervisor's chief agree to

- Pay to the supervisor
- Exempt 70% of bench fee

Bench fee amount payment.....USD