



Announcement of Institute of Molecular Biosciences

Subject: Guidelines for the determination of bench fee for person not affiliated with the Institute of Molecular Biosciences who conducts research at the Institute of Molecular Biosciences

To ensure that the collection of bench fees for persons who are not affiliated with the Institute of Molecular Biosciences who wish to have their research conducted at the Institute of Molecular Biosciences, Mahidol University is appropriate;

By virtue of Article 13 and 13/1 of the Mahidol University Regulations on Budget and Finance Management, B.E. 2551 (2008) and its amendment (No. 2) B.E. 2556, the Director of the Institute, with the approval of the Institute Committee at the meeting no. 50-1/2021 on 21 January 2021, deems appropriate to the followings:

1) Cancellation of the announcement of the Institute of Molecular Biosciences, Mahidol University on Bench fees for persons who are not affiliated with Mahidol University who wish to conduct a research training at the Institute of Molecular Biosciences, Mahidol University, dated 25 October 2017;

2) The bench fee for person not affiliated with the Institute of Molecular Biosciences who wish to conduct research at the Institute of Molecular Biosciences are determined as follows:

Article 1. This announcement is called **“Guidelines for the determination of bench fee for person not affiliated with the Institute of Molecular Biosciences who conducts research at the Institute of Molecular Biosciences”**

Article 2. This announcement is effective from the day that follows the announcement.

Article 3. In this announcement:

“Institute” means Institute of Molecular Biosciences, Mahidol University

“Bench fee” means the expenses the Institute charges for facilitating activities so that they meet their objectives such as costs for chemicals, materials, durable goods, laboratory equipment, utility bill, travel expenses for off-site sampling and other research-related expenses, etc.

“Person not affiliated with the Institute” means students or other persons, either Thai or of foreign nationals, who do not work or enroll in a program of the Institute.

"Relative of the personnel" means statutory heir, descendants of the statutory heir, cousins, descendants of cousins of personnel affiliated with the Institute, which shall include statutory heirs, descendants of statutory heirs, cousins, descendants of siblings or cousins of the spouse of the personnel.

Article 4. Bench fee rate

4.1 The Institute collects fees for persons not affiliated with Mahidol University, using the following rates:

Rate	Duration of training*		Duration of research**		
	Less than 4 weeks	More than 4 weeks	1-2 months	2-6 months	More than 6 months
For persons affiliated with agencies outside Thailand	30 USD per day	25 USD per day	30,000 THB	50,000 THB	100,000 THB
For persons affiliated with agencies in Thailand	450 THB per day	300 THB per day	15,000 THB	30,000 THB	60,000 THB

* Training refers to works conducted in the laboratory for the purpose of learning the research techniques or processes without receiving credits in the Institute's instructors' or researchers' research projects.

** Conducting research refers to works conducted in the laboratory, in which the principal investigator or co-investigator of the research project is an instructor or researcher affiliated with the Institute.

The Institute may charge additional research fees in the case that certain chemicals or materials are required for the research, which are not common in the Institute, on a case-by-case basis.

4.2 The person not affiliated with the Institute who does not possess any funding from any funding agency and conducts research as a part of a documented collaborative effort, with the conditions that the results of the research made during the period spent at the Institute is the work produced by the Institute, may request for the Institute to waive the bench fee, with the Institute Director's consent:

In the event that a Memorandum of Understanding (MOU) or other agreement related to the conduct of research at the Institute exists and states otherwise, the collection of bench fees shall follow such agreement.

4.3 In the case that the person not affiliated with the Institute is a relative of the personnel affiliated with the Institute of Molecular Biosciences or is a person trained in a training session hosted by the Institute who has the relevant certification such as the Student Science Training Program (SSTP), the Institute will waive the bench fees.

Article 5. Allocation of bench fees shall be as follows:

5.1 30% of the bench fee is allocated to the Institute. The Institute does not charge the costs of issuing the identification card, entry card, parking permit, and internet services.

5.2 70% of the bench fee is allocated to the supervising instructor or researcher, which the instructor or researcher may request the Institute to waive this amount.

5.3 In the case that an additional research fee is charged, the additional fee shall be allocated to the research cluster/research center and the Institute as proposed by the research cluster/research center to the Institute Director. In addition, the supervising instructor or researcher may request the Institute to charge additional bench fees so that the fee reflects with the research activities by presenting the request to the Institute Director on a case-by-case basis.

Article 6. Bench fees other than those specified in this announcement shall be at the discretion of the Institute Director.

Article 7. The collection of fees under this announcement shall be remitted as income of the Institute. (Academic Service Fund 10401005)

Article 8. In the event of problems in the implementation of this announcement, the Institute Director reserves the discretion to make a final decision.

Announced on 25 February 2021



(Professor Narattaphol Charoenphandhu, M.D., Ph.D.)

Director of the Institute of Molecular Biosciences



Bench Fee Collection Form
Institute of Molecular Biosciences

Date Month..... Year

Name-Last name: Position:

Affiliation:

Name of hosting research group/center:

Institute of Molecular Biosciences on the topic:

fromto, for the total duration of.....year(s).....month(s).....day(s),

under the supervision of

Information on the researcher

1. There is a document certifying the research topic conducted at the Institute is a collaborative project, and that the research results made during the period spent at the Institute is the work produced by the Institute of Molecular Biosciences.

☐ Yes (Provide attachment)

☐ No

2. The researcher is a relative of a personnel affiliated with the Institute of Molecular Biosciences

☐ Yes, please specify the name of the personnel affiliated with the Institute:

Name – Last name Relationship

☐ No

3. The researcher has previously attended a training session hosted by the Institute and received the relevant certification from the Institute such as the Student Science Training Program (SSTP).

☐ Yes, please specify the name of the training attended.

Name of the training

Date of attendance

☐ No

4. Is there funding that supports the research or training?

☐ Yes, please specify.....

☐ No

Rate of the bench fee

1. Criteria for bench fee collection:

☐ Bench fee is calculated as per the Institute criteria.

☐ Exception in bench fee collection can be made as per the Institute criteria.

2. Fee rate

Rate	Duration of training		Duration of research		
	Less than 4 weeks	More than 4 weeks	1-2 months	2-6 months	More than 6 months
For non-Thai agencies	<input type="checkbox"/> 30 USD per day	<input type="checkbox"/> 25 USD per day	<input type="checkbox"/> 30,000 THB	<input type="checkbox"/> 50,000 THB	<input type="checkbox"/> 100,000 THB
For Thai agencies	<input type="checkbox"/> 450 THB per day	<input type="checkbox"/> 300 THB per day	<input type="checkbox"/> 15,000 THB	<input type="checkbox"/> 30,000 THB	<input type="checkbox"/> 60,000 THB
TotalUSD/THB					

3. The Institute deducts the administrative fee at the rate of 30% of the bench fee. The remaining 70% of the bench fee, the supervisor and the head of the research cluster/center intend to

☐ have the amount allocated to the research cluster/center for the management of the fund.

☐ have the amount waived from the collection of the bench fee.

In this case, the total amount of bench fee billed is USD/THB

4. Additional bench fee is amounted to.....USD/THB

5. The total amount of bench fee [item2, 3 + item 4]USD/THB

Sign.....

Sign.....

(.....)

(.....)

Instructor / Researcher / Supervisor/ Direct supervisor

Date.....

Date

<p>Dear Director of the Institute (via Deputy Director of Administration) For your consideration</p> <p>Suggestion.....</p> <p>Sign..... (.....) Head of Research and Innovation Development Date</p>	<p>The result of consideration</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved due to</p> <p>Additional Comments</p> <p>Sign..... (Asst. Prof. Narisorn Kitiyanant) Deputy Director for Administration Date</p>	<p>The result of consideration</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved due to</p> <p>Additional Comments</p> <p>Sign</p> <p>(Professor Narattaphol Charoenphandhu) Director of the Institute of Molecular Bioscience Date</p>
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