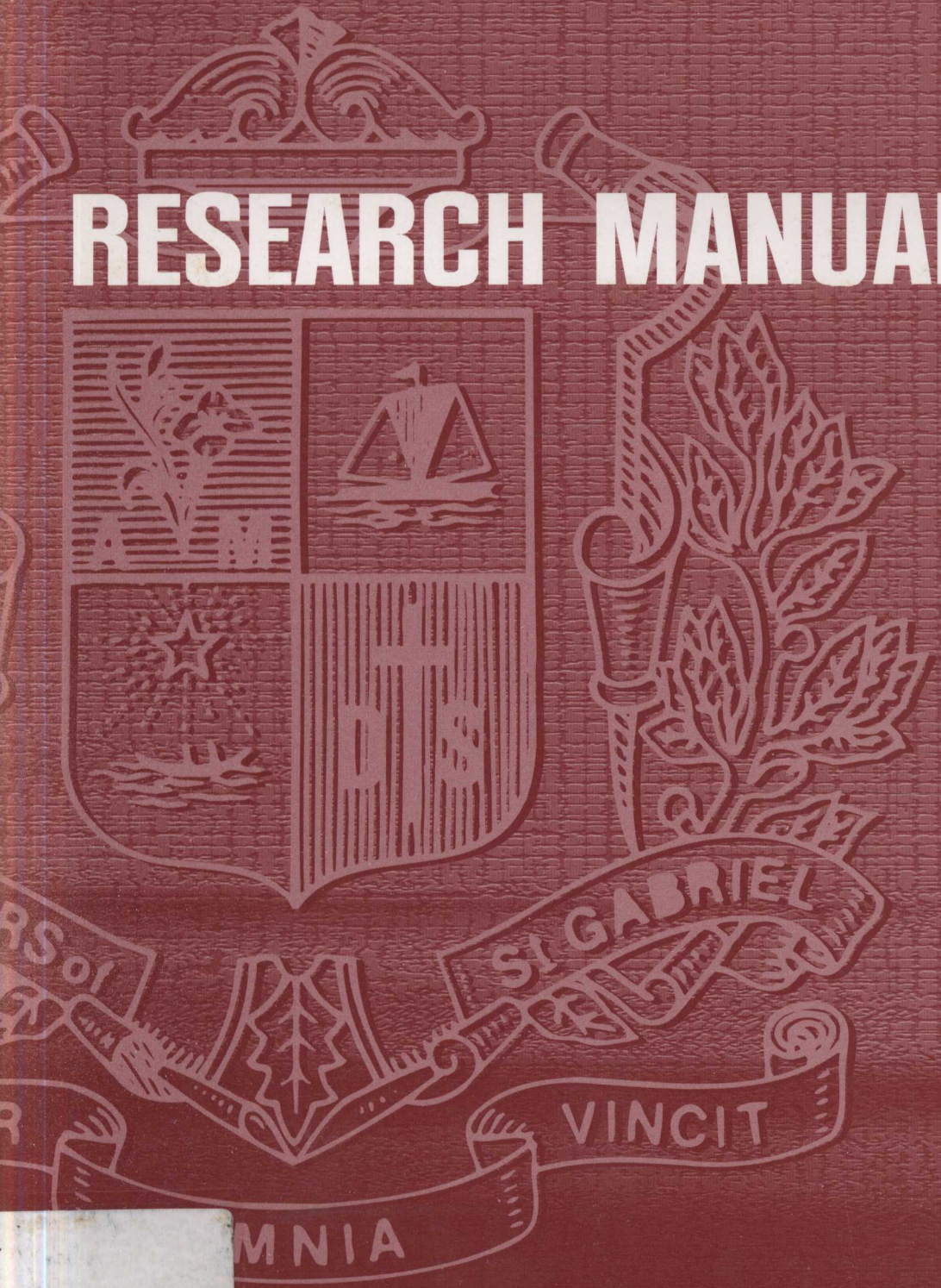


RESEARCH MANUAL



8 c.3

Assumption University

RESEARCH MANUAL

June 2000

Preface

The dawn of the 3rd millennium has already begun and life has to go on. What is significant for us is to adapt to change and keep us fit to the new environment so that we can live happily and survive. Information at home and elsewhere overwhelms in some a way and if we are not careful, we end up with wrong information and wrong decision. Man is always a genius to make new invention to cope up with new changes.

A university is a center of knowledge, a place to provide knowledge to a hungry mind and a place to find new knowledge. The pursuit of knowledge and dissemination of knowledge are the two key driving factors in the system of any institution of higher learning. It becomes a guide star where society can follow. Education institution can also be a changing factor for the society and to keep society ever dynamic and vigorous.

To be able to achieve the role of institution of higher learning, research would be an integral part of the institution. Thus, the administration will put all effort and invest optimally to achieve the purpose. State-of-the-art must be provided, means to achieve must be structured so that the institution would be able to serve the students, the society and nation in the manner it should be.

Formerly, teaching and research were two separate tasks. For teaching to be meaningful, exciting, and contributing more to students and society, research is essential and should become a part of teaching life. This research manual is drawn partly from the adaptation of practices done in Thailand and from the practices envisioned elsewhere. At the same time, Research Institute of Assumption University (RIAU) is acting as an internal mechanism to facilitate the process and to render expertise on research writing to any researcher who needs assistance. Synergy is desirable to achieve certain things in this age of globalization.

Rev. Bancha Saenghiran, f.s.g., Ph.D.
Vice President for Academic Affairs
June 1, 2000

Table of Contents

Preface	iii
Part I	
Conceptual Framework	
1. Rationale	1
2. The Role of Research	1
3. How to Promote/Enhance Quality Research	2
4. Role of Research Institute	3
5. The Dissemination of Research Findings	6
6. On the Present Research Environment	6
Part II	
Research Institute, Assumption University	
1. Historical Background	8
2. Mission of RIAU	8
3. Objectives	8
4. Functional Areas of Research	9
4.1 Business Research	10
4.2 Social Science Research	11
4.3 Educational Research	12
4.4 Research Information Systems	13
Part III	
Regulations for the Application for Research Funding of Assumption University	
1. Assumption University's Policy on Research Promotion	15
2. Research Promotion Measures	15
3. Budget Allocation for Research	16
4. Research Promotion Committee	16
5. Research Team	16
6. Proposing a Project for Research Funding	16
7. Funding Granted to Researchers	17
8. Project Management	17
9. Management of the Research Funding	18
10. Report on Research Results	19
11. Research Project Alterations	19
12. Copyright of the Research Findings	19

Appendices

Appendix 1: Research Promotion Committee/ Sub-Committee	23
Appendix 2: Guidelines for Cost Estimate	25
Appendix 3: Guidelines for Time Schedule	26
Appendix 4: Contract of Application for Research Funding of Assumption University	27
Appendix 5: Guidelines for Writing a Research Project Proposal	28
Appendix 6: Contract for Research Funding Form	32
Appendix 7: Progress Report on Research Project	34
Appendix 8: Excess Cash Return Receipt	39
Appendix 9: Receipt	40
Appendix 10: Contacting Details: Submission of Research Paper for Publication	41