

Equipment and Laboratory Request Form for Research Project The Center for Scientific and Technological Equipment

1. Project Title
2. Project Leader.....
3. Co-Researcher / Research Assistant
 - 3.1
 - 3.2.....
 - 3.3
 - 3.4.....
4. Starting of research period, Date.....Month.....Year.....
5. Ending of research period, Date.....Month.....Year.....
6. Total research durationMonth(s).....Day(s)
7. Timetable (fill up the work schedule)

Date /Time	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	06.00- 18.00	18.00- 06.00	06.00- 18.00	18.00- 06.00	06.00- 18.00	18.00- 06.00	06.00- 18.00	18.00- 06.00	06.00- 18.00	18.00- 06.00	06.00- 18.00	18.00- 06.00	06.00- 18.00	18.00- 06.00
Room No.														

8. Required Equipment
9. Additional Note
10. Contact Person..... Tel.....

..... (.....) Project Leader/...../..... (.....) Chair, School of...../...../..... (.....) Dean/...../.....
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- Note**
- 1) Timetable should not overlap with regular laboratory class schedule in each term.
 - 2) Should clearly indicate equipment and room number.
 - 3) Please notify the CSTE's staff at least 3 working days before the intended usage date.

Procedure for Equipment and Laboratory Request Form for Research Project

1. Research assistant or undergrad student who work at least 2 weeks consecutively on research or other kind of work that utilize equipment and laboratory in facility building of CSTE is requested to attend the training course on “Safety in Laboratory and Chemical Practices. After passing the test, one would get the safety card to be use with the Equipment and Laboratory Requesting Form.
2. Fill out the Equipment and Laboratory Request Form with endorsement by project leader, head of school, and the dean (Please go to the website for downloading the form <http://cste.sut.ac.th/2014/index.php?lang=en> or <http://cste.sut.ac.th/2014/?p=222&lang=en>)
3. The completed P.3 form attached with a copy of approved thesis proposal and a copy of Safety Card should be submitted to the administration office, facility building 1. (F-1)
4. For the project expense, please contact the laboratory staff. Note that, the reimbursement cannot exceed the project registration fee.
5. Please contact to the Graduate & Research Support Unit at facility building 1, Tel. 3263, 3214-5 for more information.
6. Some equipment cannot be used after office hour. Any further information please contact directly to corresponding staff of each equipment.