

**6-MONTH & 11-MONTH
PROGRESS REPORT
FOR POSTDOCTORAL AND
MENTORS GUIDELINE**

By C2F

CHOOSE THE RIGHT FORM

If you are mentors, please choose Mentors
Progress report form via:



If you are Postdoc, please choose Postdoc
Fellow Progress report form via:



NOTE!!

These forms are for who start
working since August 2019 - September 2022
ONLY



PURPOSE OF PROGRESSION REPORT

Five important purposes
of C2F progress report/ final
report used for

- 1 6 -Months Progress Report
- 2 11 -Months Progress Report with requesting extension period
- 3 11 -Months Progress Report (Final report)
- 4 Progress Report for every 3 or 6 months after requesting extension period
- 5 Final Progress Report (Before or After 11 months)

For those who fill a Final Progress Report (no. 3 and 5),
please kindly inform your intention to renew C2F Postdoctoral
Fellowship contract for the next year in the report

PROGRESSION REPORT

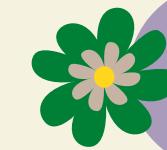
Report on your research project each year in order to track the research process, performance and how it's going during the two certain periods. Importantly, researchers should get in touch with their supervisor/mentor regularly

Steps to follow

1 Researchers submit the form

2 Mentors/supervisors submit the form

6 Months

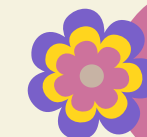


Researchers should be submitted the form by 1st - 5th date of month 7th

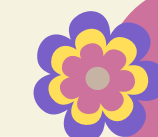


Mentors should be submitted the form by 1st - 7th date of month 7th

11 Months



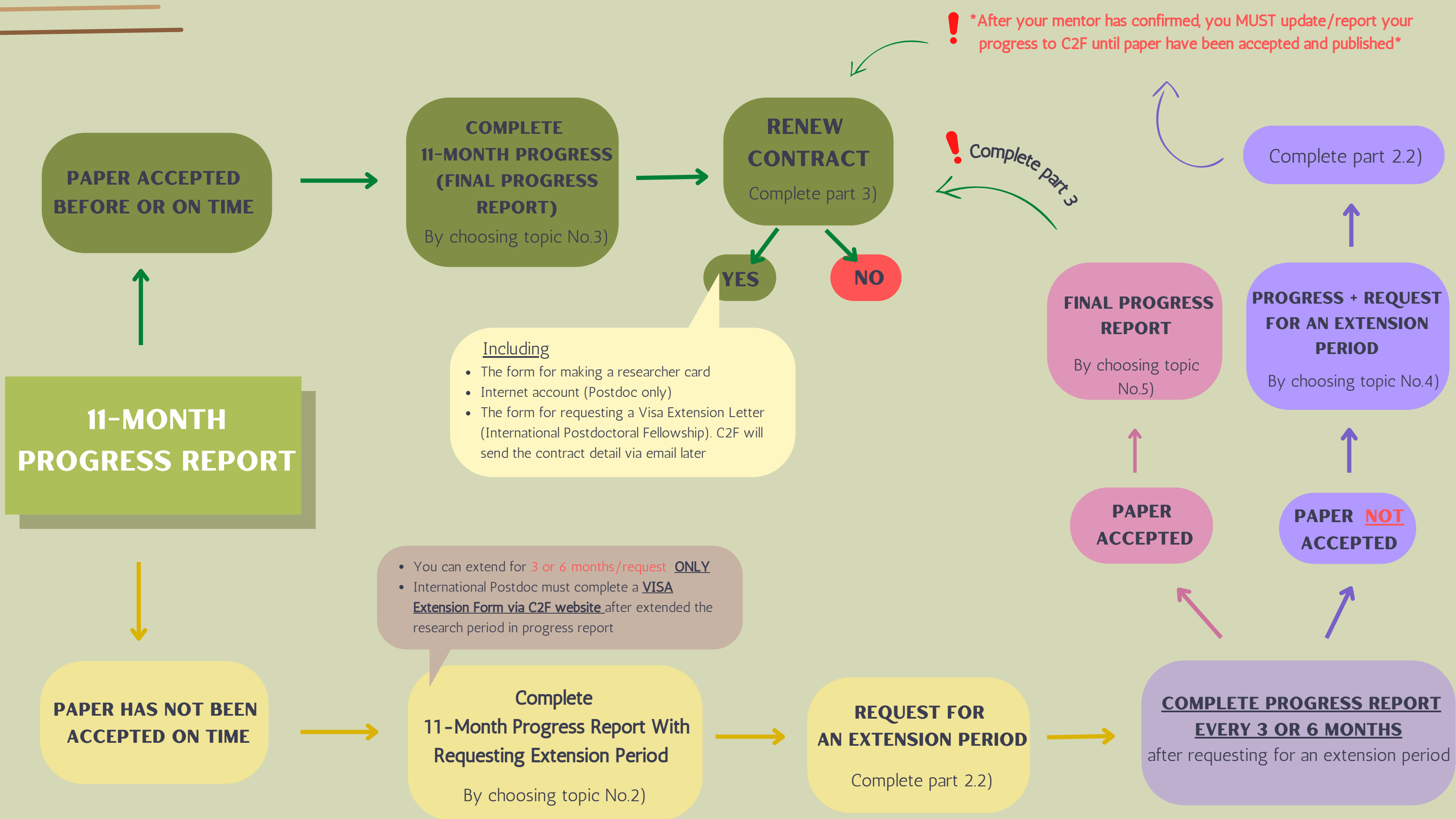
Researchers should be submitted the form by 10th - 16th date of month 11th



Mentors should be submitted the form by 10th - 30th date of month 11th

HOW TO

submit
the progression
report



HOW TO REPORT THE PROGRESSION, IF MY MANUSCRIPT HAS BEEN ACCEPTED OR PUBLISHED THE 11-MONTH?



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2 You must complete part 3 - The Renewal of Fellowship

3 If you would like to renew the contract, please state the month that you would like to start working which include;

- The form for making a researcher card
- Internet account (Postdoc only)
- The form for requesting a visa extension letter (International Postdoctoral Fellowship). C2F will send the contract detail via email afterward

4 Mentors confirm the progress report

1 On progress report, please choosing No.3) 11-Month Progress Report (Final report)

WHAT SHOULD I DO IF MY MANUSCRIPT HAS NOT BEEN ACCEPTED OR PUBLISHED ON TIME?



1

Please follow these steps

On progress report, please choosing No.2) 11-Month Progress Report with Requesting Extension Period.

2

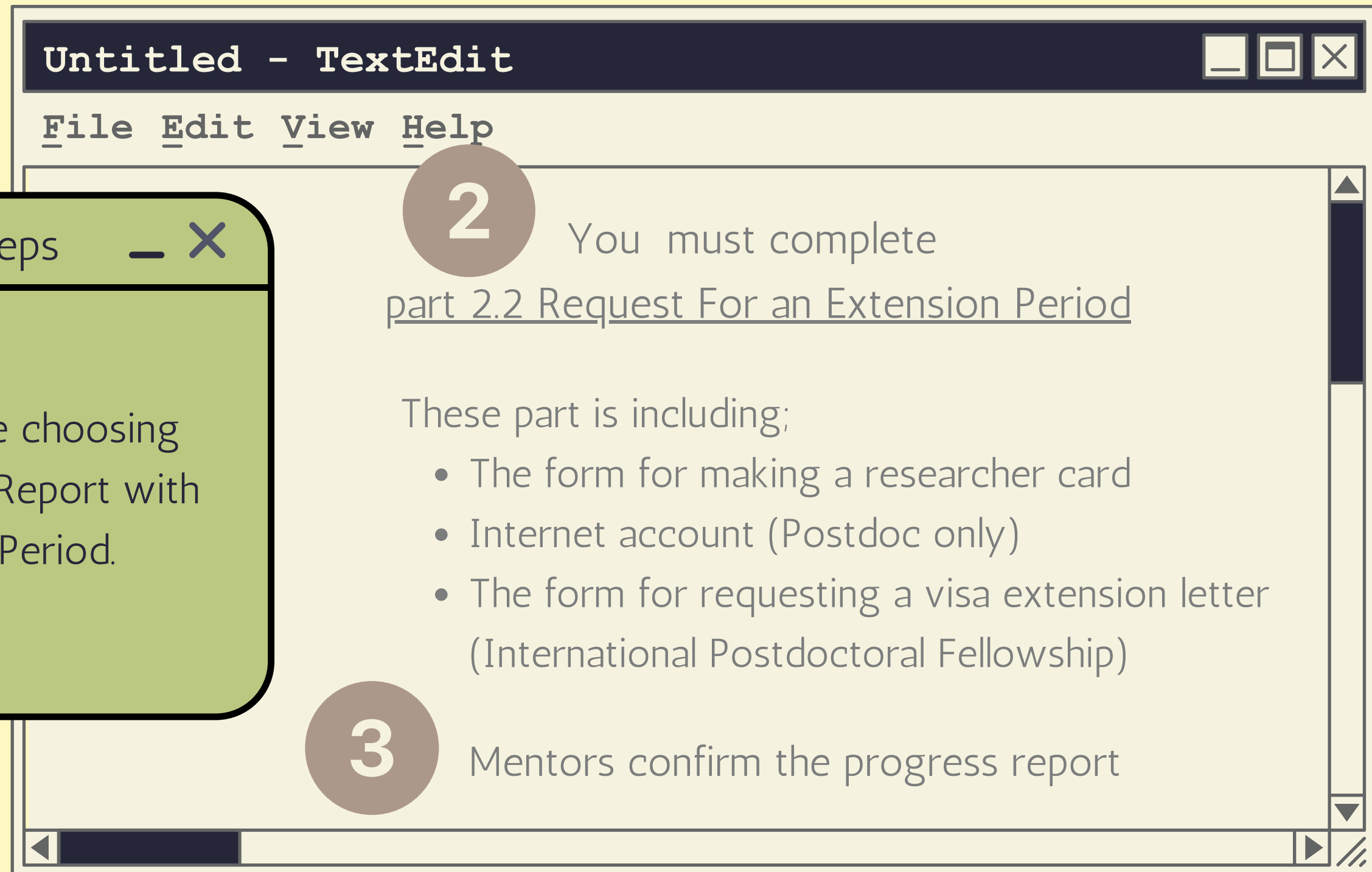
You must complete part 2.2 Request For an Extension Period

These part is including;

- The form for making a researcher card
- Internet account (Postdoc only)
- The form for requesting a visa extension letter (International Postdoctoral Fellowship)

3

Mentors confirm the progress report





**PROCEDURES AFTER
REQUESTING FOR AN EXTENSION
PERIOD**

HOW TO REPORT THE PROGRESSION IF MY MANUSCRIPT HAS BEEN ACCEPTED OR PUBLISHED BEFORE OR AT THE PERIOD OF AN EXTENSION?



Your progression report should be follow;

1. Choosing No. 5) Final Progress Report (Before or After 11 months)
2. You must complete part 3 The Renewal of Fellowship
3. If you would like to renew the contract, please inform the month that you would like to start working which includes;
 - The form for making a researcher card
 - Internet account (Postdoc only)
 - The form for requesting a visa extension letter (International Postdoctoral Fellowship)
4. Mentors confirm the progress report.

**WHAT SHOULD I DO IF MY
MANUSCRIPT HAS NOT BEEN
ACCEPTED OR PUBLISHED
AT THE PERIOD OF
AN EXTENSION?**



Please follow these steps below

1. Choosing No. 4) Progress report for every 3 or 6 months after requesting an extension period
2. You must complete part 2.2 Request for an extension period which includes;

- The form for making a researcher card
- Internet account (Postdoc only)
- The form for requesting a visa extension letter (International Postdoctoral Fellowship)

3. Mentors confirm the progress report.

****After your mentor has confirmed, please bear in mind that you MUST update/report your progress to C2F until your paper have been published/accepted****



IMPORTANT INFORMATION



Extension period is required document

- You can find the file in progress report form
- Click on the link and download the file
- Upload document with Mentor's signature



Additional requirement



- Extension period is also require for VISA extension (enclose in progress report form)
- You also must fill out the form for renew a Researcher card and Internet account



VISA extension form



Making researcher card/Internet account form



! Important information

THE COMPLETION OF THE C2F POSTDOCTORAL FELLOWSHIP CONTRACT



The output of the C2F postdoctoral fellowship
Track A & B

Track A = require for Top 10% of journal ranking (Tier 1)
Track B = require to produce at least Top 25% of Journal ranking (Q1)



The research publication requires to fulfill the conditions as follow:

1. Publication status: Being accepted or published
2. Journal Ranking Database: 3 international journal ranking databases - Scimago (SJR), Citescore (Scopus), and Journal Citation Report (Web of Science).
3. Postdoc authorship: First author
4. Postdoc affiliation: Chulalongkorn University
5. Mentor authorship: Corresponding author
6. Top 100 Professor authorship*: Co-author (*Obligatory for a postdoc who receives conducting research abroad scholarship from C2F)
7. Acknowledgement C2F fellowship: As indicated in the contract "This research project is supported by the Second Century Fund (C2F), Chulalongkorn University"