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| SR-F007 | external research assistant time sheet |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Research Assistant Name: | **Enter text.** | Project No.: | **Enter text.** |
| Project Title: | **Enter text.** |
| Principal Investigator: | **Enter text.** |
| Working Period: | From: | **Enter text.** | To: | **Enter text.** |

**to be completed by the research assistant and approved by their supervisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Hours | Date | Hours | Date | Hours |
| **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** |
| **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** |
| **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** |
| **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** |
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| **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** |
| **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** |
| Total Number of Hours: | **Hours** |
| **Declaration:** *I acknowledge that the information and data presented above is accurate to the best of my knowledge.* |
| Research Assistant Name: |  |
| Signature: |  | Date: |  |
| Supervisor Name: |  |
| Signature: |  | Date: |  |

**project office**

|  |  |
| --- | --- |
| Recommendation: | [ ]  Approve [ ]  Decline |
| Notes: |  |
| Project Officer: |  |
| Signature: |  | Date: |  |
| Head of Project Office: |  |
| Signature: |  | Date: |  |

**deanship of scientific research**

|  |  |
| --- | --- |
| Dean of Graduate Studies and Scientific Research: |  |
| Signature: |  | Date: |  |

**financial department**

|  |  |  |
| --- | --- | --- |
| This research assistant has carried out  |   | hours of work for the period  |
| From |  | to |  |
| financial Officer: |  |
| Signature: |  | Date: |  |