|  |  |  |
| --- | --- | --- |
| 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** |
| **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** |
| **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: |  |