**Timesheet for GJU staff - For Externally Funded Projects**

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| --- | --- | --- | --- | --- |
| **Project Number:** |  | | | |
| **Project Title:** |  | | | |
| **Staff member Name:** |  | | | |
| **School/Department:** |  | | | |
| **Staff member position at GJU:** |  | | | |
| **Staff member Role in the Project:** |  | | | |
| **Work Period** | **From** | *DD/MM/YYY* | **To** | *DD/MM/YYY* |

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| --- | --- | --- | --- | --- |
| **Date** | **Hours** | | **Task description and output** | |
| **From** | **To** |
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| **Total number of Days =** | | | | |
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| **Staff Member** | | | | |
| **Signature:** | | | | **Date:** |
| **School’s Dean/Department Head:** | | | | |
| **Signature:** | | | | **Date:** |
| **Project Coordinator Name:** | | | | |
| **Signature:** | | | | **Date:** |
| **Project Office:** | | | | |
| **Signature:** | | | | **Date:** |
| **Dean of Scientific Research:** | | | | |
| **Signature:** | | | | **Date:** |