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

|  |  |
| --- | --- |
| **Project Ref 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* |

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