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| Time Record for NIH & Federally Funded (R&D) Grants at the University of Leeds  Staff charged less than 100% to NIH Grants | **logo_black** |

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| --- | --- | --- | --- | --- | --- |
| Month: |  | Name of Employee: |  | Name of Manager: |  |

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| --- | --- | --- | --- | --- |
| Grant number (NIH & Federally Funded (R&D) Grants Only) | Nº of productive hours per month\* | Hours employed on project | Signature of employee and date\*\* | Signature of Manager and date\*\* |
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|  |  |  |  |  |
| Other Activities | Nº of productive hours per month\* | Hours employed on activity | Signature of employee and date\*\* | Signature of Manager and date\*\* |
| All other research, teaching & ‘other’ activities\*\*\* |  |  |  |  |
| Support activities\*\*\* |  |  |  |  |

\*The University works on the basis of 128 productive hours per month for administrative staff and 137.5 hours per month for academic staff. You should not count any time off work for sickness, annual leave etc.

\*\*By signing this document you are certifying that this timesheet represents an accurate reflection of effort put into the project

\*\*\*Other and support activities are defined over the page

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Time Records

Staff on NIH funded grants are required to record their time on at least a monthly basis, unless they are working for 100% of their time on one project. The timesheet should be completed within two months of period end and should be certified by your manager. The timesheets should be retained by the Faculty Research Office for production in the event of audit.

Definitions

‘Other’ activities include clinical services (for example, time spent working for the NHS including trust management and time with patients), consultancy, and other services rendered (for example, testing and clinical trials and work undertaken by trading units/subsidiary companies).

‘Support’ activities include support to research, support to teaching and support to ‘other’ activities. Support to research includes all activities connected with research, but not actually on a project, for example, drafting research proposals, refereeing papers and sitting on a research committee or panel. Support to teaching includes all activities related to teaching but not to a particular course, this could include timetabling, admission work and sitting on a learning and teaching committee or panel. Support to ‘other’ includes drafting proposals for consultancy or other support activities related to clinical services and other services rendered.