

Research Office Special Bulletin 30

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Research Administration News

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NEWS AND DEVELOPMENTS

1. Timesheets Webpage update

We are very pleased to announce a re-launch of the [Timesheets Webpage](#) which includes updated policies, procedures and guidance. It is more user-friendly and ensures that the most frequently used information is easy to access and clearly visible. Please visit the website and watch the new **Timesheet eLearning Video**.

***** Please share this information with all staff required to complete timesheets *****

2. Timesheets - Hints, Tips and Reminders

As part of a review of the timesheet's procedure and discussions with representatives of Faculty Research Services and Departments, we have identified some key reminders:

- Timesheets must reflect actual hours worked
- Timesheets must be completed monthly in arrears (within 10 working days of the end of each month)
- Timesheets must be signed and dated by the individual and their supervisor
- Timesheets must clearly state the award/project number they relate to
- Timesheets should be sent to Faculty Research Services at least quarterly

The following funders require time records as part of their standard terms and conditions:

- **European Commission** – for all staff (including PIs) and PhD students charged to an EC award
- **Research Councils** (part of UKRI) - for all Direct Incurred staff not charged exclusively to a Research Council award
- **Innovate UK** (part of UKRI) – would prefer all Directly Incurred or Directly Allocated staff to keep timesheets. See timesheet webpage for more details and an annual declaration template.
- **US Federal Awards** (e.g. National Institutes of Health (NIH)) - for all Directly Incurred staff not charged exclusively to one Federal Agency award

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3. Absence Records and TeamSeer

It is good practice to maintain absence and leave records as part of the timesheet process. Auditors may ask for this as part of the audit process to validate the accuracy of the timesheet.

For **European Commission Horizon 2020 awards**, these will always be needed because auditors review them as part of the audit procedure.

HR recommend that all staff use [TeamSeer](#) for leave and absence records. Absence reports can be run from TeamSeer by staff with the role of TeamSeer System Administrator. A [document](#) on the Timesheet website provides guidance on how to download absence reports from the system.

If a staff member does not use TeamSeer, an alternative paper-based leave record should be provided instead.

4. National Institutes of Health (NIH) - Timesheets

From **1 August 2019**, it will be a requirement to complete comprehensive timesheets for all staff charged to NIH awards.

Feedback received from the auditors, as well as external funder visits, has indicated that effort statements do not provide sufficient assurance of the time spent on a project.

***** Please forward this information to all staff funded by NIH awards *****

5. European Partners Funding Scheme – Deadline 30 April

The next [European Partners funding scheme](#) is now open. Permanent members of academic staff are invited to apply for funds to support collaborative endeavours with European colleagues. Applications from early lecturers are particularly welcomed along with those establishing new collaborations.

Proposals should support Imperial academics to initiate and pursue collaborations with European counterparts, ideally leading to new science and future applications for external funding including H2020. Budget requests are not expected to exceed £5,000 and the success rate of this scheme has been approximately 60%.

The next deadline for applications is **12pm Tuesday 30 April 2019**. For more information, please visit the [Research Office Internal Funding Opportunities webpage](#).

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