

## **Timesheets Due Report**

Each month a Timesheets Due Report is included in the Post Award Management Reports which is sent to departmental admin to show all staff who are working on CEC projects and who are split-charged on \*NIH awards and \*\*UKRI and Innovate UK awards.

The Timesheet Due Report has been split by department to show which other research awards/dept codes staff members are being charged to, along with the percentage of their time to aid the section/dept in the completion of timesheets.

### **Working on a CEC Project and other Funders**

If an academic/researcher/technician/clinician etc is working on a CEC project as well as one (or more) of the other funders indicated above, please could you ensure their time on the NIH and/or RCUK or Innovate UK award is recorded on **separate** rows on the timesheet, named under the “Funding Source” and sent to the EU JRO Timesheets mailbox ([eujsheets@imperial.ac.uk](mailto:eujsheets@imperial.ac.uk)) and **cc’d to the Senior Grants Administrator** supporting your department.

**Note: Comprehensive Timesheets should be used for ALL funders who require them with effect from 01 August 2019**

### **Solely NIH and/or RCUK - No CEC project involvement**

If there is no involvement with the CEC whatsoever, then please complete and forward the “Comprehensive Timesheet” to the relevant Senior Grants Administrator supporting your section/department to include in the file in preparation for audit, the hours should also be recorded on separate rows for each “Funding Source”. The hours worked on other research projects (P-codes) and within the Dept should be completed in the column “Other Hours Worked”.

### **NOTES FOR NIH AND UKRI**

1. **\*Please note, PI time on NIH awards is allowable but only as a Direct Incurred Cost i.e. actual salary costs supported by comprehensive timesheets. What seems to happen however is that during proposal development on InfoEd, PI time is calculated using directly allocated model and when awarded the costs are transferred by journal under analysis code 181104 to the dept 541104.**
2. **The initiation of the A-133 audit (renamed - 2 CFR Part 200 Subpart F) by NIH means PIs and Co-Is must be charged directly to the project and initiated via contract change requests (preferred method) or retrospectively by HR18 transfer (in exceptional circumstances). **However**, the NIH have strict T&Cs around cost transfers which must be completed within **90 days** of the error occurring. For staff costs, this is no different therefore getting into good practice whereby staff are assigned to projects using **contract change request forms** will overcome this. Obviously sometimes delays in receiving the award means using HR18’s are necessary and this would be considered OK and due to exceptional circumstances.**
3. **\*\*Concerning UKRI and Innovate UK awards, timesheets ARE required where the individual is not working 100% of their time dedicated to one project. The term project refers to an award therefore if 100% of an individual is split across sub-projects within a single award then no timesheets are required. If staff are charged to separate grants, timesheets will need to be completed.**