

Signatures to Research and Innovation Timesheets during the COVID-19 Pandemic

Research and Innovation (R&I) timesheets are required to be completed by

- all staff working on European Commission and European Research Council funded projects
- all directly incurred staff working less than 100% of their time on UK Research Council funded projects
- other staff as may be required by the specific terms and conditions of the externally funded research grants funding the projects.

Timesheets must be signed by the employee and co-signed by their supervisor (or Head of Department/Centre Director or Department/Centre Manager, as appropriate).

In normal times, employees and co-signers would be expected to apply original signatures to paper versions of the timesheets and submit these to R&I.

Due to the COVID-19 pandemic, most staff are working from home and may not have access to printers and scanners and may not feel comfortable accessing postal/delivery services. In most cases, this rules out the possibility of circulating paper versions of timesheets with original signatures.

Temporary Procedures for Signing Timesheets

Employees have the following options (listed in order of preference for acceptability in the event of an audit):

- Employee prints the timesheet, applies an original signature and date, scans or photographs the timesheet, and emails the scan or photograph to the co-signer. Employee saves the original timesheet and provides it to R&I once the School fully reopens.
- Employee applies an electronic signature and date to an Excel or PDF version of the timesheet and emails the timesheet to the co-signer.
- Employee addresses an email to the co-signer with the following message in the body of the email: "Please accept this email as my signature and date to the attached timesheet". Employee attaches the timesheet to the email and sends to the co-signer.

Options for co-signers are similar to the above, except they send the timesheets to R&I.

When the School fully reopens and if the timesheets have been submitted electronically, R&I may request employees and co-signers to print the timesheets, apply original signatures and dates, and resubmit.

If you have any questions about R&I timesheets or the timesheet submission procedure, please contact your [Research Awards Manager](#).