

## **Academic Timesheets - Letter from Colette Fagan & Petri Uola**



The University of Manchester

### **Academic Timesheets**

Dear Colleague,

The University is required by a number of research funders to complete academic timesheets. This is required by funders when staff are charged for directly, and spend less than 100% of their time, on a research project funded by them.

To support this requirement, we have recently commenced an exercise to ensure that all of these records are up to date and properly maintained moving forward.

This includes the rollout of a new Academic Timesheet System, designed to create a less labour-intensive process for researchers.

Crucially, this system meets funder requirements, is acceptable to EU and UKRI auditors, and will reduce the risk of research funding having to be returned by the University due to non-completion of timesheets.

This is an extremely important exercise as we will be subject to audit by research funders, as well as independent auditors, to ensure we are compliant. We ask that you provide this information for your research project as quickly and accurately as possible, submitting timesheets in the new system on a monthly basis to ensure compliance.

You have likely already been contacted by your Research Support / Finance team with details of the projects that you are currently working on and what information is required. Your Research Support / Finance team will also be able to provide you with further support and guidance, if required.

Many thanks for your co-operation.

Colette Fagan  
Vice President for Research

Petri Uola  
Director of Research Finance