

# Research Grant Time Sheet

for

## Exploration Scholars and Science Undergraduate Research Fellowship

Student Name: \_\_\_\_\_

Date Received at SCHC: \_\_\_\_\_

USC Faculty Mentor Name: \_\_\_\_\_

Dates Reported here: \_\_\_\_\_ to \_\_\_\_\_  
Day, Month, Year                      Day, Month, Year

**\*You may report hours as frequently as once per week but at least every two weeks. Hours reported more than three weeks after your work is completed may result in delay in payment. Please do not report weeks where you worked zero hours.**

**No more than two weeks (14 days) may be reported per time sheet.**

Week Ending	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
<i>January 14, 2019</i>	0	2	1.5	3	0	4	0	10.5

**In order to receive your stipend, your USC Faculty Mentor must sign on the signature line below. Time sheets must be electronically submitted (utilizing CamScanner or another App) to [Research@schc.sc.edu](mailto:Research@schc.sc.edu). Please remember to also submit your hours into ITAMS, otherwise we will not be able to approve payment.**

**\*\*Be sure to keep a separate record of the total number of hours for which you receive funding. Please remember to keep track of the number of hours you report rather than the after-tax dollars deposited into your account.**

The Honors College is not in the position to provide this information as this is the student's responsibility. \*\*

I certify that this time sheet is accurate and truthful,

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Mentor Signature – Electronic signatures are acceptable