Date: 14 October 2020

In connection with audit review of UQ’s statement of expenditure, in my capacity as the Chief Investigator, I confirm the following:

While it is not practicable and not an industry practice for research staff to maintain hourly or daily timesheets for allocation of the time worked by them to specific projects from my supervision of these staff members and to the best of my knowledge at least the following hours have been devoted to the project ###### “Project title” for the period under review.

***Financial statement period: 01/01/2019 to 31/12/2019:***

**Prior year salary corrections transferred in 2019 ledger (if applicable):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Staff Member**  | **Correction amount** | **Journal ID** | **Duration (ie date work from to date work to – ie xx/xx/201X to xx/xx/201X)** |
| ***XX*** | XXX |  |  |

**2019 year costing:**

|  |  |
| --- | --- |
| **Name of Staff Member -****CASUAL** | **No. of hours** |
| ***XX*** | XXX |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Staff Member –** **CONTINUING/FIXED TERM** | **% FTE** | **% Costing to the project** | **Duration (ie date work from to date work to – ie xx/xx/2019 to xx/xx/2019)** |
|  |  |  |  |
| ***Academic*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Professional*** |
|  |  |  |  |
|  |  |  |  |

CI Name