



HARRIS-STOWE STATE UNIVERSITY  
**STUDENT WORKER PROGRAM**



## NSF TIME SHEET SUBMISSION

**DIRECTIONS:** Implementation Undergraduate Researchers that are hired through the NSF Stem grant and are paid with a stipend payment should complete this form by *typing* the information requested in the spaces below and then printing the document in order to obtain original signatures in blue or black ink for themselves and their supervisor. . Please contact your direct supervisor to submit your timesheet. Incomplete time sheets (missing information; handwritten instead of typed, etc.) will not be processed—instead, they will be returned to the supervisor for updating. Late submissions will not be processed until the following pay period, and time sheets received after the last *Time Sheet Due* date on the current [SWP Payroll Schedule](#) will not be paid out to the student.



National Science Foundation  
WHERE DISCOVERIES BEGIN



**FULL NAME:** \_\_\_\_\_ **HORNET ID:** \_\_\_\_\_

**PAY PERIOD:** \_\_\_\_\_ **DUE DATE:** \_\_\_\_\_

By signing this form, both the Researcher and the Supervisor are confirming that the required time and research to the project in which the Researcher was assigned through the National Science Foundation has been contributed and that it did not take away from the student's scheduled class time. You understand that confirming information that is not true or accurate can result in disciplinary action, up to and including termination from the NSF program.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_