

template

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| Period staff reports | Version 1 |

1. **Periodic staff report**

**(for staff working in the project full time or part time with a fixed %)**

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| General information | |
| Project number: |  |
| Project acronym: |  |
| Partner no: |  |
| Institution: |  |

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| Personal and contractual information | | | |
| Name of employee: |  | | |
| Main function: |  | | |
| Working full-time in the project:  (Ref. to § C.2.1.3 point a.ii of the Implementation Manual) | | |  |
| Working part-time in the project according to a fixed % of time per month  (Ref. to § C.2.1.3 point a.iii of the Implementation Manual)  *(Please also specify the planned % per month as in the employment document and/or in the official assignment to the project)* | | | (\_\_ %) |
| Involved in other projects funded by EU or national subsidies: | | YES  NO | |
| *(If yes please specify the project(s) name, the funding programme(s) and the % of time allocated to such project(s))* | |  | |

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| **Report of the period** | | | | | |
| Reporting period No.: | | | | |  |
| From: | | | | | **dd.mm.yyyy** |
| To: | | | | | **dd.mm.yyyy** |
| Estimated % of time actually worked in the project each month[[1]](#footnote-2): | | | | | **\_\_ %** |
| Description of activities carried out in the period under the relevant work package(s)  *(at least 1000 characters)* |  | | | | |
| Contribution to deliverables/outputs listed in the application form *(at least 500 characters)* |  | | | | |
| Indicative breakdown of involvement in work-packages: | | | | | WP 1: \_\_ %  WP 2: \_\_ %  WP 3: \_\_ %  WP 4: \_\_ %  WP 5: \_\_ %  WP 6: \_\_ %  WP n: \_\_ %  Total: 100 % |
| **Specification of missions occurred in the period:** | | | | | |
| Destination | | From (dd.mm.yyyy) | To (dd.mm.yyyy) | Reason for mission | |
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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Periodic staff report**

**(for staff working in the project with a flexible number of hours or on an hourly basis)**

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| **General information** | |
| Project number: |  |
| Project acronym: |  |
| Partner no: |  |
| Institution: |  |

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| **Personal and contractual information** | | |
| Name of employee: |  | |
| Main function: |  | |
| Working part-time in the project with a flexible number of hours per month (Ref. to § C.2.1.3 point a.iv of the Implementation Manual) | |  |
| Contracted for project purposes on an hourly basis (Ref. to § C.2.1.3 point a.v of the Implementation Manual) | |  |

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| **Report of the period** | | |
| Reporting period No.: | |  |
| From: | | **dd.mm.yyyy** |
| To: | | **dd.mm.yyyy** |
| Description of activities carried out in the period under the relevant work package(s)  *(at least 1000 characters)* |  | |
| Contribution to deliverables/outputs listed in the application form *(at least 500 characters)* |  | |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. WARNING: in the case that the actual % of time worked monthly in the project in the period is different from the planned % per month as in the employment document and/or official assignment to the project, the calculation of costs to be claimed in the period must be performed according to the actual % of worked time per month. Furthermore, the employment document and/or in the official assignment to the project must to be revised according to the updated % of working time per month. [↑](#footnote-ref-2)