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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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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)