**Annex 2 - Periodic staff reports *(template)***

**for staff working in the project full time or part time with a fixed percentage**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Personal and contractual information | | | |
| Name of employee: |  | | |
| Main function: |  | | |
| Working full-time in the project: | | |  |
| Working part-time in the project according to a fixed % of time per month  *(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))* | |  | |

|  |  |  |
| --- | --- | --- |
| **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: | | WP1: \_\_ %  WP2: \_\_ %  WP3: \_\_ %  WP4: \_\_ %  WP5: \_\_ %  Total: 100 % |

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

Stamp of the Beneficiary 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)