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**Periodic staff Report**

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

**Annex to Eligibility Handbook**

**Version 1.0/Annex to Eligibility Handbook**

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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 5.1.3.2.a point of the Eligibility Handbook) | | |  |
| Working part-time in the project according to a **fixed % of time per month** (Ref. to 5.1.3.2.b.a point of the Eligibility Handbook)  *(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** |
| 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)* |  | | | | |
| 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 |  |