**Annex I - Periodic staff Report**

Periodic staff report for staff working in the project full time or part time with fixed %.

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| **General information** |
| Project number: |  |
| Project acronym: |  |
| Name of LB/B |  |
| **Personal and contractual information** |
| Name of employee: |  |
| Main function in project: |  |
| Working **full-time** in the project: (Ref. to 5.1.2.2.a point of the Guide on eligible expenditures) | [ ]  |
| Working part-time in the project according to a **fixed % of time per month**(Ref. to 5.1.2.2.b.a point of the Guide on eligible expenditures)*(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** |
| Description of activities carried out in the period *(at least cca. 1000 characters)* |  |
| Contribution to deliverables/outputs listed in the application form*(at least cca. 500 characters)* |  |

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

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

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