**Annex I - Periodic staff Report**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_