TEMPLATE

PERIODIC STAFF REPORT

*(only for staff working full time or part time with a fixed percentage of time per month in the project)*

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| Project Identification |
| Project title: |  |
| Project acronym: |  |
| Project number: |  |
| Project Partner no. |  |
| Project Partner name: |  |
| Reporting period No. | No. xxxxFrom : dd.mm.yyyy to : dd.mm.yyyy |

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| Personal information |
| Name/ Surname of the employee: |  |
| Function: |  |
| Name /Surname of the Supervisor: |  |
| Function:  |  |

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| Contractual Information |
| Working full time in the project:(according to the Implementation Manual & 14.1.1 – point 1 – pg.61) | □ |
| Working part-time with a fixed percentage of time worked per monthaccording to the Implementation Manual & 14.1.1 – point 2 – pg.61)*Please indicate also the fixed percentage planned per month as specified in the employment document or appointed decision/document* | □( -- %) |
| Involvement in other EU projects or national co-financing projects |  □ YES □ NO |
| In case of involvement in other projects, please indicate the name of the project, the funding source/programme and % of the time devoted to such project |  |

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| **Activities carried out in the period of reference per each of the work packages foreseen in the Application Form*****(Please report also the indicative % of the involvement per each of the work-packages)*** | WPM - \_\_%(activities carried out in the period)WPT1 -\_\_%(activities carried out in the period)WPT2 - \_\_%(activities carried out in the period)WPT3 - \_\_%(activities carried out in the period)WPC - \_\_%(activities carried out in the period) |
| **Contribution to the realization of the project deliverables /outputs as foreseen in the Application form** ***(Please indicate the number of reference and title as reported in the Application Form)*** |  |

Signature of the Employee: Signature of the Supervisor:

Date: Date: