TEMPLATE

PERIODIC STAFF REPORT

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

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

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

|  |  |  |
| --- | --- | --- |
| Contractual Information | | |
| Working full time in the project:  (according to the Implementation Manual & 14.1.1 – point 1) | | □ |
| Working part-time with a fixed percentage of time worked per month  according to the Implementation Manual & 14.1.1 – point 2)  *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 |  | |

|  |  |
| --- | --- |
| **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: