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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 |  |