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| --- | --- | --- | --- | --- | --- | --- |
| EU GRANTS TIME-SHEET (HOURLY RATE) | **Month:** |  | **Year:** |  | **Reporting period number:** | [insert RP number (from DD/ MM/YYYY to DD/MM/ YYYY)] |

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| --- | --- | --- | --- |
| **Project name (acronym):** |  | **Project number:** |  |
| **Participant name:** |  |
| **Name of the person:** |  | **Type of personnel (see Art 6.2.A MGA):** |  |

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|  | **DATE** | **1** | **2****4** | **3****6** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |  |
| **ACTIVITIES** |  | **NUMBER OF HOURS** | **TOTAL** |
| **Activities linked to the project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activities linked to other EU projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **DATE** | **17** | **18****4** | **19****6** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |  |
| **ACTIVITIES** |  | **NUMBER OF HOURS** | **TOTAL** |
| **Activities linked to the project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activities linked to other EU projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **DESCRIPTION OF ACTIVITIES CARRIED OUT FOR PROJECT DURING THIS MONTH** |
| **Work package number** | **Activities** |
|  |  |

**SIGNATURES**

For the participant (supervisor): Person:

Name:……………………………………...

Date: *……/……/………* Date: *……/……/………*

Signature:  Signature:

|  |  |  |
| --- | --- | --- |
| EU GRANTS TIME-SHEET (DAILY RATE) | **Reporting period number:** |  [insert RP number (from DD/MM/YYYY to DD/MM/YYYY)] |

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| --- | --- | --- | --- |
| **Project name (acronym):** |  | **Project number:** |  |
| **Beneficiary name:** |  |
| **Name of the person:** |  | **Type of personnel (see Art 6.2.A MGA):** |  |

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|  | **MONTH** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** |  |
| **ACTIVITIES** |  | **NUMBER OF DAYS (rounded to nearest ½ day)** | **TOTAL** |
| **Activities linked to the project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activities linked to other EU projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **MONTH** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** | **[month/ year]** |  |
| **ACTIVITIES** |  | **NUMBER OF DAYS (rounded to nearest ½ day)** | **TOTAL** |
| **Activities linked to the project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activities linked to other EU projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **DESCRIPTION OF ACTIVITIES CARRIED OUT FOR PROJECT DURING THIS REPORTING PERIOD** |
| **Work packaged number** | **Activities** |
|  |  |

**SIGNATURES**

For the participant (supervisor): Person:

Name:……………………………………...

Date: *……/……/………* Date: *……/……/………*

Signature:  Signature:

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| **HISTORY OF CHANGES** |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 15.05.2018 | Initial version corporate template. |
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