Declaration of hours worked on a project

|  |  |  |
| --- | --- | --- |
| Keep (as long as contractually agreed, usually 10 years) for potential audits. | Calendar Year: | From DD/MM/YYYY to DD/MM/YYYY |

|  |  |  |  |
| --- | --- | --- | --- |
| Project title: | Insert text here | Agreement number: | Insert text here |
| Funding line: | Select a project type. | | |
| Institution: | Insert text here | | |
| Name of the person: | Insert text here | Type of personnel  (employee/ natural person under direct contract/ seconded/ other) | Insert text here |

|  |  |  |
| --- | --- | --- |
| Month | Number of hours worked on the project  (e.g.177, 88.5, 44) | Work Packages worked on  (e.g. WP2; WP5) |
| *E.g.* | *88.5*  *44*  *44* | *WP1*  *WP5*  *WP7* |
| January |  |  |
| February |  |  |
| March |  |  |
| April |  |  |
| May |  |  |
| June |  |  |
| July |  |  |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| December |  |  |
| **TOTAL hours worked on the project** |  |  |

|  |  |
| --- | --- |
|  | Name, date and signature of the worker AND  Name, date and signature of the supervisor OR the project manager/coordinator (if not the same as the worker)  To be signed once yearly |
|  | Name: ……………………………………………..  Function: ……………………………………………..  Signature: ……………………………………………..  Date: …………………………………… |
| *Supervisor OR Project manager/coordinator*  Name: ……………………………………………..  Function: ……………………………………………..  Signature: ……………………………………………..  Date: …………………………………… |