Project type: Select a project type.

Declaration on exclusive work for the action

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project title: | Insert text here | Agreement number: | Insert text here |
| 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 |

We hereby declare that Insert name of person has worked exclusively for the above-mentioned project during (choose one below):

the whole reporting period

from ……/……/……… until ……/……/……… (This period must cover at least one full calendar month)

👉Please don’t forget that you must keep time-sheets for any time worked on the project outside this declaration.

Description of activities carried out for the project during the covered period

|  |  |  |
| --- | --- | --- |
| Work package number | Estimated number of hours worked per WP | Activities |
| Insert text here | Insert text here | Insert text here |
| Insert text here | Insert text here | Insert text here |
| Insert text here | Insert text here | Insert text here |
| Insert text here | Insert text here | Insert text here |
| Insert text here | Insert text here | Insert text here |

SIGNATURES

For the participant (supervisor or project coordinator/manager): Person:

Name: ……………………………………... Name: ……………………………………...

Date: ……/……/……… Date: ……/……/………

Signature: ……………………………………... Signature: ……………………………………...