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| **EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT**  *To be kept on file in case of audits.* | **YEAR**: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Project acronym: |  | **IFS number:** |  |
| Participant name: |  | | |
| **Name of the person:** |  | **Type of personnel:**  (employee/ natural person under direct contract/ seconded/ other) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Days worked in the action[[1]](#footnote-1)**  (e.g.15, 7,5, 0,5) | **Work Packages worked on**  (e.g. WP2; WP5) | Date and signature of the person | Name, date and signature of the supervisor |
| **January** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **February** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **March** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **April** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **May** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **June** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **July** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **August** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **September** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **October** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **November** |  |  | Signature:  Date: | Name:  Signature:  Date: |
| **December** |  |  | Signature:  Date: | Name:  Signature:  Date: |

1. 1 day = number of hours that a full-time employee of the participant has to work in a standard day (e.g. 8 hours). [↑](#footnote-ref-1)