|  |
| --- |
| **Timesheet** |
| Project ID |  |
| Project title and acronym |  |
| Institution (project partner) |  |
| Country |  |

|  |  |
| --- | --- |
| **Project team member (first and last name)** |  |
| **Month - Year** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Budget line (Project Management and Implementation/Intellectual Output 1, 2, 3, etc.) | Type of activity (Manager; Teacher/Trainer/Researcher; Technician; Administrative staff) | Duration (in days) | Description of activities conducted |
| *Example – Intellectual Output 1* | *Researcher* | *5* | *Selection of relevant literature and preparation of papers* |
| *Example – Intellectual Output 3 (e.g. Market Needs Analysis)* | *Manager (if approved in Annex II)* | *3* | *Organising the preparation of IO3, delegating and supervising the activities of project partners in preparation of the Analysis* |
| *Example – Intellectual Output 3 (e.g. Market Needs Study)* | *Administrative staff (if approved in Annex II)* | *2* | *Merging the documents provided by partners, adding adequate visual elements and preparing the final format of the Analysis*  |
| *Example – Project Management and Implementation* | *Manager* | *3* | *Preparing financial overview of funds spent in previous month* |
| *Example – Project Management and Implementation* | *Manager* | *2* | *Developing the structure of project website* |
| *Example – Project Management and Implementation* | *Administration* | *2* | *Publishing news and prepared materials on project website* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Total days** |
| Intellectual Output 1 - Teacher/Trainer/Researcher | *5* |
| Intellectual Output 1 – Manager  | *3* |
| Intellectual Output 2 – Technician | */* |
| Intellectual Output 2 – Administrative Staff | *2* |
| Project Management and Implementation - Manager | *5* |
| Project Management and Implementation - Administration | *2* |

………………………………………………. ………………………………………………. ……………………………………………….

Signature of the Employee Printed Name and Signature of Date of the Signature

the Responsible Person at the Institution