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

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

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| **Month** | **Days worked in the action[[1]](#footnote-1)**  (e.g.15; 7,5; 0,5; 0,25) | **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: |
| **TOTAL** |  |

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| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| [1.0](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/time-declaration_v1.0_en.docx) | 01.09.2021 | Initial version (new MFF). |
| [1.1](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/time-declaration_v1.1_en.docx) | 01.05.2022 | Addition of footnote. |
| 1.2 | 15.04.2024 | Clarification regarding fractions of days (example for 0,25 added). |
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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)