|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the action (acronym):** |  | **Grant Agreement No:** | |  |
| **Beneficiary´s / linked third party's name:** |  | | | |
| **Name of the person working on the action:** |  | **Type of personnel**  **(see Art. 6.2.A Grant Agreement)** |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Month** | | **[Month / Year]** | **[Month / Year]** | **[Month / Year]** | **[Month / Year]** | **[Month / Year]** | **[Month / Year]** | **…** |  |
|  | |  |  |  |  |  |  |  |  | **Total** |
| **Number of hours** | |  |  |  |  |  |  |  |  |  |
| **Work packages**  **(of Annex 1)**  **to which the person has contributed by the reported hours** | |  |  |  |  |  |  |  |  |  |
| **Date and signature of the person working for the action** | |  |  |  |  |  |  |  |  |  |
| **Name, date and signature of the superior** | |  |  |  |  |  |  |  |  |  |