|  |  |  |  |  |
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| **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** |  |  |  |  |  |  |  |  |  |