**Task assignment template (for real costs, fixed percentage method to calculate individuals staff costs charged on the part-time to the project)[[1]](#footnote-1)**

*This template is aimed for partner’s staff task assignment, and it includes the minimum requirements which should be covered if the fixed percentage method is used in case there is not part of an employment document, contract or another provatory document). In case no national specific template for this purpose is provided, it must be included for verification of staff cost expenditure to the relevant control body.*

In principle, the fixed percentage should span the entire project duration and ideally encompass at least one reporting period. Monthly alterations to this percentage are not suggested. Nevertheless, if adjustments become necessary due to shifts in tasks or employee responsibilities, the time percentage charged to the project may be modified. In such cases, the employer is required to issue an amendment to the document outlining the fixed percentage of time assigned to the project. Alternatively, amendments can be made directly to the employment contract if the initial percentage is stipulated there.

|  |
| --- |
| **Project Information** |
| Project number  | *Please indicate*  |
| Project acronym | *Please indicate*  |
| Project partner number and name  | *Please indicate*  |
| Name of employee Applicable from Version nr.:  | *Please indicate* *Please indicate* *Please indicate*  |

Through the present document, I confirm that [*Name employee*] works on the above-mentioned project.

Should I be involved in other EU-funded projects, I [*employee name*] confirm that there is no double-financing, as not more than 100% of my working time will be reported.

[*employee name*] carries out the following tasks in the frame of the implementation of the project:

If his/her participation extends to other EU-funded projects, I, [name of the employer/legal representative signing person], confirm the absence of double-financing, ensuring that the total reported working time does not exceed 100%.

In the scope of [project’s acronym] implementation, [employee name] undertakes the following responsibilities:

- [specify task]

- [specify task]

- [...]

[employee name] will dedicate [%] of his/her working time per month to carrying out the tasks as described above.

|  |  |
| --- | --- |
| [employer name/legal representative] ­­­Signature | [employee name] Signature |
|  |  |

1. Template based on the one elaborated by Interact. [↑](#footnote-ref-1)