**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)**

In principle, the fixed percentage should span the entire project duration or, at least, cover one reporting period, as stated in the Programme Manual (i.e., six months). Monthly alterations to this percentage are not accepted.

If adjustments become necessary due to shifts in tasks or employee responsibilities, the time percentage charged to the project may be modified, provided this is justified and remains fixed for an entire financial reporting period. In such cases, the employer is required to issue an amendment to the document outlining the fixed percentage of time allocated 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 [employee name] works on the above-mentioned project.

Should the employee be involved in other EU-funded projects, I [employer name/legal representative signing person] confirm that there is no double-financing, as not more than 100% of the working time will be reported.

For the above-mentioned statement confirming purposes, I report in this declaration other EU-funded projects in which the [employee name] is involved:

|  |  |  |
| --- | --- | --- |
| **EU Fund / Programme** | **Acronym** | **% allocated** |
|  |  |  |
|  |  |  |

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

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