

## **Declaration on a person working exclusively on a H2020 action**

Die „Declaration on a person working exclusively on a H2020 action“ kann anstelle der Timesheets zur Zeitaufzeichnung für jenes Personal in H2020-Projekten verwendet werden, das mind. einen Monat lang zu 100 % seiner Arbeitszeit, d. h. ausschließlich, für ein Projekt gearbeitet hat.

Es wird dennoch empfohlen, auch bei Verwendung der „Declaration on a person working exclusively on a H2020 action“ Timesheets zu führen!

Es ist nur eine Bestätigung pro Berichtsperiode zulässig.

**Bitte senden Sie die ausgefüllte und unterzeichnete „Declaration“ an:**

An die  
Personalabteilung  
z. H. Herrn Bernd Engelsberger  
Kapitelgasse 4–6  
5020 Salzburg

oder per E-Mail an: [personal@sbg.ac.at](mailto:personal@sbg.ac.at)

## Declaration on a person working exclusively on a H2020 action

Action			
<b>Title of the action (acronym)</b>		<b>Grant Agreement number</b>	

<b>Beneficiary's/linked third party's name</b>	
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Reporting period covered by this declaration <sup>1</sup>		
<b>Reporting period number</b>	from (date)	to (date)

This document certifies that .....<sup>2</sup> has worked for the beneficiary/linked third party exclusively on the above-mentioned H2020 action during (chose one below):

- the whole reporting period
- from .....<sup>3</sup> until .....<sup>4</sup>  
(This period must cover at least one full natural month)<sup>5</sup>

Short description of the activities carried out during the period covered by this declaration	
Reference (e.g. work package)	Activities

### SIGNATURES

For the beneficiary/linked third party  
(supervisor)  
Name:.....

Date: ...../...../.....

Signature:

For the person working exclusively on  
the action

Date: ...../...../.....

Signature:

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<sup>1</sup> Only one declaration can be made per reporting period for each person working in the action.  
<sup>2</sup> Insert name of the person.  
<sup>3</sup> Insert date.  
<sup>4</sup> Insert date.  
<sup>5</sup> The person must keep timesheets for any hours worked for the action outside the period indicated herein.