# Annex 1 – Task assignment template

***For information for the project partner:***

* *This template can be used for the task assignment and is an example of the minimum requirements which should be covered if the fixed percentage method is used (if not part of an employment document/contract or another document). It has to be submitted for verification of staff cost expenditure to the relevant control body.*
* *In case of changes to the tasks and responsibilities of an employee, the task assignment document can be reviewed and amended (the percentage cannot change every month and should apply as a minimum for one full reporting period).*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Information | | | |
| Project name | *Please indicate* | | |
| Project acronym/ ID | *Please indicate* | | |
| Name of project partner | *Please indicate* | | |
|  |  |  |  |
| Name of employee  Applicable from  Version N°: | *Please indicate*  *Please indicate*  *Please indicate* | | |

With this task assignment, I confirm that [*Name employee*] works on the above-mentioned project.

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

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

|  |
| --- |
|  |
| * [*specify task*] * [*specify task*] * [...] |
|  |

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

|  |  |
| --- | --- |
| [*name of employer*] | [*name of employee*] |
|  |  |
| Employer’s signature | Employee’s signature |