



Timesheet	
Project ID	2020-1-RS01-KA226-HE-094527
Project title and acronym	Digital Internship Model for Higher Professional Studies - DIMPS
Institution (project partner)	
Country	

Project team member (first and last name)	
Month - Year	

Budget line (Project Management and Implementation/Intellectual Output 1, 2, 3, etc.)	Type of activity (Manager; Teacher/Trainer/Researcher; Technician; Administrative staff)	Duration (in days)	Description of activities conducted
<i>Example – Intellectual Output</i>	<i>Researcher</i>	<i>5</i>	<i>Selection of relevant literature and preparation of papers</i>
<i>Example – Intellectual Output 3 (e.g. Market Needs Study)</i>	<i>Manager (if approved in Annex II)</i>	<i>3</i>	<i>Organising the preparation of IO3, delegating and supervising the activities of project partners in preparation of the Study</i>
<i>Example – Intellectual Output 3 (e.g. Market Needs Study)</i>	<i>Administrative staff (if approved in Annex II)</i>	<i>2</i>	<i>Merging of the documents provided by partners, adding adequate visual elements and preparing the final format of the Study.</i>
<i>Example – Project Management and Implementation</i>	<i>Manager</i>	<i>3</i>	<i>Preparation of financial overview of funds spent in previous month</i>
<i>Example – Project Management and Implementation</i>	<i>Manager</i>	<i>2</i>	<i>Developing the structure of project website</i>
<i>Example – Project Management and Implementation</i>	<i>Administration</i>	<i>2</i>	<i>Publishing news and prepared materials on project website</i>

Total days	
Intellectual Output - Teacher/Trainer/Researcher	5
Intellectual Output – Manager	3
Intellectual Output – Technician	/
Intellectual Output – Administrative Staff	2
Project Management and Implementation - Manager	5
Project Management and Implementation - Administration	2

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Signature of the Employee

.....
Printed Name and Signature of
the Responsible Person at the Institution

.....
Date of the Signature