

Guide for timesheet preparation

iCARE-2 fellowship program



Number of hours worked per month: insert the number of hours worked on the iCARE-2 project during the month

Total of working hours per month: insert the number of working hours during the month

As per iCARE-2 rules, **the fellow must work exclusively on the iCARE-2 project.** The two values should be identical. Small differences are possible and might be due to administrative activities, bureaucratic duties, etc. In case of significant differences (e.g. illness, holidays, etc), the fellow should add a justification note.

TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements						
Title of the action (acronym):	iCARE-2				Grant Agreement No:	
Hosting Institution name:						
Name of the fellow					Type of Contract	
Month	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	
Number of hours worked per month						
Total of working hours per month						
Date and signature of the fellow						
Name, date and signature of the Legal Representative						