

LOGBOOK FOR STAFF COSTS

Project: EMMA. Period:

Organization's name:

Name of member of staff:

Activity/Partner:	Number of hours							
	Week ()	Week ()	Week ()	Week ()	Week ()	Week ()	Week ()	Week ()
Coordinating/administrative tasks								
Evaluating tasks								
Participation in study visits								
Organizing study visits								
Participation in clustering conference								
Preparations and organizing clustering conference								
Reports from study visits /clustering conferences								
Gathering & reporting national information								
Gathering & information about European projects								
Input /content to Web Portal								
Dissemination (incl. creation of dissemination materials)								
Development /input to discussion forum								
Total per week								

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Signature. Head of institution