



### **1. Why fill in the timesheet?**

The timesheet is a documentation instrument for all those working with the development of the intellectual outputs. The timesheets completed during the duration of the project must be kept by the beneficiary organisation and presented upon request to the National Agency granting the project or other control abilitated EU bodies and third parts.

### **2. When should you fill in the timesheet?**

The timesheet must be filled in monthly by each of the persons working on the project activities.

### **3. Who should fill in the timesheet?**

All persons working part of your organization working on the project must fill in the timesheet. Based on the programme guide and the project application, those working are included in one of the next categories of staff:

Senior Lecturer, professor, junior Lecturer, research assistant, technician, administrative

### **4. How to use this template?**

The template is composed of the next:

- Summary page
- Page for each month of the year
- Drop down list.

Those filling in the timesheets should fill the pages relevant for the months in which they have worked. Each individual page should be filled with the next information: name of the person, organisation, category of staff. In the table below it is possible to select Work package from a drop down list. All this informations will be summarised both on the page in work as well as on the summary page.



## Timesheet for project outputs

Project name	GREATER – Growing Rwanda Energy Awareness Through highER education						
Project ID	101083081 ERASMUS-EDU-2022-CBHE						
Name	HIRWA Jean Luc						
Organisation	RP - RWANDA POLYTECHNIC						
Category of staff	Teachers/Trainers/Researchers						
	WP1	WP2	WP3	WP4	WP5	WP6	WP7
January 2023	0	0	0	0	5	0	0
February 2023	0	0	0	0	0	0	0
March 2023	0	0	0	0	0	0	0
April 2023	0	0	0	0	0	0	0
May 2023	0	0	0	0	0	0	0
June 2023	0	0	0	0	0	0	0
July 2023	0	0	0	0	0	0	0
August 2023	0	0	0	0	0	0	0
September 2023	0	0	0	0	0	0	0
October 2023	0	0	0	0	0	0	0
November 2023	0	0	0	0	0	0	0
December 2023	0	0	0	0	0	0	0
January 2024	3	0	0	0	0	0	0
February 2024	0	0	0	0	0	0	0
March 2024	0	0	0	0	0	0	0
April 2024	0	0	0	0	0	0	0
May 2024	0	0	0	0	0	0	0
June 2024	0	0	0	0	0	0	0
Total hours	3	0	0	0	5	0	0
Total days	0375	0	0	0	0625	0	0

Project name	GREATER – Growing Rwanda Energy Awareness Through higher education
Project ID	101083081 ERASMUS-EDU-2022-CBHE
Employee	HIRWA Jean Luc
Organization	RP - RWANDA POLYTECHNIC
Staff category	Junior Lecturer / Research assistant

Summary	
Work Package	Hours
WP1 - Management and coordination	36
WP2 - Collaboration design	1
WP3 - Infrastructures	24
WP4 - Curricula design	5
WP5 - Training and coaching	45
WP6 - Transfer methodologies	5
WP7 - Impact and dissemination	54



Total number of hours	Date (dd/mm/yyyy)	Work Package	Comments
2	06/02/2023	WP7 - Impact and dissemination	Attended the official launch and kick-off meeting of the GREATER at INES Ruhengeri
5	07/02/2023	WP5 - Training and coaching	Attended the workshop day 1 @INES
5	08/02/2023	WP5 - Training and coaching	Attended the workshop day 2 @INES
1	09/02/2023	WP1 - Management and coordination	Visit the RP facilities
2	16/03/2023	WP1 - Management and coordination	Attended a Steering Committee Meeting
2	17/04/2023	WP1 - Management and coordination	Attended a team meeting at RP Tumba
2	20/04/2023	WP1 - Management and coordination	Attended a Steering Committee Meeting
1	24/05/2023	WP1 - Management and coordination	Planning a workshop on identification and design of our Living Lab requirements
8	13/06/2023	WP3 - Infrastructures	Workshop on identification and design of our Living Lab requirements
8	14/06/2023	WP3 - Infrastructures	Workshop on identification and design of our Living Lab requirements
8	15/06/2023	WP3 - Infrastructures	Workshop on identification and design of our Living Lab requirements
3	29/08/2023	WP1 - Management and coordination	Attended General Assembly/Launch of the GREATER Project @UR
5	30/08/2023	WP1 - Management and coordination	Attended the workshop day 1 @UR
5	31/08/2023	WP4 - Curricula design	Attended the workshop day 2 @UR
5	01/09/2023	WP6 - Transfer methodologies	Attended the workshop day 3 @UR
2	28/09/2023	WP1 - Management and coordination	Local Coordination Meeting about the progress of the project
1	24/11/2023	WP2 - Collaboration design	Had a meeting about Llab Tech with Mirco & Eraste
3	28/11/2023	WP7 - Impact and dissemination	Developing the dissemination plan and creation of Social Media handles
4	22/12/2023	WP7 - Impact and dissemination	Started developing the Project's website
8	10/01/2024	WP7 - Impact and dissemination	Developing Project's Website
8	24/01/2024	WP7 - Impact and dissemination	Developing Project's Website
8	29/01/2024	WP7 - Impact and dissemination	Developing Project's Website
3	09/02/2024	WP1 - Management and coordination	Bilateral Meeting with Prof Ciampolini
5	11/03/2024	WP7 - Impact and dissemination	Developing Project's Website
5	16/04/2024	WP5 - Training and coaching	Attended Workshop day 1 @HBRS
5	17/04/2024	WP5 - Training and coaching	Attended Workshop day 1 @HBRS
5	18/04/2024	WP5 - Training and coaching	Attended Workshop day 1 @HBRS
5	19/04/2024	WP5 - Training and coaching	Attended Workshop day 1 @HBRS
5	22/04/2024	WP5 - Training and coaching	Attended Workshop day 1 @HN
5	23/04/2024	WP5 - Training and coaching	Attended Workshop day 2 @HN
5	24/04/2024	WP5 - Training and coaching	Attended Workshop day 3 @HN
5	01/05/2024	WP1 - Management and coordination	Report of attended workshop in Germany mobility
5	06/05/2024	WP1 - Management and coordination	Report of attended workshop in Germany mobility
2	28/05/2024	WP1 - Management and coordination	Attended a Steering Committee Meeting
2	06/06/2024	WP1 - Management and coordination	Local Coordination Meeting about the progress of the project
4	13/08/2024	WP7 - Impact and dissemination	Developing FMS
4	14/08/2024	WP7 - Impact and dissemination	Developing FMS
4	15/08/2024	WP7 - Impact and dissemination	Developing FMS
4	16/08/2024	WP7 - Impact and dissemination	Developing FMS
1	21/08/2024	WP1 - Management and coordination	Collection of Financial Documents and Check Ups
170			

Date  
21/8/2024

Signature of the staff member

Signature of the person responsible in the institution

Work Package
WP1 - Management and coordination
WP2 - Collaboration design
WP3 - Infrastructures
WP4 - Curricula design
WP5 - Training and coaching
WP6 - Transfer methodologies
WP7 - Impact and dissemination

Number of hrs per working day
800

Days
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

Months
January
February
March
April
May
June
July
August
September
October
November
December

Year
2023
2024
2025

Category of staff
Senior Lecturer / Professor
Junior Lecturer / Research assistant
Technician
Administrative
Other

Organization
UNIPR - UNIVERSITÀ DEGLI STUDI DI PARMA
HN - HOCHSCHULE NIEDERRHEIN,
HBRS - HOCHSCHULE BONN-RHEIN-SIEG,
UR - UNIVERSITY OF RWANDA,
RP - RWANDA POLYTECHNIC
INES - INSTITUT D'ENSEIGNEMENT SUPERIEUR DE RUHENERI,
UTAB - UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA,
IMEM - CONSIGLIO NAZIONALE DELLE RICERCHE-IMEM,