

## EUROPEAN CHEMISTRY THEMATIC NETWORK (ECTN)

### ACCOUNTING FOR ACADEMIC STAFF TIME

The ECTN members must provide about 50% of the project costs from their own funds. The vast majority of this co-funding comes from **academic staff time**. It is therefore imperative that we have a reliable estimate of the time spent by all ECTN members on the project.

All members must complete the following table giving the number of days spent on ECTN business (**in the period 01/10/02 to 30/09/03**). Once completed, please ask your Head of Department to sign the sheet, and then return it to me. **The annual financial report is a very time-consuming task, I would therefore ask all of you to make this as easy as possible by sending the completed data to me as soon as possible.**

**PLEASE GIVE A COPY OF THIS SHEET TO ANYONE IN YOUR DEPARTMENT/INSTITUTION WHO HAS SPENT TIME ON ECTN BUSINESS.**

NAME OF INSTITUTION :

NAME OF PERSON WORKING ON ECTN PROJECT :

STATUS :

NUMBER OF DAYS SPENT ON ECTN PROJECT :

WORK CARRIED OUT : Working Group Member/Project Management/Attendance at plenary meeting (including travel time)/Other (please specify)

SIGNATURE OF PERSON  
WORKING ON PROJECT

SIGNATURE OF HEAD OF DEPARTMENT

**Please fax completed form to : A.K. Smith - Fax +(33) (0) 4 72 43 17 29**