How to complete a Researcher Declaration

Go to the participants portal
        https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/projects
choose the project GRAPES and then click the Manage project (MP) button

In the new window that opens go to Continuous Reporting

This will open a new window. Go to the Researchers tab

You first have to use the "Add Researcher" button to input the personal data of the fellow

Then use the "Add Declaration" button to input the researcher declaration of the fellow that contains data related to the project allowances: start date and end date of recruitment, hosting institution, etc.

In the field "Contract Type" please choose "Type A" which means an employment contract.
Type B contract means a fixed amount fellowship and should only be given where national regulation would prohibit the possibility of appointing a researcher under an employment contract and only with the prior consent of the Project Officer. Type B contracts are funded with 50% of the Type A contract budget!

Then save and validate.