

## 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

The screenshot shows the 'My Project(s)' page in the European Commission's Funding & tender opportunities portal. The page features a navigation menu on the left, a search bar, and a table of projects. The 'GRAPES' project is highlighted, and the 'Manage Project' button is circled in red.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome [User Name] | select programme

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | My Project(s) | My Formal Notification(s)

My Project(s) | More info

Results: 2 | Download excel list | Search...

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
ARCADES	H2020-MSCA-ITN-2015	H2020	675789	Active	Actions
GRAPES	H2020-MSCA-ITN-2019	H2020	860843	Active	Actions

Manage Consortium | Manage Project

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In the new window that opens go to Continuous Reporting

The screenshot displays the 'Participant Portal Grant Management Services' interface in a Google Chrome browser window. The URL is <https://ec.europa.eu/research/participants/grants/675789#/processes>. The page header includes the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal - Grant Management Services'. A user profile for 'Christos KONAXIS' is visible in the top right.

The main content area is divided into two sections. The left section, titled 'MY PROJECT', features a 'HORIZON 2020' banner and provides project details: Call: H2020-MSCA-ITN-2015, Type of Action: MSCA-ITN-ETN, Acronym: ARCADES, Current Phase: Grant Management, Number: 675789, Duration: 48 months, Start Date: 01 Jan 2015, Estimated Project Cost: €3,408,202.08, Requested EU Contribution: €3,408,202.08, and Contact: MIKA.LEVONEU. Below this are links for 'Latest Legal Data', 'Process List', 'Document Library', and 'Communication Center', along with an 'H2020 ONLINE MANUAL' button and a 'HOW TO' icon.

The right section shows two progress timelines. The top timeline is for 'Continuous Reporting' (675789 - ARCADES), dated 01 Jan 2015, with a 'Started' status and a 'Completed' indicator. A red circle highlights a document icon labeled 'Continuous reporting data'. Below this are sections for 'Process specific documents' and 'Process specific communications'. The bottom timeline is for 'Proposal Management & Grant Preparation' (675789 - ARCADES), dated 13 Jan 2015, with stages: Submitted, Informed, Invited, Prepared, Signed, and Paid.

The footer contains the text '© European Communities - Version 1.9.5'.

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

The screenshot shows a web browser window titled "SyGMA - System for Grant Management - Google Chrome" with the URL "https://ec.europa.eu/research/participants/grants-app/reporting/DLV-675789". The user is logged in as "nkonachr (EXTERNAL)". The interface features a navigation bar with "Grant Management" and "Project Continuous Report" sections. Below this, a dashboard displays project details: "675789 (ARCADES)", "MSCA-ITN", and "HORIZON 2020". It also shows progress indicators for "Deliverables", "Publications", and "Patents (IPR)", all marked with green checkmarks. The "Researchers" tab is highlighted with a red circle. The main content area is titled "Researcher Declaration" and includes a "SAVE" button. It contains two tables: "Project's Researcher Library" and "Researcher Declaration". The "Project's Researcher Library" table has columns for Fellow Id, First Name, Last Name, Gender, Birthday, Nationality, Submitted Declarations, and Actions, with an "Add Researcher" link. The "Researcher Declaration" table has columns for No, Fellow Id, First Name, Last Name, Sending Organisation, Recruitment Organisation, Start Date, End Date, Working Time Commitment, Status, and Actions, with an "Add Declaration" link. A "Validate" button is located at the bottom right of the page.

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

The screenshot displays the SyGMa - System for Grant Management interface in Google Chrome. The browser address bar shows the URL: <https://ec.europa.eu/research/participants/grants-app/reporting/DLV-675789>. The user is logged in as 'nikonachr (EXTERNAL)'. The main navigation bar includes 'Grant Management' and 'Project Continuous Report'. Below this, there are tabs for 'Deliverables', 'Publications', 'Patents (IP)', and 'Researchers'. The 'Researchers' tab is active, and a 'New Researcher' modal form is open. The modal form contains the following fields: 'Fellow ID', 'Title' (dropdown menu with 'Mr' selected), 'First Name', 'Last Name', 'Gender' (radio buttons for 'Male' and 'Female'), 'Birth Date', 'Nationality', 'Last Countries of Activity (up to five)', and 'Email'. At the bottom of the modal are 'Ok' and 'Cancel' buttons. In the background, the 'Add Researcher' button is circled in red. The main interface also shows a 'Researcher Declaration' section with a table for 'Project's Researcher Library' and a 'Submitted Declarations' table. A 'Validate' button is visible at the bottom right of the page.

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.

The screenshot displays the SyGMA System for Grant Management interface. The browser address bar shows the URL: <https://ec.europa.eu/research/participants/grants-app/reporting/DLV-675789>. The page header includes the project ID 675789 (ARCADES), MSCA-ITN, and navigation tabs for Deliverables, Publications, Patents (IPR), and Researchers. A 'SAVE' button is visible in the top right corner. The main content area is titled 'Researcher Declaration' and features a 'Project's Researcher Library' table. A modal window titled 'New Researcher Declaration' is open, showing the following fields:

- Researcher: Please choose a researcher
- Category: [Dropdown menu]
- Gender:  Male  Female
- Birth Date: [Text input field]
- Nationality: [Dropdown menu]
- Last Countries of Activity (up to five): [Text input field]
- Email: [Text input field]
- Family Charges:  Yes  No
- Contract Type: [Dropdown menu]
- Is the researcher enrolled in a PhD programme?:  Yes  No

At the bottom of the modal window are 'OK' and 'Cancel' buttons. In the background, an 'Add Declaration' button is circled in red.

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.