

Researcher Declarations for European Commission on Marie Skłodowska Curie ETN Grants

Applicable to grant types: MSC ETN (not Individual Fellowships)

Deadline: within 20 days of employment start date

Responsible: PI/Dept as ROO do not have the relevant data

It is exceedingly important that for each a) Marie Curie Early Stage Researcher employed on an ETN the EC are informed that a researcher has been a) appointed b) seconded within 20 days of the researcher starting employment/the secondment starting. Without the Researcher Declaration no costs can be claimed as the Form C financial statement is completed by the system based on the data entered in the declaration. It is also therefore extremely important that the information that is input is correct. For ITN projects this will mean one Declaration for each Early Stage Researcher employed and additional data for each secondment.

Notes re eligibility of Early Stage Researcher's on European Training Networks (ETN):

The user must confirm the eligibility of the fellow when submitting the declaration. The eligibility rules for MSC Early Stage Researchers are that, at time of recruitment (normally start date of contract), the individual:

1. Must be an Early Stage Researcher: no PhD and within the first four years of their research career (less than 4 years since they were awarded the degree which entitled them to apply for a PhD, this may be their first degree or a post graduate degree depending on local criteria).
2. Undertook international mobility to take the position: they cannot have resided in the country of the host organization for more than 12 months in the last 3 years.

Process to follow for Early Stage Researchers on ETN projects:

Each fellow must first be added to the Researcher Library then a Researcher Declaration must be created and submitted. You will need to have personal information of each Marie Curie fellow available (check below list and gather information first).

Open the EU Participant Portal <https://ec.europa.eu/research/participants/portal/desktop/en/home.html>

Log in. Select My Projects> Project Acronym> MP (Manage Project) button

Click on Continuous Reporting to open the below screen and Select the 'Researchers' Tab on the right hand side.

Grant Management Project Continuous Report nhilcat (EXTERNAL)

721613 (WMBio) MSCA-ITN- Summary for publication Deliverables Milestones Publications Dissemination Patents (IPR) Gender Researchers Training Activities

Call: H2020-MSCA-ITN-2016 Unit: REA/A/01

Researcher Declaration SAVE

Project's Researcher Library [+ Add Researcher](#)

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declarations	Actions
1	Test	Tester	M	08-12-2015	AB - British Antarctic Territory	0 of 0	
2	[REDACTED]	[REDACTED]	F	30-07-1992	PL - Poland	1 of 1	
3	[REDACTED]	[REDACTED]	F	28-03-1992	ES - Spain	1 of 1	
4	[REDACTED]	[REDACTED]	F	15-07-1992	IT - Italy	1 of 1	

Researcher Declaration [+ Add Declaration](#)

No	Fellow Id	First Name	Last Name	Status	Recruitment Organisation	Start Date	End Date	Working Time Commitment	Duration	Actions
1	2	[REDACTED]	[REDACTED]	SUBMITTED	Universita Degli [REDACTED]	01-01-2017	31-12-2019	Full Time	36	
2	3	[REDACTED]	[REDACTED]	SUBMITTED	Universita Degli [REDACTED]	01-01-2017	31-12-2019	Full Time	36	
3	4	[REDACTED]	[REDACTED]	SUBMITTED	Universitaet [REDACTED]	01-02-2017	31-01-2020	Full Time	36	

Project Secondment Periods

No	Fellow Id	First Name	Last Name	Sending Organisation	Sector of Sending Or	Sending Country	Secondment Organisation	Sector of Sec. Org.	Secondment Country	Start Date	End Date	Working Time Commr	Working Time Perc.	Duration	Actions
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Validate



(1) Click Green plus icon to [+ Add Researcher](#) to the Research Library:

a. Fill in form:

- i. Title
- ii. First Name
- iii. Last Name
- iv. Male / Female
- v. Birth date
- vi. Nationality
- vii. Past Countries of residence (list all of the countries that the ESR has resided in in the last 5 years but any country can only be listed once)
- viii. Email of ESR

b. Click "OK" - this generates a new entry in the Project's Researcher library.

(2) Click 'Save' at top of screen to save the new Researcher.

- (3) Click  [Add Declaration](#) or Create Declaration icon:  in that ESRs “Action” column.
- a. Complete “Researcher Information” tab:
 - i. Select relevant researcher from the library (if applicable)
 - ii. Review personal information
 - iii. Family Charges: Yes/No *Did individual have spouse/dependent children on start date?*
 - iv. Contract type: A or B *Should be Type A meaning ‘Full Employment Contract’ (B means stipend only)*
 - v. Is the researcher enrolled in a PhD programme? Yes/No
 - b. Move to 2nd tab and complete “Recruitment Information”
 - i. Legal Name (select your organisation from the list of grant beneficiaries)
 - ii. Country then prefills
 - iii. Sector : Academic / Non-Academic prefills
 - c. Move to 3rd tab and complete “Recruitment Period” *This data is crucial and must be accurate. Must be eligible duration: more than 3 months and less than 36 (e.g. not 1/1/17 to 1/1/20 as that is 36 months and 1 day and would later be rejected as ineligible).*
 - i. Start Date
 - ii. End Date
 - iii. Work Time Commitment: Full Time / Suspension/ Part-Time / Maternity Leave/ Paternity leave (NB the expectation is that a MSC fellow works Full Time, any different arrangement must be approved in an advance with the European Commission .
- (4) Save
- (5) After saving a yellow arrow icon appears. Use this yellow arrow to Submit the Declaration

Note re secondments on ETN

Once the Early Stage Researcher completes a secondment (a research visit to another beneficiary or partner in the project network) this must also be entered into the Researcher tab of the Continuous Reporting screen. Log into the Participant Portal and open Manage Project, select the Researcher tab from the top list. Find the Researcher Declaration for the relevant person in the Researcher tab. On the right hand side there is an icon in the ‘Actions’ column. Click on this icon to register a secondment. Enter all the information (sending organisation, receiving organisation and dates and click OK to save changes).