Researcher Declarations for European Commission on Marie Sklodowska Curie RISE Grants

Applicable to these grant types: MSC RISE (not Individual Fellowships and process is different for ETN)
Deadline: within 20 days of secondment start date
Responsible: PI/Dept as ROO do not have the relevant data

It is exceedingly important that for each staff member seconded on a RISE grant the EC are informed that a researcher has been seconded within 20 days of 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 RISE each secondment must be entered separately (or split visits recorded separately).

Rules re RISE secondments (not applicable to ETN)
Each individual sent on secondment needs to have been employed at the Beneficiary for a minimum of 6 months to be eligible for secondment.
An individual can complete a maximum of 12 secondment months in total for one grant. Secondments must be full time.
The minimum secondment duration is 1 full month however this could be two separate visits lasting two weeks each.
Numerous separate visits by the same person to the same partner are still considered the same secondment. The separate secondment dates need to be recorded. When a declaration has been submitted the user has the ability to select the Declaration and add the later visits when they have been completed by 'adding a period' to the declaration:

Process to follow:

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

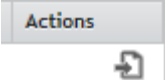Click on Continuous Reporting to open the below screen and Select the 'Researchers' Tab on the right hand side.

(1) Click Green plus icon to 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: ![Actions] 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 "Secondment Information" entering the sending and receiving organisations names.
        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 "Secondment Period" *This data is crucial and must be accurate. Must be eligible duration: more than 1 months and less than 12 in total.*
        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