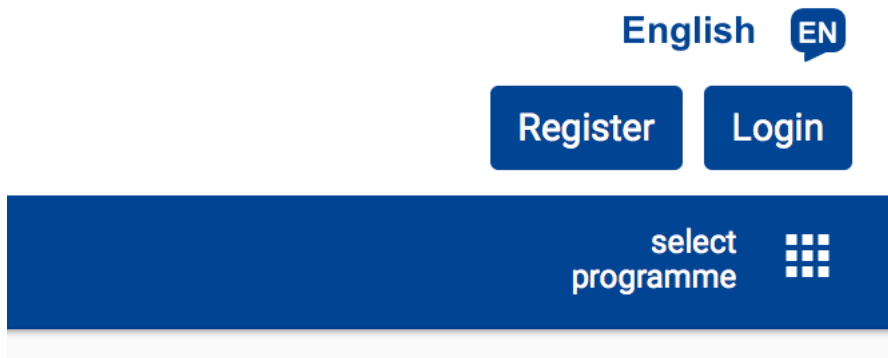


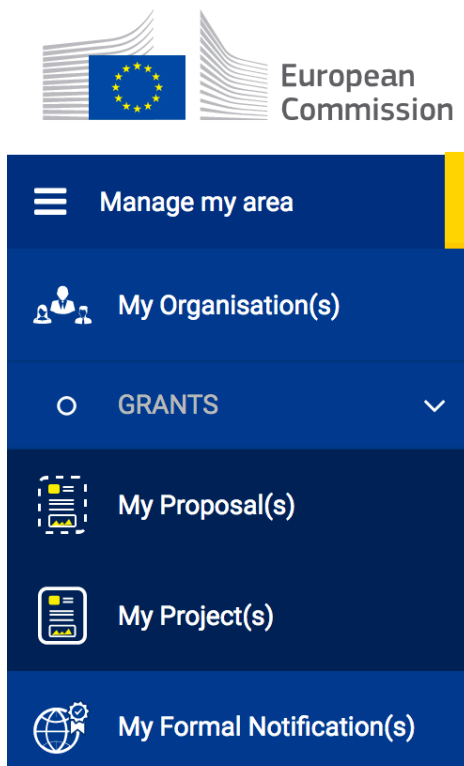
## Uploading a secondment on the EU's portal, step by step

*This has to be done after each secondment, less than 20 days after the end of the secondment. Or else, the EU does not consider the secondment valid.*

- 1) Login on the EU portal (button on the right hand side)  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



- 2) Mail address and password specific to your institution
- 3) Click on My Project(s)



- 4) Click on the "Manage project" button under "Actions"

Results: 1 Download excel list Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
PADDLE	H2020-MSCA-RISE-2016	H2020	734271	Active	<a href="#">Actions</a> <ul style="list-style-type: none"> <li>Project Consortium</li> <li>Manage Project</li> <li>View Proposal</li> </ul>

1 / 10

5) Click on the "Continuous reporting data" link

**Continuous Reporting**  
734271 - PADDLE

01 Jul 2017  
Started

Completed

[Continuous reporting data](#)

6) Click on "Researchers"

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Publications	Disseminat...	Patents (IPR)	SME Impact	Gender	Researchers	ABS Regulation
✓	i	i	✗	✓	✓	⚠	✗	⚠	i

7) If it is your first secondment, click on "add researcher"

[SAVE](#)

[+ Add Researcher](#)

8) Fill in the following box, and click on "Ok"

New Researcher

Fellow ID

Title

First Name

Last Name

Researcher Category

Gender  Male  Female

Birth Date

Nationality

Past countries of residence

Email

9) Save

[+ Add Researcher](#)

10) If your secondment lasted more than 30 days or if it was the first period of a split secondment, click on "Add declaration". If not, see step 12

[+ Add Declaration](#)

Working Time Commitment	Duration	Actions
-------------------------	----------	---------

11) Choose a researcher, and don't forget to tick whether the researcher is enrolled in a PhD programme

Click on the secondment information tab

Sending organization: your employer

Destination organization: where you went on secondment

Work packages: which WPs you worked on during your secondment

Click on the secondment period tab

Start date: date on which you left

End date: date on which you arrived back.

Click on "Ok"

12) **If this is the second part of a split secondment**, double click on your name in the list of declarations, on the line of the first part of the secondment

### Researcher Declaration

No	Fellow Id	First Name	Last Name	Status	Sending Organisation
3	4	Arnaud	Bertrand	SUBMITTED	Institut De Recherche Pour Le Developpement

Then, click on "add period"

#### New Researcher Declaration

Researcher Information   Secondment Information   Secondment Period

[+ Add Period](#)

Secondment Period 1

**Reminder: to be valid, a secondment has to be 30 days long (one month), 60 days long (two months), etc.**

13) Save

[SAVE](#)

[+ Add Researcher](#)

14) Click on the yellow arrow to submit, once you are sure all the provided information is correct

Duration	Actions
1.03	
1.03	
1.03	
1.13	
1.07	
1.03	
1.03	
1.13	
1.03	
2.03	
2.03	
1.1	
1.1	
0.3	
3.03	→ ✖

15) All the boxes have to be ticked before submitting

**Submit Researcher Declaration**

Please confirm that all of the following statements are true

- I confirm that this staff member is not being funded by another Marie Skłodowska-Curie Action during his/her participation in this action.
- I confirm that this staff member was actively engaged in or linked to research and/or innovation activities for at least six months (full-time equivalent) at the sending institution prior to the first period of secondment.
- I confirm that the eligibility of the staff member has been duly checked and that this secondment fulfills the eligibility criteria and the conditions set out in Art.6 and Art.32 of the RISE grant agreement.

**Disclaimer**

The European Union is committed to data protection. The data collection for the Researcher Declaration is based on Regulation (EC) No 45/2001 'on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data' of 18 December 2000 and will not exceed what is necessary to oversee the proper implementation of the project. The Research Executive Agency (REA) will not share personal data with third parties outside the consortium; however, data may be transmitted to bodies responsible for monitoring, inspection or regulatory tasks under EU law, e.g. the European Anti-Fraud Office (OLAF) or the teams performing administrative investigations. Consortium members who may access the personal data contained in the Researcher Declaration must comply with the relevant applicable data protection legislation and may not transfer this data to unauthorised third parties.

Submit Cancel

16) Save

SAVE

+ Add Researcher

**Congratulations!**