

H2020 DIGITENS: How do I register my secondment?

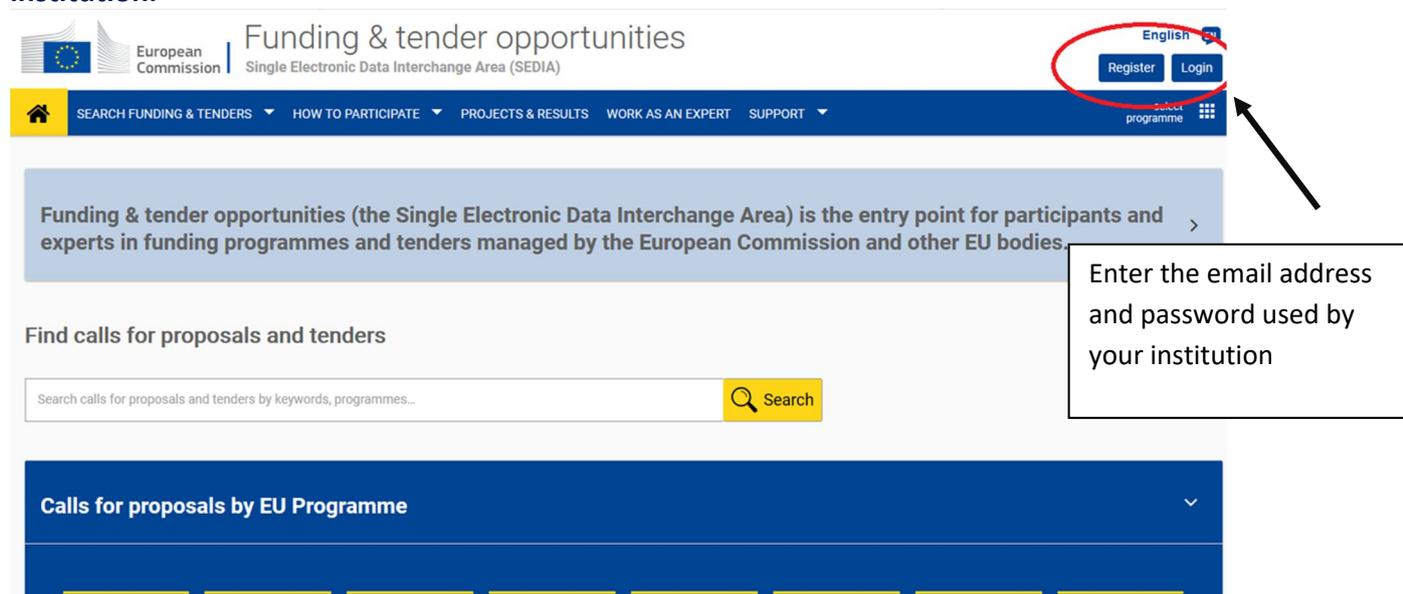
You have to register your secondment on the EC Participant Portal less than 20 days after the beginning of your secondment. If you do not upload your secondment in time, **the EC will not consider it as valid**.

Link to EC Participant Portal:

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

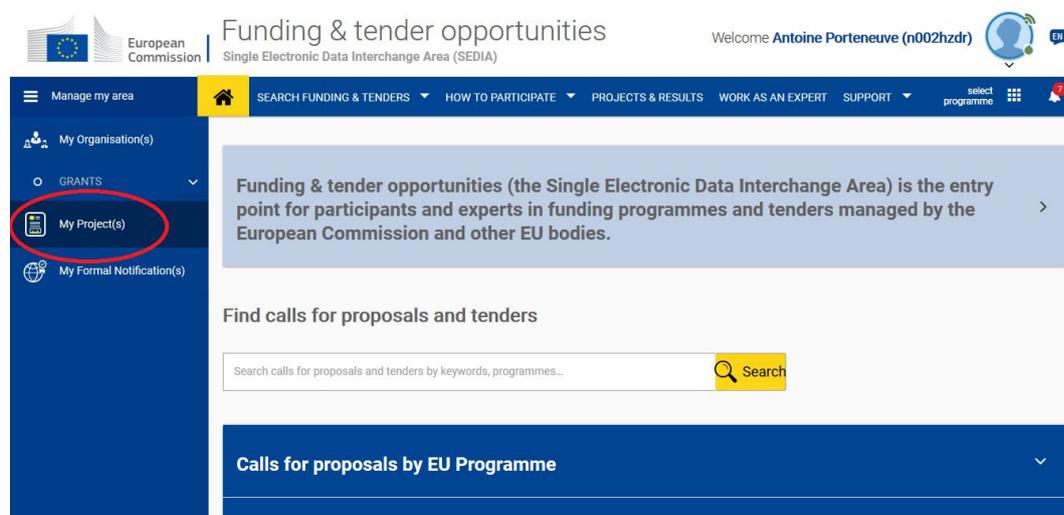
This document details step by step this simple process that can be done by the secondee or the secondee's institution:

1) Login on the EC Research and Innovation Participant Portal using the ID of your institution.



The screenshot shows the homepage of the EC Participant Portal. The header includes the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. A navigation bar contains links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. In the top right corner, there are 'English' and 'programme' dropdown menus, and 'Register' and 'Login' buttons. The 'Register' and 'Login' buttons are circled in red, and an arrow points from this area to a text box on the right that says 'Enter the email address and password used by your institution'. Below the header is a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button. At the bottom, there is a section titled 'Calls for proposals by EU Programme' with a dropdown arrow.

2) Click on My Project(s).



The screenshot shows the user interface of the EC Participant Portal after login. The header includes the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. A navigation bar contains links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. In the top right corner, there is a 'Welcome Antoine Porteneuve (n002hzdr)' message and a 'select programme' dropdown menu. On the left side, there is a sidebar with a 'Manage my area' section containing 'My Organisation(s)', 'GRANTS', 'My Project(s)', and 'My Formal Notification(s)'. The 'My Project(s)' option is circled in red. The main content area features a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button. At the bottom, there is a section titled 'Calls for proposals by EU Programme' with a dropdown arrow.

3) Make sure you are on the DIGITENS line, press “Actions” and choose “Manage Project”.

The screenshot shows the 'My Project(s)' page in the DIGITENS portal. The table below contains the following data:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
DIGITENS	H2020-MSCA-RISE-2018	H2020	823862	Active	Project Consortium Manage Project View Proposal

4) Click on the “Continuous reporting data” link

The screenshot displays the 'Participant Portal - Grant Management Services' for project 823862 - DIGITENS. The 'Continuous Reporting' section shows a timeline from 01 Jan 2019 to Completed, with a link to 'Continuous reporting data' circled in red.

5) Click on “Researchers”

The screenshot shows the 'Project Continuous Report' dashboard for project 823862 (DIGITENS). The 'Researchers' tab is circled in red. The dashboard includes various metrics such as Summary for publication, Deliverables, Milestones, Critical Risks, Publications, Dissemination, Patents (IPR), Open Data, Gender, and Researchers.

6) If you have not yet registered, click on “add researcher”, complete the form and save it.

7) If you have completed your secondment or if this is the first period of a split stay, click on “Add declaration”. If it is the second period of a split stay, move on to step 9.

The screenshot shows the 'Researcher Declaration' interface. At the top, there is a 'Project's Researcher Library' section with a table of researchers. The table has columns: Fellow Id, First Name, Last Name, Gender, Birthday, Nationality, Submitted Declaration, and Actions. One researcher is listed: Mark Philp, Male, UK, with 0 of 0 declarations. To the right of this table is a red circle around the 'Add Researcher' button. Below this is a 'Researcher Declaration' section with a table of declarations. The table has columns: No, Fellow Id, First Name, Last Name, Status, Sending Organisation, Secondment Organisation, Start Date, End Date, Working Time Commitm, Duration, and Actions. To the right of this table is a red circle around the 'Add Declaration' button.

8) Complete the secondment information tab by indicating:

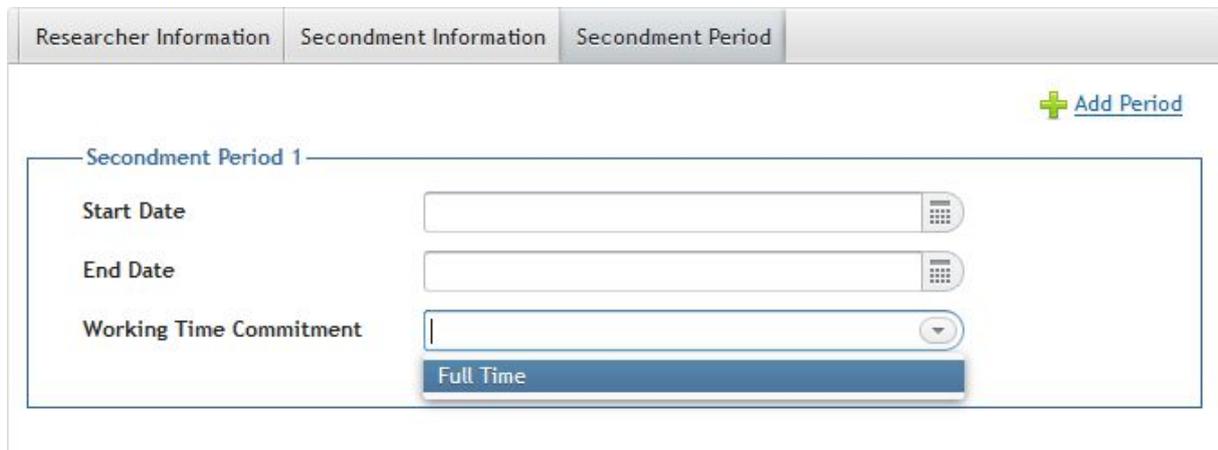
- * Your sending organization: your employer
- * Your host institution: where you went on secondment
- * The Work Packages (WP2 or WP3) you worked on during your secondment
- * The start date: date on which you left
- * The end date: date on which you arrived back home.

Submit by clicking on 'OK'.

The screenshot shows the 'New Researcher Declaration' form. The 'Secondment Information' tab is selected. At the top, there is a button 'Import Secondment from GAP'. Below this, there are two sections: 'Sending Organisation' and 'Destination Organisation'. Each section has a 'Legal Name' dropdown, a 'Country' dropdown, and a 'Sector' section with radio buttons for 'Academic' and 'Non-Academic'. At the bottom, there is an 'Other Information' section with a 'Work Packages' table. The table has columns: Number and Title.

9) If you are completing a secondment (Split Stay), then double click on your name in the list of declarations.

Click on “add period” and complete the form. For a secondment to be valid, it must be 30 days long for a one-month period, 60 days long for a two-month period.



The screenshot shows a web interface with three tabs: "Researcher Information", "Secondment Information", and "Secondment Period". The "Secondment Period" tab is active. In the top right corner, there is a green plus icon followed by the text "Add Period". Below this, a section titled "Secondment Period 1" contains three input fields: "Start Date", "End Date", and "Working Time Commitment". The "Start Date" and "End Date" fields are text boxes with calendar icons on the right. The "Working Time Commitment" field is a dropdown menu with "Full Time" selected and highlighted in blue.

10) Make sure all the information is correct and then click on the yellow arrow to submit.

11) Save.

All done!