

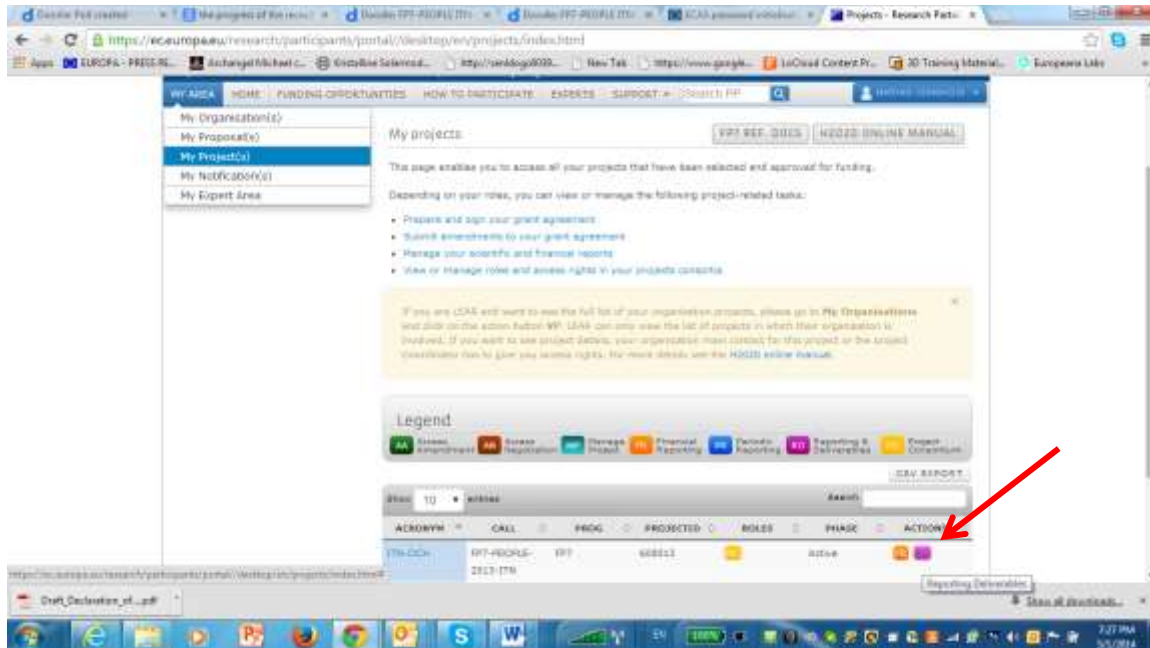
## HOW TO CREATE THE ON-LINE DECLARATION OF CONFORMITY AND REGISTER YOUR FELLOW(S) ON THE REPORTING TOOL OF THE EUROPEAN COMMISSION

**STEP 1:** Go to the EC Participant Portal and login using the same credentials you used by the preparation of the ITN-DCH proposal (ask also the administration officers @ your HR department and/or your R&D support office for more help):

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

**STEP 2:** Once you have logged in, please activate the option: **My Project(s)** and choose from the listed projects the ITN-DCH.

**STEP 2.1:** Activate the R&D button at the bottom right hand side of the menu (see image below)



**STEP 3:** The reporting on-line tool of the European Commission will be activated and the following menu will appear on your screen (see image on the next page).

Please select from the options listed on the left hand side **Documents** and choose as **Document type** the **Declaration of Conformity** option in the middle of the menu

SESAM - Document Selection Page - Google Chrome  
 https://webgate.ec.europa.eu/SESAM-fp7/selectReport.do?formClassId=5

RESEARCH & INNOVATION  
 Participant Portal - Grant Management - Scientific Reporting

FF7 Home / Project Management / Select Document

You as legal representative  
 Maria DAMASIS (CVT\_CV) [Helpdesk](#)

Menu  
 Project Home  
 Review Reports  
 Reports  
 Documents  
 Amendment Requests  
 Notifications  
 Publications  
 Journal Request  
 Patents  
 Exploitable Foregrounds  
 Vacancies  
 Change event  
 Logout

Select Document

Please choose one of the following:  
 1. Create a new document by clicking the button "Create New Document".  
 2. Continue editing an existing document by clicking the link in the column "Form name" of the table "Intermediate Documents" for target Document.  
 3. Delete an existing document by clicking the link in the column "Delete" of the table "Intermediate Documents" for target Document.

Instrument: HC - Support for training and career development of researchers (Marie Curie)  
 Project Information: 608013  
 Username: CVT\_CV  
 Document type: Declaration on the Conformity  
 Participant: 1 - CYPRUS UNIVERSITY OF TECHNOLOGY

Intermediate Documents

Document	Participant Index	Form name	No.	Attachments	Date last edited	Status	Comment	Delete	Print
Workflow	1	Declaration of the Conformity			24/02/2014 11:14:02 CEST	Draft			

Submitted Documents

Document status: Submitted

Document	Participant Index	Form name	No.	Attachments	Date submitted	Date rejected	Status	ARIS Reg. N.	Acknowledgment	Rejection
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What is FF7? FF7 also to step? Find a Call? Get Support? Find a Partner? Find a Document? Prepare & submit a proposal? What's Next?

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**STEP 4:** Fill in the online template with all the requested fellow data, print it out and hand it over to the fellow for his signature (archive a copy of the signed document in your files and don't forget to send it also to the coordinator!!!)

ITN Declaration on the Conformity - Google Chrome  
 https://webgate.ec.europa.eu/SESAM-fp7/reportIndirect.do?actionType=&sessionId=DFn3TvlNL5GjH5GvZT42BYcKRA211ThL4GGyvpG1aM9FkTdlT9Gz%21-116544821%21139896468D193

CVT\_CV [Helpdesk](#)

ITN Declaration on the Conformity (608013)

DECLARATION OF CONFORMITY  
 OF THE AGREEMENT BETWEEN HOST INSTITUTION AND FELLOW WITH THE PROVISION SET FORTH IN THE GRANT AGREEMENT - ITN - 2014 - 608013

The undersigned, as legal representative of  
 \* UNIVERSITE DE GENEVE  
 declares for the selection for the recruitment of (select one):  
 \* ESR Fellow  
 that an agreement has been entered into force between the  
 \* UNIVERSITE DE GENEVE  
 and researcher (Full name)  
 \* Simon  
 (Surname)  
 \* SEMCAL  
 and neither terms and conditions of participation in the project are in conformity with the provisions set forth in the grant agreement signed with the REA.

The undersigned declares that the above mentioned agreement consists of an  
 \* Employment contract  
 between the Beneficiary and the Researcher detailing all the information specified in Article 91.4 of the grant agreement

The undersigned declares that the recruited Researcher has received a copy of the grant agreement and its Annexes I, II and III, and has been informed about the existence of the following website:  
<http://ec.europa.eu/FP7/ocoh/>, where all the information related to his/her participation to a Marie-Curie project can be found.

The undersigned undertakes to register the appointment and to update the list and descriptions of vacancies available following the layout and procedures communicated by the REA.

Personal information on researcher (NB: Personal information will be used for statistical purposes only)

1. Gender\*  M  F

2. Date of birth\*

What is FF7? FF7 also to step? Find a Call? Get Support? Find a Partner? Find a Document? Prepare & submit a proposal? What's Next?

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