Eurostars guidelines for completing an application.

Eurostars is part of the European Partnership on Innovative SMEs. The partnership is co-funded by the European Union through Horizon Europe.

This document is an overview of our online application form and will help you complete each section.

Contents

Version 3.5

HISTORY OF CHANGES		
Version	**Publication date**	**Changes**
Version 1	August 2021	Original version
Version 2	April 2022	
Version 3	July 2022	p. 10, note added under paragraph *13. Civilian purpose*: "Please note: the fulfilment of eligibility criterion 7 (The project has an exclusively civilian purpose) is verified automatically based on your answer to question 13 of the application form. If the result of the automatic check is negative, the application is disqualified as ineligible. For applications that pass the eligibility check, a further check on the civilian purpose is performed by the ethics panel. " p. 4, paragraph *(If your application is successful) Research data management* has been added. p. 4-5 further information on the online application form have been added (i.e., recommendation to complete the application form since an early stage).
Version 3.1	February 2023	pp 6 and 11, information on financial annex of organisations from non-Eurostars countries added. pp 7 and 11, new information on the possibility to upload a self-funding declaration. p. 8, paragraph Exclusion of experts: expert ID replaced with assessment number. Reasons for exclusion added. p. 9, paragraph 5. Impact – Sustainable Development Goals: new terminology added ("outcomes" and "impact"). p. 10, link to guidelines updated. p. 12 paragraph 7. Consortium members – Impact in your organization: further guidance added on economic impact and employment growth. p. 13, paragraph Work packages: new terminology added ("milestones" and "results").
Version 3.2	February 2023	pp 5, self-funding declaration added to the list of optional annexes.
Version 3.3	March 2023	pp. 7, link to SME declaration updated.
Version 3.4	June 2023	pp. 3, information that can be changed after an application is submitted have been updated.
Version 3.5	January 2024	p.11, your project costs - Project partners are not allowed to make payments to each other for the performance of project's activities.

Before you apply

Contact your National Project Coordinator (NPC)

Eurostars is a competitive programme: you and your project partner(s) are in direct competition with all other applications and only the best ones will receive public funding. So, even if your project application meets all the eligibility criteria it is not a guarantee that you will receive public funding.

Our network of National Project Coordinators (NPCs) can give you personalised advice about Eurostars to help you submit the best possible project application. **Before you apply to Eurostars, contact your NPC to learn about maximum funding percentages/amounts, eligible costs, and any additional documents you need to submit.**

Funding is managed by your National Funding Body (NFB) according to their national rules and procedures. **Eligible costs and funding percentages/amounts vary for each country, even for the same project.**

Contact your NPC from our website.

Experts can only form opinions based on the content you provide

You may have the best project idea in the world, but you must be:

- o   clear,
- o   detailed and
- o   concise (to the point)

to convince our expert evaluators.

Innovators have ideas. Innovative entrepreneurs can explain and sell their ideas to others.

Changing your project application after submission is not allowed

Once submitted, your project application cannot be changed.

You can correct or update the following information about a participating organisation: phone number, email address, and details of the contact person by accessing the Eureka Project Management Platform (EPMP). However, it is not possible to revise other parts of your application.

Please note: If there is a mistake in the information provided in the application form, if the deadline for applications has not passed, you are allowed to submit a new version of your application. Please be aware that you can only do it by submitting a new application. As soon as you plan to submit the new application, you must contact the Eureka Secretariat and request the removal of the first application. Contact the Eureka Secretariat by sending an email to applications@eurostars-eureka.eu. Remember to provide the application number and acronym.

If your project application is successful, revisions to your project will be considered only after your consortium agreement has been signed by all partners and validated by our Eurostars team. Changes in the project are not allowed before the signature of the consortium agreement.

Knowledge sharing and exploitation rights

When your project is approved for funding, you must complete a **consortium agreement**. This legal document must be signed by all parties and submitted through the Eureka Project Management Platform (EPMP) **within six weeks of receiving your approval letter**.

Please note: You do not have to include your Consortium agreement in the application form.

Any promise of funding is dependent on you correctly completing a consortium agreement and that the descriptions and clauses are consistent with the project application that has been evaluated.

We expect the broad ideas and themes in your project application (particularly those concerning existing intellectual property rights, access rights, exploitation, intellectual property rights division and profit sharing) to be carried forward into your consortium agreement.

The exact details do not need to be identical (e.g., it is acceptable if one partner's share of the sales revenue drops from 8 percent in your project application to 6.5 percent in your consortium agreement), but we will be concerned if there are any major deviations (e.g., if the partner identified as profiting from sales in your project application does not continue to profit from sales in your consortium agreement).

If there are any major changes between your project application and your consortium agreement, you may not be eligible for funding and your project may be rejected.

Guidance on what to include in your Consortium agreement can be found here.

Open science practices

Open science practices are mandatory in Horizon Europe for projects generating or reusing data. Providing open access to peer-reviewed publications is mandatory in Horizon Europe when peer-reviewed publications are produced. Open access to generated research data is required under the premise 'as open as possible as closed as necessary', meaning that there can be exceptions to this.

Please note that open science practises are NOT evaluated under Eurostars-3.

It is important, however, to be aware that should your project application be successful, you may be asked about your open science practices as part of the monitoring of your project. For more information about reporting requirements, please check Eureka's website.

Application form

You must complete and submit your project application online via the Eureka Project Management Platform (EPMP). You cannot submit documents in any other way.

It is important to use the project platform since an early stage in the application process to familiarise yourself (and all project partners) with it. It is also important not to wait until the last few days to start your online application to allow time in case you experience any technical difficulties. Please consider up to 4 working days on average in case of

requests for (technical) assistance. Technical requests for assistance received after the submission deadline will not be considered.

Please note that the online application form must be completed collaboratively by each project partner and cannot be completed only by the main partner. Find here the guidelines on how to use the project platform. **We strongly advise you to read them before you start completing your application form.**

We only accept application forms written in English. The space in each text box is limited to a fixed number of words, and your answer must fit in the text box provided.

The application form is divided into five sections: Project details, Application questions, Your organisation, Declarations, and Work packages.

As part of the application form, you will be asked to submit some annexes:

1. The financial annex.
2. The mandatory annexes:
   - commitment and signature forms,[1]
   - for each SME participant, an SME declaration and
3. The optional annexes:
   - technical annex,
   - Gantt chart and
   - self-funding declaration.

Please make sure to prepare all required documents well in advance to be able to submit your application on time.

In the next paragraphs you can find more information about the annexes and how to answer the questions in the application form.

Annexes submitted with the application form

1. The financial annex

Every organisation applying to Eurostars must contact their NPC to find out which financial documents they need to submit as part of the application form in the section "Your organisation."

The list or type of documents to be provided differ from country to country. You need to contact your NPC to know which documents you are required to submit.

These documents can be in your national language. Every participant may be asked to submit up to two financial reports:

   o an annual financial report from the last full accounting year (even if it has not been submitted to your national authorities yet),
   o an annual financial report from the financial year preceding the last full accounting year. If you are unable to provide a financial report (e.g., if you are a start-up), a business plan may be submitted instead. Organisations that are 100% publicly funded (e.g., universities, hospitals, research organisations etc.) do not have to provide these documents.

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[1] Please note: While in Eurostars-2 the SME declaration and the commitment and signature form had to be submitted after the submission deadline, in Eurostars 3 they must be submitted as part of the application form and, therefore, BEFORE the submission deadline.

You need to submit financial reports, a business plan or other relevant information because national funding bodies have strict rules about how they spend public funding. You need to prove that you have the capacity to support your part of the project and that the risk to public funds is low. The NFBs assess the organisations' financial capacity as part of the Legal and Financial Viability check (LFVC), which is an integral part of the evaluation process.

In many countries, the information in a financial report is the main source your national funding body uses to calculate your capacity to support your part of the project. Your national funding body may decide whether public funding can be given based on this.

If you do not submit the information your NPC recommends:

- o **you might not fulfil national requirements,**
- o **you might be considered high risk and**
- o **you might be ineligible to receive public funding.**

The table below is an indication of what financial information you may need to provide depending on your type of organisation. Make sure you contact your NPC to discuss your current financial situation and know exactly what documents you need to submit.

What type of organisation are you?	Financial annexes you may be required to submit from your NFB		
	Financial report Year -2	Financial report Year -1	Business plan
SME (start-up, no accounts)	-	-	x
SME (started last year, one closed account, not submitted or submitted)	-	x	x
SME (closed accounts for two or more years)	x	x	-
Large company	x	x	-
Research Centre (private)	x	x	-
University (private)	x	x	-
University (100% publically financed)	-	-	-
Hospital (100% publically financed)	-	-	-
Research Centre (100% publically financed)	-	-	-

⚠️ **Please note: Organisations applying from a non-Eurostars country must upload a financial annex** containing an annual financial report from the last full accounting year (even if it has not been submitted to your national authorities yet) and an annual financial report from the financial year preceding the last full accounting year. Start-ups that cannot provide financial reports must submit a business plan. **All documents must be provided in English**. Organisation that are 100% publicly funded do not have to provide these documents.

2. The mandatory annexes

The commitment and signature form is a legal document that every partner organisation must submit as part of the application form. The form must be signed by someone who is authorised to act as a legal representative for the organisation. It can be downloaded here or from our EPMP.

Every small and medium-sized enterprise (SME) must upload a completed SME declaration as part of the application form. Your declaration must be signed by someone who is authorised to act as a legal representative for your company. The SME declaration template can be downloaded here or from our EPMP.

Please note: We use the information in your SME declaration to verify your SME status. If you declare that you are an SME, you must fit the European Commission definition. Read the User guide to the SME definition before completing your SME declaration, and if you are unsure if you

are an SME, answer the SME self-assessment questionnaire and discuss the results with your NPC before applying.

3. The optional annexes

As part of the application form, you can submit up to three additional non-mandatory annexes:

- o   a technical annex (in PDF format and less than 10MB in size),
- o   a Gantt chart (in PDF or Excel format and less than 10MB in size), and
- o   a self-funding declaration (in PDF format and less than 10MB in size).

All must be written in English.

Please note: Make sure all the relevant information is provided in the sections of the application form. It is recommended to use optional annexes as additional supporting information.

Questions of the application form

The following paragraphs provide you with guidance on how to answer all the questions of the five sections of the application form. Remember to check the guidelines on how to use the EPMP before you start completing the form.

SECTION 1. Project details
(THE FOLLOWING INFORMATION WILL BE MADE PUBLIC: LEGAL NAMES AND COUNTRY OF THE PARTNERS AND THE MAIN PARTNER, TYPE OF ORGANISATION OF THE PARTNERS AND THE MAIN PARTNER, TITLE AND ACRONYM OF THE PROJECT, TECHNOLOGY AND MARKET AREAS OF THE PROJECT, ANSWER TO 'WHAT DO YOU WANT TO DO?")

Application team
Here you need to provide information about all project partners. Add as many partner organisations as there are in your project.

Application details
Enter your project title and acronym and select when you wish to start your project.

Please note: The start date cannot be before the Eurostars call deadline. Moreover, some national funding bodies do not fund project costs for activities carried out before you submit your consortium agreement. Contact your NPC for more information.

Enter the duration of your project in months. Remember that your project cannot exceed 36 months, otherwise it would not be eligible according to Eurostars criteria.

From the dropdown menus, select the market and technology areas that best match the area of your proposal. While for most areas you can select up to three levels (macro-area, area, subarea), for some you have the option to select up to only two levels. Please note: Your selection will help us assign the experts who will evaluate your application.

To facilitate your selection from the dropdown menus, please find here the Eurostars taxonomy of technological areas, and here the Eurostars taxonomy of market areas.

What do you want to do?

Summarise here what you would like to achieve in your project.

Why do you want to do it?

Summarise the reasons why you would like to achieve your goal.

How will you make money?

Summarise how revenue will be generated.

Exclusion of experts

Indicate which entities or people (if any) should not be involved in the evaluation of your project application. To exclude a particular expert who performed an assessment of a previous application, provide the 'Assessment number' (you can find this number on the project platform www.myeurekaproject.org; find the application to which the assessment refers to, click the link 'See results,' then click 'Remote experts assessments').

⚠ Please note: Reasons for exclusion can only include direct professional competition, scientific rivalry, or similar situations that would clearly undermine or call into question the expert's impartiality.

If there are no entities or people you would like to exclude, enter "N/A."

SECTION 2. Application questions

1. Impact – Results of the project

Describe each product, process, and/or service you will develop during the project. Begin with the main project results. Explain if the product(s), process(es) and/or service(s) you will develop during the project are new, an improvement of an existing product, process or service or an adaptation of an existing product, process, or service. Are you entering an established market or a new market?

2. Impact – The business case

Describe the business case of your project, stating how much revenue will be generated by your project results. State any financial investments before now. Explain the project costs and describe any future investments needed to bring the results of the project to market. Explain the estimated market penetration of your project results, the sales forecast, and for each partner the estimated return on investment.

3. Impact – Time to market and commercialisation plan

Give a timeline and describe the steps for the commercialisation of your project results. State how many months after the project's completion you expect your project results to be on the market. Describe the contributions of each project partner.

4. Impact – Conditions of the market

Explain who are the main actors and competitors in your target market. Describe what is commercially available in your market segment currently or in the foreseeable future. Explain how your project results would be an improvement. Describe possible barriers to market entry and how you plan to address them.

5. Impact – Sustainable Development Goals

If your project contributes to the UN Sustainable Development Goals (SDGs)[2], indicate which goals it contributes to.

Explain how your project will contribute to those goals. Be realistic and specific in describing the ways your project contributes to the SDGs:

- Does the resulting product, process or service address a specific set of SDG Goals and Targets?
- What specific problem(s) will the new product, process or service help tackle? How can the project results be a solution to the problem(s)? Who will benefit from the project results?
- What will and might be the outcomes[3] and impact[4] of the new product, process or service?
- Use existing evidence and indicators to substantiate your statements.

6. Impact – Social, and environmental risks

State if your project or project results will have any negative social and/or environmental effects. Describe what risks you have identified and how you plan to mitigate them. If your project has no risks, you must state this in the text box.

7. Excellence – Technical approach and degree of innovation

Explain the scientific method or approach used in this project and why this is the preferred approach. Explain how your project will lead to a breakthrough or incremental innovation.

When explaining the scientific method, include a description of how the Gender Dimension, that is sex, gender and intersectional analysis,[5] is integrated in the different stages of your method. If you consider this as non-relevant for the R&I content of your proposal, clearly explain why.

8. Excellence – Technical state of the art

Describe the state of the art in your project's field, including the latest technological and scientific developments. Explain the advantages or disadvantages of current solutions compared with your project results.

9. Excellence – Technical risks

State the risks of the research method or approach you will follow and explain how you will mitigate those risks. Explain your risk analysis methodology. State which steps of your project

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[2] In September 2015, the United Nations adopted the 2030 Agenda for Sustainable Development. Central to the 2030 Agenda are the Sustainable Development Goals (SDGs): 17 Goals and 169 Targets to be achieved by the international community by the year 2030. Such goals and targets address the most pressing economic, social, and environmental challenges of our time. Eradicating poverty, protecting the planet from degradation, and allowing all human beings to live prosperous lives are the SDGs' core objectives.

Innovators can generate solutions that can significantly accelerate progress towards the SDGs. Vice-versa, the SDGs offer innovators a window to new untapped market opportunities. In 2019, the United Nations Global Compact has released the Framework for Breakthrough Impact on the SDGs through Innovation. The report offers guidance for companies on how to ideate and look at innovative solutions through the SDGs lenses.

[3] Outcomes: the expected effects, over the medium term, of a project. The results of a project should contribute to these outcomes. Outcomes generally occur during or shortly after the end of the project. Example: 10 regional hospitals adopt the new software (based on *Horizon Europe (HORIZON) Programme Guide*, pp. 6-7).

[4] Impacts: Wider long-term effects on society (including the environment), the economy and science, enabled by the outcomes of a project. Impacts generally occur some time after the end of the project. Example: The deployment of the new software enables each hospital to increase diagnostic precision by 15%, leading to a 20% reduction in diagnostic delay (based on *Horizon Europe (HORIZON) Programme Guide*, pp. 6-7).

[5] Integrating sex, gender and intersectional analysis into research and innovation is essential to properly address the diverse needs of citizens, and to produce results which are better suited to new markets. For inspiration, read what sex, gender and intersectional analysis is in the Policy Review Gendered innovations 2, published by the European Commission in November 2020. The Policy Review provides general and field-specific methods for integrating sex, gender, and intersectionality in R&I content.

are risky and explain what the risks are. Clearly explain your strategy for minimising the risks and their impact.

10. Quality and efficiency of the implementation – Project management experience

Outline the main partner's project management experience. Describe how the main partner will lead this project.

11. Quality and efficiency of the implementation – Benefits of international collaboration

List the benefits of collaborating on the project (for every partner organisation), including explaining the added value of international collaboration. State any scientific, technical, and commercial benefits.

12. Quality and efficiency of the implementation – Intellectual property rights

Describe the intellectual property rights strategy for the project:

- Describe any existing knowledge or intellectual property rights (e.g., patents, copyrights, trademarks, or trade secrets) that will be used in the project, who owns them and who has authorisation to use them.
- Explain how the project results will be distributed between all partners (e.g., who will own them and who will be able to exploit them).
- If applicable, include a summary of an application for a patent, industrial design, or CE mark.
- Explain what would happen if a partner organisation were to leave the project (e.g., how ownership and access to knowledge and results would be affected).

13. Civilian purpose

Indicate if the project results are exclusively for civilian applications. Remember that Eurostars only funds projects with an exclusively civilian purpose. This does not rule out the participation of military partners or the development of project results that may meet the needs of both civil and military end-users (known as 'dual-use' goods or technologies[6]), provided that the project itself has a clear focus on civil applications.

Please note: the fulfilment of eligibility criterion 7 (The project has an exclusively civilian purpose) is verified automatically based on your answer to question 13 of the application form. If the result of the automatic check is negative, the application is disqualified as ineligible. For applications that pass the eligibility check, a further check on the civilian purpose is performed by the ethics panel.

14. Ethics

State if there are any ethical or legal issues linked to the objective, methodology or impact of your project. Download the ethics issues table from the EPMP, complete it following the guidelines and upload it to your application form. If you have entered any issues in the ethics issue table, you should describe the ethical/legal compliance of these based on EU and/or national framework, in relation to:

- the objectives of the activities (study of vulnerable populations, etc.),
- the methodology (clinical trials, involvement of children, protection of personal data, etc.) and

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[6] Article 2 of Council Regulation (EC) No 428/2009 defines "dual-use items" as items, including software and technology, which can be used for both civil and military purposes, and shall include all goods which can be used for both nonexplosive uses and assisting in any way in the manufacture of nuclear weapons or other nuclear explosive devices. The list of dual-use items can be found in Annex I of the same regulation.

- the potential impact of the activities (environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.).

SECTION 3. Your organisation (every partner must complete this section for their organisation)
(THE TOTAL PROJECT COST WILL BE MADE PUBLIC)

Your project finances

- **Your project costs:**

Enter the number of person months needed to complete each work package.

Enter project costs (in Euro) for each work package.

These costs include personnel costs, overhead, travel, material[7], other (if applicable) and subcontracting costs. See how to calculate person-months in the Annex to this document.

⚠️ Please note: Subcontracting amongst project partners is not allowed. Project partners are not allowed to make payments to each other for the performance of project's activities. This rule is valid for all project partners, irrespective of the type of organisation.

- **Your financial information:**

Please note: Your financial information is not visible to your project partners.

Enter your organisation's financial information for the last two financial years. This includes:

- start and end date of your financial report(s),
- date the financial report was submitted to your national authorities,
- headcount (number of people),
- number of fulltime equivalents in your company,
- number of fulltime equivalents dedicated to R&D in your company,
- annual turnover (in euro)
- annual revenue dedicated to R&D (in euro) and
- balance sheet total.

Organisations that are 100% publicly funded do not have to provide this information, while start-ups need to provide estimates.

Read how to complete your financial information in the Annex to this document.

In this section of the application form, **you can also upload a financial annex.** For more details, read the paragraph "The financial annex."

⚠️ Please note: **Organisations applying from a non-Eurostars country must upload a financial annex** containing an annual financial report from the last full accounting year (even if it has not been submitted to your national authorities yet) and an annual financial report from the financial year preceding the last full accounting year. Start-ups that cannot provide a financial report must submit a business plan. **All documents must be**

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[7] Material, consumables, material depreciation costs.

provided in English. Organisations that are 100% publicly funded do not have to provide these documents.

- **Your funding:**

State if your organisation requests Eurostars public funding for the project.

Please note: Every country has different national funding rules. Contact your NPC to find out which of your project costs could be funded.

If you do not request Eurostars public funding, please upload a self-funding declaration. The self-funding declaration must follow the official template, which can be found on Eureka's website, in the Eurostars Library webpage. The document must be in PDF format and must be less than 10MB in size.

Finances overview

This field shows the project breakdown (by organisation) separated into person-months, and costs for personnel, overhead, travel, materials, other and subcontracting.

The table is filled in automatically based on the information each partner organisation provided in section 3: "Your organisation" > "Your project costs".

1. Consortium members – Core business and expertise

Describe which sector your organisation operates in, your core business activities and expertise.

2. Consortium members – Previous R&D and innovation cooperation experience

Indicate if your organisation has previously participated in an international R&D and innovation cooperation project.

3. Consortium members – Previous R&D and innovation funding

Indicate if your organisation has previously received public R&D and innovation funding for another innovation project.

4. Consortium members – Contribution and reasons for participating

Explain the main reasons and benefits for your organisation participating in the project. Detail your organisation's contribution to the project.

5. Consortium members – Financial situation

Referencing your financial report, explain your organisation's current financial situation and capacity to perform your part of the project. Depending on national funding rules, you may need to finance a significant part of your R&D activities. It is important for us to know how you will cover these expenses. Information about your organisation's financial status is in your financial reports, but you must provide a summary in English. This is also an opportunity for you to explain recent activities not included in your financial report.

6. Consortium members – Tasks in the project

Referencing the work package structure:

- List your organisation's tasks for each work package. Give each task a name that you also use in section 5: "Work packages."
- Detail monthly personnel costs, and the full cost of your participation in the project against your tasks.
- If applicable, explain how much work will be subcontracted and why.

7. Consortium members – Impact in your organisation

Describe the scientific impact of the project on your organisation.

Quantify (in euro) and justify the economic impact you expect to create on your organisation. You should try to report this in isolation from all other sources of income and revenue. Only consider impact associated with the running and exploitation of this project. Use whole numbers rather than percentage growth and ratios as these can be misleading.

Describe the expected employment growth in your organisation. Quantify and justify the number of new FTE positions (and their level, e.g. assistants, project coordinators, managers) you expect to create. You should try to report this in isolation from all other generators of employment. Only consider growth in relation to the running and exploitation of this project.

8. Consortium members – Public funding requested

Indicate how much public funding you need for the project. Before applying, check with your NPC if the funding amount you are requesting for this project falls within the funding amounts given in your country.

9. Consortium members – Project financing

Explain how you intend to finance your part of the project. State whether your financial contribution is secured or conditional. State what financing alternatives are available.

SECTION 4. Declarations

In this section, each organisation must upload their commitment and signature form and, in case of an SME, also their SME declaration.[8]

Please note: Your commitment and signature form and your SME declaration are not visible to your project partners.

For more details, see the paragraph about the mandatory annexes.

SECTION 5. Work Packages

Work Packages

Add and describe all work packages for the project. For each work package you need to provide:

- A **work package name**.
- A **summary of what will be achieved in the work package**. Describe your objectives, explain your technical approach to the work and clearly state the starting point and the expected results.
- The **starting point of the work package in months** (calculated from the beginning of the project, where your project starts on the first day of month one). Please note: For your project to be eligible for Eurostars, it must finish by the end of month 36. You cannot begin a work package in or after month 36.

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[8] Please note: While in Eurostars-2 the SME declaration and the commitment and signature form had to be submitted after the submission deadline, in Eurostars 3 they must be submitted as part of the application form and, therefore, BEFORE the submission deadline.

- The **duration of the work package in months** (e.g., if your work package starts in month 7 and finishes in month 12, the duration is six months).
- The **organisation leading the work package**.
- The **milestones[9] and results[10]** that will be achieved in the work package. State clearly what type of outcome you expect (document, blueprint, software, system, hardware, etc.) **and when you expect to have completed it**. Indicate whether these milestones are critical to completing further steps in the project and **whether they are "go/no-go" decision points** (i.e., the project could fail if you do not achieve them).
- A **list of tasks**. You will have already provided an overview of activities in the work package summary. Now, you must list the tasks for each work package. Describe the role, activities and responsibilities of every partner organisation. Every partner organisation should have their own tasks. No two organisations should have exactly the same task, but they can feed into one another. For each task you should provide:
    - A task reference (ex: WP1, task 1)
    - A task name (use names given in section 3: "Your organisation")
    - The name of the organisation performing the task (use names given in section 1: "Project details").
    - The description of the task.
    - This should be coherent with the information provided in "6. Consortium members – Tasks in the project"

The Gantt chart (Figure 1) below shows an example of a work package structure. In the example:

- Work package 1 starts in month one and will take six months to complete. Work package 2 is dependent on work package 1 being completed, so it can only start in or after month seven.
- Work package 3 is not dependent on work package 1 or work package 2 being completed, so it can start before or after month six.
- Work package 4 is dependent on both work package 3 and work package 2 being completed, so it cannot begin until they both finish (month 13).
- Result 1 is the product of work undertaken by the main partner in work package 1. This output is required before SME 2 can begin their assigned task.
- Milestones 1 and 2 have both been identified as a "go/no-go" for the project. Failure to achieve milestone 1 will result in the project being terminated. Failure to achieve milestone 2 may not result in the project being terminated, but it may result in a delay.

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[9] Milestones: Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable (*Horizon Europe (HORIZON) Programme Guide*, p. 6).

[10] Results: What is generated during the project implementation. This may include, for example, know how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, demonstrators, databases and datasets, trained prototypes, researchers, infrastructures, networks, etc. Most project results new (inventions, scientific works, etc) are 'Intellectual Property', which may, if appropriate, be protected by formal 'Intellectual Property Rights'. Example: Successful large le demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management. (*Horizon Europe (HORIZON) Programme Guide*, pp. 6-7).
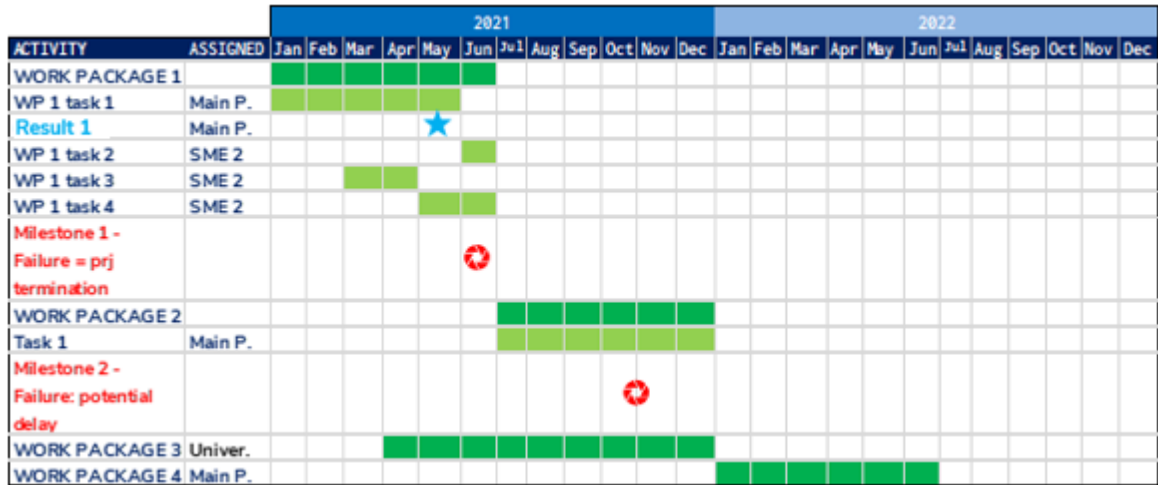
ACTIVITY	ASSIGNED	2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WORK PACKAGE 1		■	■	■	■	■	■																		
WP 1 task 1	Main P.	■	■	■	■																				
Result 1	Main P.					★																			
WP 1 task 2	SME 2						■																		
WP 1 task 3	SME 2			■	■																				
WP 1 task 4	SME 2				■	■																			
Milestone 1 - Failure = prj termination						↻																			
WORK PACKAGE 2								■	■	■	■	■	■												
Task 1	Main P.							■	■	■	■	■													
Milestone 2 - Failure: potential delay											↻														
WORK PACKAGE 3	Univer.				■	■	■	■	■	■	■	■	■												
WORK PACKAGE 4	Main P.													■	■	■	■	■	■	■					

Figure 1. example of a work package structure.

Work package cost table

This table is filled in automatically using the information given by every partner organisation in section 3: "Your organisation."

Technical annex

You can add a technical annex if relevant. The file must be in PDF format and less than 10MB in size. The technical annex must be in English. If you do not want to upload a technical annex, mark this field as complete.

Gantt chart

You can add a Gantt chart if relevant. The file must be in Excel or PDF format and less than 10MB in size. The Gantt chart must be in English. If you do not want to upload a Gantt chart, mark this field as complete.

Confidentiality

We aspire to be as transparent and open as possible. Eurostars is paid for by the taxpayers of the participating countries, and we are accountable to them.

However, Eurostars is designed to support business. We know that too much openness can be detrimental for a company trying to be the first on the market. Some elements will automatically become public, but as a rule, the information you enter in the application form will be kept confidential.

A section or field identified as "PUBLIC" will be displayed on our website and be available to all.

The remaining fields are considered "CONFIDENTIAL," however content is still visible to certain individuals and organisations. The information will be available to:

ORGANISATIONS

- all organisations participating in a given project (this does not include subcontractors),
- the offices of the National Project Coordinators and the associated Ministries or associated national/local public offices from the involved countries,
- the relevant funding bodies of the involved countries,
- the EUREKA Secretariat,
- the European Commission,
- auditors of the above organisations,
- organisations charged with analysing the effectiveness of Eurostars as a funding instrument.

All employees of these organisations are subject to confidentiality clauses within their employment contracts.

INDIVIDUALS

- the experts who will evaluate the application,
- members of the Independent Evaluation Panel who will check and rank the application
- members of the Ethics Panel who will review the projects for ethics issues.
- experts charged with analysing the effectiveness of Eurostars as a funding instrument.

Experts, the Independent Evaluation Panel members, and the Ethics Panel members are required to sign confidentiality agreements and to declare any potential conflict of interest. They are required to treat information contained within applications in the strictest confidence. They are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the evaluation themselves and not ask someone to evaluate the application in their place. They must not ask anyone to give another opinion of their work.

Applicants will have the opportunity to request that certain organisations or individuals are excluded from evaluating their application. Applicants may specify which entities should not be involved within the space provided in the application form.

Occasionally, we are asked to provide data for academic studies and scientific literature. Data is provided in an aggregate and anonymous manner, and the users are subject to the same confidentiality agreements as the experts evaluating the applications.

Information security

Electronic submission of application documents

The electronic submission of applications uses https, which encrypts and decrypts the requests and information between the applicant's browser and the server to which applications are submitted, using a Secure Socket Layer (SSL). SSL allows an SSL-enabled server to authenticate itself to an SSL-enabled client and vice versa, enabling the machine to establish an encrypted connection.

Data Protection Act

The EUREKA Secretariat is situated in the Kingdom of Belgium and as such is governed by Belgian data protection law. More information can be found (in English, Dutch and French) at http://www.privacycommission.be.

The information that applicants provide on the application forms will be used in the processing of all aspects of the relevant application. This will include recording on the in-house and the Eurostars-contracted Programme Manager's processing computer and management information systems and in the preparation of material for applicants and for use by the assessment panels. In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of the EUREKA Secretariat and in improving business processes.

Any queries on issues relating to data protection should be addressed to:

Eureka Association, Avenue de Tervuren 2, 1040 Brussels, Belgium.

Annex

How to calculate person-months

In section 3: "Your organisation," we ask you to provide a calculation of the time that your personnel will devote to each work package as person-months. This will give us an indication of the scale of the work performed in each work package. Here we provide you with an indicative method to calculate your person-months.

If in one year there are 215 working days, then one month contains 18 working days (215/12)[11]. To calculate how many person-months 25 working days are, divide 25 by 18 and you will obtain 1.38 person-months.

In order to calculate your total person-months for a project, first consider the proportion of the effort (time) the appointed staff will devote to the project. Then multiply this by the duration of their appointment.

Consider as an example a project which lasts 24 months. In your organisation, 4 people will be involved in the project:

- One manager, who will work full time during the entire duration of the project.
- A first researcher who will devote 2/5 of their time to the project, during the first 7 months of the project.
- A second researcher who will devote 3/4 of their time for 9 months.
- A financial manager who will devote 1/10 of their time during the entire duration of the project.

The person-months will be calculated as follows:

- For the manager: 24 person-months, as they work full time on the project for its entire duration (24 * 1/1).
- For the first researcher: 7* 2/5 = 2.8.

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[11] Note that person-months and calendar months may not align and may be out of synchronization until the conclusion of the year.

- For the second researcher: 9* 3/4 = 6.75.
- For the financial manager: 24 * 1/10 = 2.4.
- The organisation's total person-months would result from the sum of the four person-months: 24 + 2.8 + 6.75 + 2.4 = 35.95.

Your financial information

In section 3: "Your organisation," you need to provide financial data for two financial years and, if required by your national funding body, include a financial annex.

Please note: Your financial information is not visible to your partners.

The table below provides an explanation of how to complete your financial data depending on the type of organisation. The column "Financial year -1" refers to your last complete and closed financial year. The column "Financial year -2" refers to the financial year preceding your last complete and closed financial year.

What type of organisation are you?	Financial information you may need to submit to your national funding body		
	Financial year -2	Financial year -1	Special notes
SME (startup, no accounts). You still need to provide financial information.	**Start/end date:** leave blank. Enter "0" in the other fields.	**Start date:** enter value. **End date/date the report was submitted:** enter expected date (future). Enter predicted values in the other fields.	The information must be based on a reliable estimate made in the course of the financial year. The estimates must be supported in your business plan.
SME (started last year, one closed account, submitted or not submitted)	**Start/end date:** leave blank. Enter "0" in the other fields.	**Start/end date:** enter value. **Date the report was submitted:** enter real date or expected date (future). Enter known values in the other fields.	You have closed one financial year. Provide the date that the account was submitted or the date that you plan to submit the document to your national authorities.
SME (closed accounts for two or more years) **Large company**	Enter known values in all fields.	Enter known values in all fields.	-

Research centre (private)			
University (private)			
University (100% publicly funded)	**Start/end date and date the report was submitted:** leave blank. For the other fields, enter values if known, otherwise "0."	**Start/end date and date the report was submitted:** leave blank. For the other fields, enter values if known, otherwise "0."	Universities, hospitals or other publicly financed organisations can be large. It may not be feasible for you to obtain realistic answers to the questions. Often your national funding body has a better understanding of your organisation's financial situation than your project contact person, so you can enter "0" in the fields.
Hospital (100% publicly funded)			
Research centre (100% publicly funded)			

Headcount (number of people)

State the number of employees within your organisation during the specified financial periods. This must include the following fulltime, part time and seasonal staff:

- employees,
- those working for your organisation and considered to be employees according to national law,
- owner-managers and
- partners engaged in a regular activity with your organisation and benefiting from financial advantages from your organisation.

Do not include apprentices or students engaged in vocational training (with apprenticeship or vocational training contracts) or employees on maternity or parental leave in the headcount.

Number of FTEs (fulltime equivalents)

State the number of FTEs within your organisation during the specified financial periods. Anyone who worked fulltime within your organisation (or on its behalf) for the entire year counts as one unit. Treat part time staff, seasonal workers and those who did not work the full year as fractions of one unit.

Number of FTEs dedicated to R&D

State the number of FTEs in your organisation who were dedicated to R&D activities during the specified financial periods.

Annual turnover (in euros)

State your organisation's turnover (in euro) during the specified financial periods.

Annual turnover dedicated to R&D (in euros)

State the amount (in euro) of your organisation's annual turnover reinvested into R&D expenditure (within your organisation) during the specified financial periods.

Balance sheet total (in euros)

State your organisation's balance sheet total (in euro) during the specified financial periods.