

Eurostars guidelines for completing end of project reports

Eurostars is part of the European Partnership on Innovative SMEs.
The [partnership is co-funded by the European Union through Horizon Europe](#).
This document includes instructions on submitting your end of project report.

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These guidelines are informative only. They merely serve as explanations provided by the Eureka Secretariat to guide participants on how to complete and submit their end of project report. They do not create any rights or obligations. Eureka Network AISBL assumes no responsibility or liability for any errors or omissions in the content of the guidelines. Information in these guidelines is provided on an "as is" basis with no guarantees of completeness, accuracy, or usefulness.

For questions on the process of submitting your end of project report, contact projects@eurostars-eureka.eu

September 2024 – Version 1

HISTORY OF CHANGES		
Version	Publication date	Changes
Version 1	September 2024	Original version

Introduction

The end of project report helps us to know more about your organisation's experience of participating in a Eurostars project. By completing your end of project report, you can give feedback on our funding programme and tell us about your project results.

We rely on being able to communicate the impact of your project results so we can continue to improve our programme, offer more funding opportunities to organisations like yours and highlight your successes.

We also read your answers to scout for exciting projects so we can offer promotion to organisations and innovators in the form of an article on our website or social media posts.

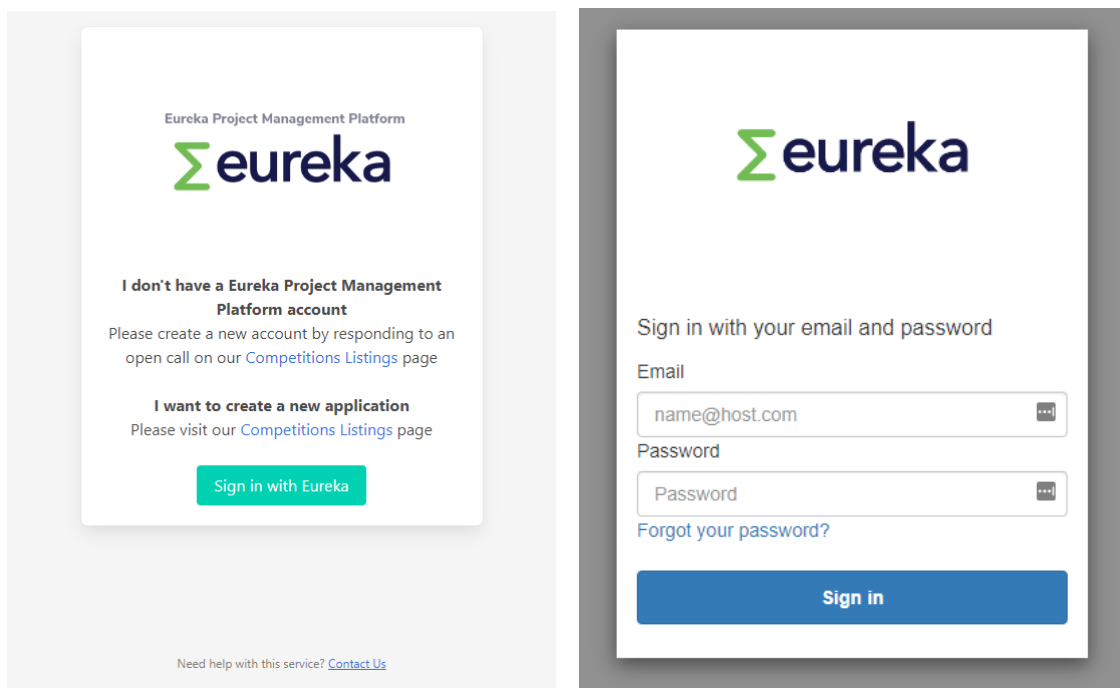
Each partner in a project is invited to complete and submit their own end of project report. We estimate that a partner can fill in their report in ten minutes.

Procedure

Important remark: if you have completed your project by the end of 2024, you should have received your end of project report via email to complete it on the Qualtrics platform. For this reason, the procedure detailed below and the screenshots shown are not exactly the same as what you might see in the email you have received from us. However, the content of the report remains identical. For this reason, please go directly to page 6 of these guidelines.

Your end of project report is available and must be submitted directly on [our project platform](#).

Once on the website, you will see the following window where you can login by indicating your email address and your password, then clicking on “Sign in”. Please be aware that this login is case sensitive (small and capital letters).



Once logged in, you can see your dashboard on the platform. Scroll down until you see your approved application under “Approved projects”:



Click on your project, then on “End of project reports”:

Monitor project

Project id
52

Project name
Approved Application 0

Project acronym
APA0

Project start date
5 June 2022

Project duration
24 months

Project end date
5 June 2024

Call name
Eurostars 3 Expert Assessed Call

Monitoring status
Completed [Updated on: 14/06/2024]

[Application form](#)

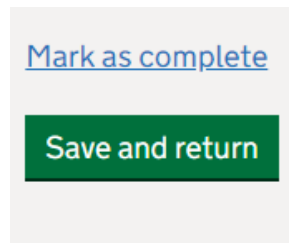
Consortium agreement	Completed
Project costs	
Request change	
Project team	
Project Progress Reports (PPR)	
Ethics	
End of project reports	

You will then see the list of the project’s end of project reports as follows (all partners are able to see this page but each partner can only edit their own section):

End of project reports

End of Project Report - Maximus Ltd	Completed
End of Project Report - Ludlow	To be completed

An end of project report task will first appear as “To be completed”. You must fill in all sections and fields in your report to submit it, but you can complete the sections in any order. It is also possible to save content in between and complete it later via the “Save and return” button. Please note that any section will only be considered as completed once you have clicked on the button “Mark as complete”.



Once every field and section have been filled in and marked as complete, you will be able to see the “Submit” button at the bottom of the main page:

End of Project Report

We hope your Eureka project APA5 has been a success and you are a step closer to commercialising your innovation.

At Eureka, we want to know more about your organisation's experience of participating in a Eureka project.

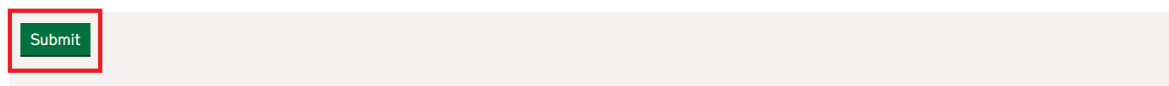
The insights you provide will help improve our programmes, offer more funding opportunities to organisations like yours and highlight your successes.

The form has five sections, each with between two and seven questions. It should only take you ten minutes to complete. If you need to, you can save and return to the form at any point.

We really value your contribution and look forward to reading your responses!

Project number
56
Project acronym
APA5
Organisation
Ludlow

A. Project results	✓ Complete
B. Commercial/Financial impact	✓ Complete
C. R&D and Innovation impact	✓ Complete
D. Employment impact	✓ Complete
E. Participant results	✓ Complete



Once submitted, the status will change to “Completed”.

You will first receive the notification about the availability of your end of project report. After two weeks, you shall receive a first reminder, followed by a second reminder two weeks after the first reminder.

For any issues or questions about your end of project report, please email projects@eurostars-eureka.eu

The content of the end of project report

The form has five sections. Each section has between two and eight questions. Once you have clicked on a report, you will then see its content as follows, including your project number, acronym, the name of your organisation, and the five sections:

End of Project Report

We hope your Eureka project APA6 has been a success and you are a step closer to commercialising your innovation.

At Eureka, we want to know more about your organisation's experience of participating in a Eureka project.

The insights you provide will help improve our programmes, offer more funding opportunities to organisations like yours and highlight your successes.

The form has five sections, each with between two and seven questions. It should only take you ten minutes to complete. If you need to, you can save and return to the form at any point.

We really value your contribution and look forward to reading your responses!

Project number 57	
Project acronym APA6	
Organisation Ludlow	
<hr/>	
A. Project results	Incomplete
B. Commercial/Financial impact	Incomplete
C. R&D and Innovation impact	Incomplete
D. Employment impact	Incomplete
E. Participant results	Incomplete

A. Project results

The first section “A. Project results” is about **your overall project results**. It covers different points such as the main goals, the Sustainable Development Goals that have been contributed to, your outputs on the market, and the gender dimension.

Depending on your responses, there will be 6 to 8 questions:

1. Did you achieve the main goals of your project?
 - a. If “no”, what are the main reason(s) why you did not achieve your project goals?
2. Which Sustainable Development Goals do your project results contribute to?
3. How many products, processes and services have been developed as a result of your project?
 - a. Have any of your project results already entered the market?
 - i. If yes:
 1. Which **existing** geographical markets have your products, services or processes entered into as a result of your project?
 2. Which **new** geographical markets (if any) have you entered your products, services or processes into as a result of your project?
 - ii. If no:
 1. What support from Eureka would be most useful to help bring your product(s), process(es) and/or service(s) to the market?

- b. When do you expect to realise market introduction for your project results?
4. Have you incorporated the gender dimension in the design, the methodologies or the results of your project?
 - a. If yes, which aspects featured a gender dimension and how were they incorporated?

B. Commercial/Financial impact

The second section “B. Commercial/Financial impact” is about the **commercial and financial impact of the project on your organisation**. It covers revenue, access to new markets, private investment, public funding and total project costs.

This section has 4 questions:

1. How did participating in this project affect your organisation (0: no effect to 5: very positive effect)?
2. In relation to the effect of your project results on your organisation, please estimate total revenue, total turnover, total cost, public funding received, private funding received.
3. Has your involvement in the project contributed to the creation of a spin-off company?
4. Have your project results been, or will they be acquired or licensed by another legal entity?

C. R&D and Innovation impact

The third section “C. R&D and Innovation impact” is about the **R&D and innovation impact of the project on your organisation**. It examines the types of intellectual property that your organisation has applied for or been granted, as well as your scientific outputs such as articles or conferences.

Depending on your responses, there are between 2 and 4 questions:

1. Has your project led to any form of new Intellectual Property?
 - a. If yes, how many of each type of intellectual property has your organisation applied or been granted for in relation to your project's results?
 - i. Where have you submitted patents, trademarks or registered designs of your projects results?
2. Which and how many scientific outputs has your organisation generated in connection with your project results?

D. Employment impact

The fourth section “D. Employment impact” is about the **employment impact of the project on your organisation**. It considers the impact of your Eurostars project on employment in your organisation.

This section has 4 questions:

1. How many employees are working in your organisation at this moment?
2. How many employees in your organisation worked directly on your project?
3. How many FTEs in your organisation, specified by gender, worked directly on your project (estimate)?

4. And finally, were there any efforts made to promote gender balance within the project team of your project?

E. Participant results

The fifth and last section “E. Participant results” is about the **experience of your organisation in the project**. It includes points related to the general experience of your organisation in your Eurostars project. For example, knowledge exchange, collaboration, and reaching international markets.

This section has 6 questions:

1. How did your organisation benefit from participating in the project?
2. Was participating in this project your first experience of international cooperation in R&D and innovation?
3. Before your project, had your organisation received other public R&D or innovation funding?
4. Do you plan to continue to work with one or more of your project partners after the project ends?
5. Do you consider your project as a success?
6. In simple terms, please describe the outcome of your project and its impact on society and your sector. If your organisation has received media attention because of, or connected with your project results, please include a hyperlink to any articles.

Frequently asked questions

What is headcount?

Headcount represents the number of employees. This includes 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

What is FTE?

FTE represents the number of Fulltime equivalents. 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.

What is public funding/funds?

Public funding or funds refer to the funds your organisation received in the framework of the Eurostars programme or any other public funding instrument or initiative for the purposes of your project.

What is private funding/funds or self-funds?

Private funding/funds or self-funds refer to the funds that your organisation provided on its own/by itself via its own resources.

Confidentiality

The information you provide in the end of project report is confidential and is not made available to the public. However, content is still visible for certain individuals and organisations. The information will be available to:

- 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.

Notifications

All participants in the project will be notified via email when their end of project report will be available. The email will contain a link to access the end of project report on the platform.

Upon reception of the email, you will have 4 weeks to complete and submit your report. A reminder will be sent to you after two weeks.

Information security

The Eureka Secretariat is situated in the Kingdom of Belgium and governed by Belgian data protection laws.

More information can be found (in English, Dutch and French) on <http://www.privacycommission.be>.

The information that project participants provide will be used to monitor all aspects of their project. This includes recording data on in-house and Eurostars-contracted Programme Managers' computers and management information systems.

The information will be shared with relevant Eureka national funding bodies.

In addition, information may be used to generate and collate output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management for carrying out the Eureka Secretariat's business activities and in improving processes.

Any queries on issues relating to data protection should be addressed to: Eureka Network, Avenue de Tervueren 2, 1040 Brussels, Belgium.