

European Partnership on Innovative SMEs/**Innowide** **Call 3** for market feasibility projects

SmartSimple platform guidelines

Version 1.0 (23 July 2024)

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https://eureka.smartsimple.ie/

If you are a new user, click on “**Register Here**” and complete the registration form.


Once you submit the registration form, you will receive an email confirming your username and password. **Make sure to check your spam folder!**



The screenshot shows the Eureka application portal login page. At the top left is the Eureka logo with the tagline "Innovation beyond borders". Below the logo is the word "Login". There are two input fields: "Email" with an envelope icon and "Password" with a key icon. Below these fields is a green "Log In" button. To the right of the "Log In" button is a link for "Forgot Password?". Below the "Log In" button is a message: "Please log in if you are already registered. If you do not yet have an account, please register using the link provided." At the bottom left of the form is a green "Register Here" button. To the right of the form, there is a section titled "Eureka application portal" with the text: "Please login to access your Eureka Network Projects, Globalstars or Innowwide applications."

1. Click on “open calls” on your dashboard. This will display our open Network projects, Globalstars and Innowwide funding opportunities.



 **Apply for Eureka Funding Opportunities**

10
Open Calls

2. Select the **Innowwide** call for market feasibility projects and click on “apply now”.



Apply Now	INNOWWIDE	CALL 3	<p>Call for market feasibility projects:</p> <ul style="list-style-type: none">- If you are an innovative SME, you can apply for a grant of 60,000 euros to assess the viability of your research or commercial ambitions in international markets.- Funding is for SMEs in European Union Member States or Iceland, Israel, Norway, Türkiye or the United Kingdom, partnering with a local counterpart (main subcontractor for the market feasibility project) in Africa, the Americas, Asia or Oceania.- This year, the EU Partnership on Innovative SMEs / Innowwide will fund 70 projects.	<p>https://eurekanetwork.org/opencalls/innowwide-call-for-market-feasibility-projects-3/ and https://www.eurekanetwork.org/programmes/innowwide/Eureka_Innowwide_call_3_call_text_v1_0.pdf</p>	<p>15/10/2024 14:00</p>
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First, an **initial questionnaire** will help you understand if Innowwide is the right programme for you.

i **Is Innowwide for you?**
Innowwide supports innovative SMEs in assessing the viability of their research and commercial ambitions in international markets.

This questionnaire is designed to guide you before starting your application. If you can answer 'yes' to all the questions below, you're on the right track! However, these questions are only indicative and may not cover all programme details.

Before applying or seeking help from us, **thoroughly assess your project idea, verify its alignment with Innowwide's eligibility criteria, and read the call guidelines** available at <https://eurekanetwork.org/programmes/innowwide/library/>
You can also contact your national or regional funding body to discuss your project idea. Find their contact information on our website www.eurekanetwork.org ("Our programmes" - "In your country").

✓ **Self assessment**

*** Do you represent an innovative SME based in an EU Member State or Iceland, Israel, Norway, Türkiye or the United Kingdom?**

To apply for and receive Innowwide funding, your company must be an SME located in a country participating in our Innowwide programme. Eligible countries are European Union Member States, Iceland, Israel, Norway, Türkiye and the United Kingdom.

Your company must fit the European Commission definition of an SME. To understand if you qualify as an SME, read the User guide to the SME definition, available at <https://data.europa.eu/doi/10.2873/620234>.

Branches of companies, departments, centres or offices set up within a parent organisation that are not legal entities, and individuals are not eligible to receive Innowwide funding.

For more information, read our guidelines.

Yes No

*** Do you want to assess the viability of your R&D and innovation in a new market?**

Innowwide can be a useful tool for your R&D journey:

- As you develop your project idea, to assess whether your Innowwide market feasibility project can be the start of a future international R&D and innovation

Continue

Fill in the questionnaire and click on 'continue'.

Your application will receive an identification code, which includes your unique project number/an acronym of the programme you are applying to/the call for projects code.

2024-21131/IW/CALL 3

i READ ME FIRST (click on the – or + symbol in the upper right corner of this window to collapse or expand these instructions)

Call for submissions is open

 View Application pdf

 Call Guidelines

< PARTICIPANT INFORMATION **PROJECT DESCRIPTION** SME STATUS/COMMITMENT PROPOSAL - THE PITCH PROPOSAL - EXCELLENCE PROPOSAL - IMPACT PROPOS



Scroll right to see all sections of your application form.

After you fill in the project description section, you will be able to invite your counterpart to sign a commitment on the platform (invitations feature will become visible on the left menu). Your main subcon

1. Accept the invitation via email
You can check whether your counterpart has accepted the invitation in the invitations tab (left-hand menu). The invitation must be 'accepted'. Please note that accepting the invitation via email is not suff
2. Register or login to SmartSimple and accept the terms set in the commitment and declaration of honour.
You can check whether your counterpart has agreed to the terms set in the commitment and the DoH in the SME ASSESSMENT/COMMITMENT tab. The activity status must be 'completed'.

*** Project Acronym**

Pick an acronym by which your project will generally be known. Avoid acronyms that are overly complex or ambiguous.

4 words left

*** Project Title**

Enter an understandable title for your project i.e Testing the viability of tidal wave energy offshore in Brasil

10 words left

Instructions can be found below each section and question.

Whilst you can complete your application form in any order, we recommend you complete the sections in the order they appear in, from left to right:

1. Participant information
2. Project description
3. SME assessment
4. The pitch
5. Excellence
6. Impact
7. Quality and efficiency of the implementation

Bear in mind you cannot invite your counterpart until you have completed the project description. Or that in the “quality and efficiency of the implementation section”, you must budget for activities based on those previously selected in the “excellence” section.

You can save your draft application and return to it as often as you wish before the call deadline.

- As you fill in your application form, click on **“Save Draft”** regularly to update values and keep all entered information.

PROJECT DESCRIPTION SME STATUS/COMMITMENT PROPOSAL - THE PITCH PROPOSAL - EXCELLENCE PROPOSAL - IMPACT PROPOSAL - IMPLEMENTATION ETHICS SELF ASSESSMENT DECLARATION OF HONOUR

350 words left

* Confirm that your application has an exclusive focus on civil applications
Remember that Innowwide only funds projects that have a clear focus on civil applications performed by the ethics panel.

Yes

* Technical Area
Please select a technical area that best matches your project.

Protecting the Environment

* Specify Technical Area
Please select a technical area that best matches your project. Select the most appropriate category, you don't need to make a selection at every level.

Water Management

Save Draft Submit Save & Validate Remove

NEXT >

- Click on **“Save & validate”** to check whether you're missing any mandatory information before you submit.
- Click on **“Submit”** when your application is complete and before the call deadline. After submission, you cannot make changes to your application.
- Click on **“Remove”** if you want to delete your application

✓ General information about the applicant company

* Legal registration number

A legal registration number is a unique identifier assigned to a legal entity. The registration number is a unique combination of numbers, and s

* Please indicate whether your company has a VAT number or is

A VAT number is a unique identifier assigned to a taxable person (b Each country issues its own national VAT number and uses its own

- My company has a VAT number
- My company is exempt from VAT

* VAT number

* Indicate whether your company has NACE or other code(s) to classify its economic activity.


NACE code is the statistical classification of economic activities in the European Union and some other countries. These codes are assigned to companies during their registration process or when they update their registration information.

Other non-EU companies must have an equivalent code, e.g., ISIC (International Standard Industrial Classification of All Economic Activities).

Indicate up to three NACE codes (or equivalent). Minimum requirement is one code.

- My company has NACE codes (EU countries and Iceland, Norway and Türkiye)
- My company has other classification codes (Israel and the United Kingdom)

* NACE code 1

 E36.00 - Water collection, treatment an... ✕

In the PARTICIPANT INFORMATION section,

- Provide information about your organisation
 - legal registration number, VAT number (or indicate if your company is exempt from VAT), NACE or equivalent code(s) to indicate your company's economic activity (your company already has these)
 - PIC number (if your company does not have one, register for one)

Find a registered organisation
or
register your organisation

Note that having a PIC number is essential for completing your application. Eureka does not have control over the functionality of the EU Funding and Tenders registration portal. Any inquiries regarding that portal should be directed to their IT Helpdesk. Applicants are accountable for ensuring timely PIC requests.

03 Filling in the application form

Please communicate with your counterpart to make sure this information is correct.

< PROJECT DESCRIPTION SME STATUS/COMMITMENT PROPOSAL - THE PITCH PROPOSAL - E

✓ Local counterpart (main subcontractor)

- Having one local counterpart (main subcontractor), based in the target
- After you fill in the project description section, you will be able to invite
(invitations feature will become visible on the left menu).

* Full legal organisation name (main subcontractor)

WizardofOz&Co.

* Country (main subcontractor)

Your main subcontractor must be based in your target country.

United States of America

* Type of Organisation (main subcontractor)

Large industry

* Activity Field (main subcontractor)

Research / Technological Consultancy Legal Brokerage Branding &

In the PROJECT DESCRIPTION section,

- select your target country and
- fill in the information regarding your local counterpart in the selected target country.

You need to invite your counterpart (main subcontractor in the market feasibility project) to sign a commitment in the platform before you submit your project application.

Your main subcontractor must complete two-steps:

1. Accept the invitation via email

You can check whether your counterpart has accepted the invitation in the invitations tab (left-hand menu). The invitation must be **'accepted'**. **Please note that accepting the invitation via email is not sufficient!**

2. Register or login to SmartSimple and accept the terms set in the commitment and declaration of honour.

You can check whether your counterpart has agreed to the terms set in the commitment and the DoH in the SME ASSESSMENT/COMMITMENT tab. The activity status must be **'completed'**.

SEE SECTION 04 Inviting your counterpart

SME STATUS: Start by completing the SME assessment

1. Go to the SME STATUS/COMMITMENT section and click on 'Open' to access the form.

The screenshot shows the 'SME STATUS/COMMITMENT' section of the application form. The left panel displays the 'SME Assessment' section with an 'Open' button. The right panel shows the 'SME ASSESSMENT' form with the following content:

SME ASSESSMENT

Which of the following reasons explain why KS Test Organisation has no economic activity?

* **Organization was created within the last 12 months? (annual closed accounts not yet approved)**

Newly established
Select 'Yes' also if the company does not have approved financial accounts covering 12 months. In this case you may be asked to fill the financial data with the figures taken from a Business Plan.

Yes

* **Organization has a lengthy time-to-market period**

Long time to market
Select 'Yes' if the company has an economic activity (definition) but its latest closed accounts do not show a turnover (i.e. biotech, pharmac. etc)

No

Organization Category

i According to your data your Organisation is classified as **STARTUP**
You may need to upload a two-year projected summary business plan according to National Accounting law or EC Directive 2013/34

Save Draft Complete

2. Fill in the form and click 'Save Draft' to update the organisation category.

3. Then click on 'Complete'.

ANNEXES

Almost everything we need to know is stated in your application form.

The only document we need you to attach as **annex** is:

- **Detailed Workplan** (upload in IMPLEMENTATION section).
 - A template is provided for this document. You must use this template. Applications that do not, will be discarded.

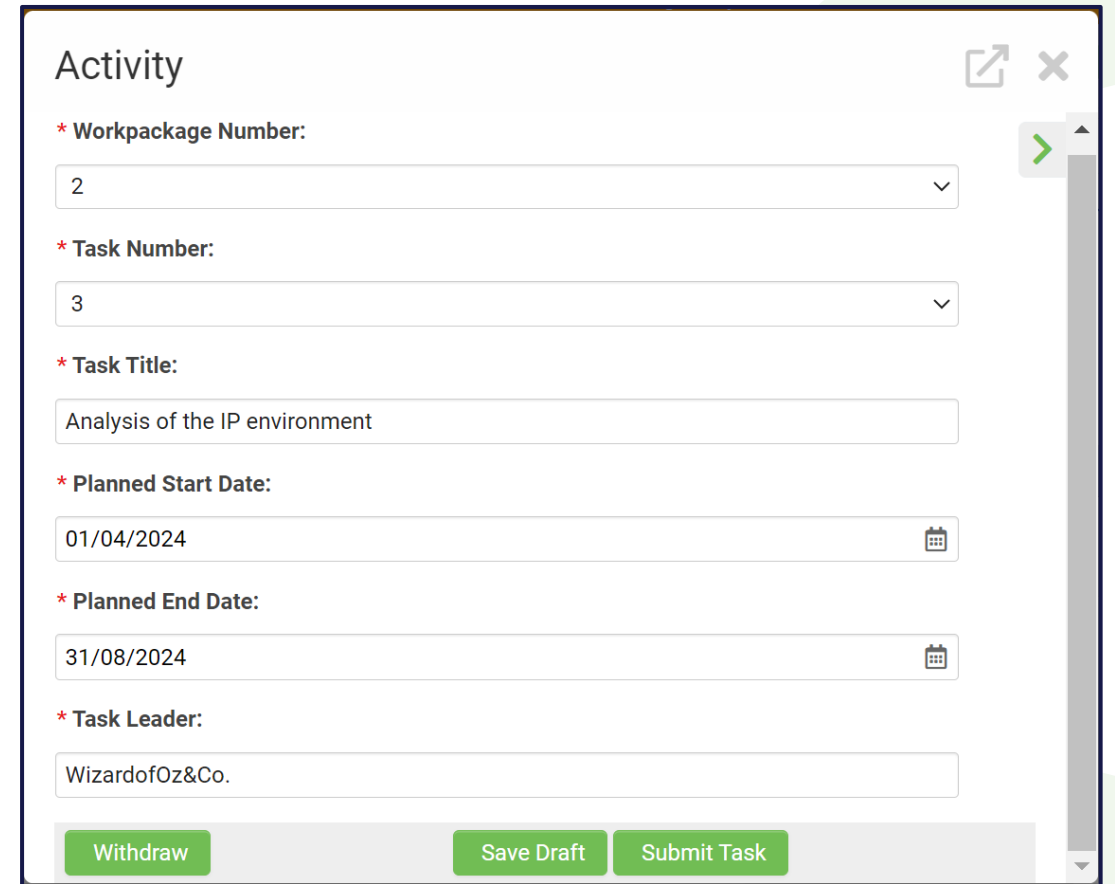
IMPLEMENTATION

In addition to the Gantt chart within your workplan document, you need to fill in the online Gantt chart.

How to fill in the online Gantt:

1. Click on '+' to create a new task (enter one row per project task)
2. Fill in the information for the task, such as title, planned start and end dates or task leader.
3. When completed, click on 'Save Draft', when ready, click on 'Submit task'

You can also re-open a submitted task to edit or withdraw it.



Activity

* Workpackage Number:
2

* Task Number:
3

* Task Title:
Analysis of the IP environment

* Planned Start Date:
01/04/2024

* Planned End Date:
31/08/2024

* Task Leader:
WizardofOz&Co.

Withdraw Save Draft Submit Task

03 Filling in the application form

IMPLEMENTATION

How to fill in the online **Gantt**:

- 'Save draft' in your application to see submitted tasks. (Only tasks at status 'task submitted' will be shown on the chart).
- Project duration is 6 months (this will be validated upon submission of your application)
- Select **1 May 2025** as the indicative starting date for your project

Workpackage Number	Task Number	Task Title	Planned Start Date	Planned End Date	Status
Open 1	1	Project management and planning	01/05/2025	01/11/2025	Task Submitted
Open 1	2	Certification and homologation compliance verification	18/05/2025	14/08/2025	Task Submitted
Open 2	1	Legal FTO	01/07/2025	29/10/2025	Draft

Gantt Chart

Timeline: May 2025, Jun 2025, Jul 2025, Aug 2025, Sep 2025, Oct 2025


- 1.1 - Project management ... (Blue bar: May 2025 - Nov 2025)
- 1.2 - Certification and h... (Green bar: May 2025 - Aug 2025)

ADDITIONAL INFORMATION

As part of the application process, you also need to:

- Complete an [ethics self-assessment](#)
- Agree on the terms set in the [Declaration of Honour](#)

The **invitations** feature will become available on the left menu **after you have completed the project description section.**

 **READ ME FIRST** (click on the – or + symbol in the upper right corner of this window to collapse of expand these instructions)

Call for submissions is open

 View Application pdf

 Call Guidelines

PROJECT DESCRIPTION

SME STATUS/COMMITMENT


PROPOSAL - THE PITCH

PROPOSAL - EXCELLENCE

PROPOSAL - IM

After you fill in the project description section, you will be able to invite your counterpart to sign a commitment in the platform (invitations feature will be available after you have completed the project description section)

* **Project Acronym**

Innovate with me 

1 words left

* **Project Title**

04 Inviting your counterpart

INVITATION

1. Click on 'Invitations' (left menu)
2. Click on '+'
3. Fill in your counterpart's details
4. Click on 'Invite' (or if you want to send the invitation later, click on 'Save').
Your counterpart will receive an email to accept/decline your invitation.

The screenshot shows a web interface for managing invitations. On the left, a navigation menu includes 'Logs', 'Main', and 'Invitations'. The main area displays a table of invitations. A callout box on the left points to a paper plane icon in the table, stating 'You can re-send the invitation here.' Another callout box on the right points to a green 'x' icon in the 'Status' column, stating 'You can cancel the invitation here. If the status of the invitation is 'accepted', you will need to inform innowide@eurekanetwork.org to remove the created commitment form. Only one accepted invitation per application is allowed.'

Prefix	First Name	Last Name	Email	Role	Status
Ms	Dorothy	Gale	gale.dorothy@wizarDOfoz.org	Counterpart	Invited

Buttons: +, →, Save, Invite

**Instructions for your
counterpart
(main subcontractor in your
project)**



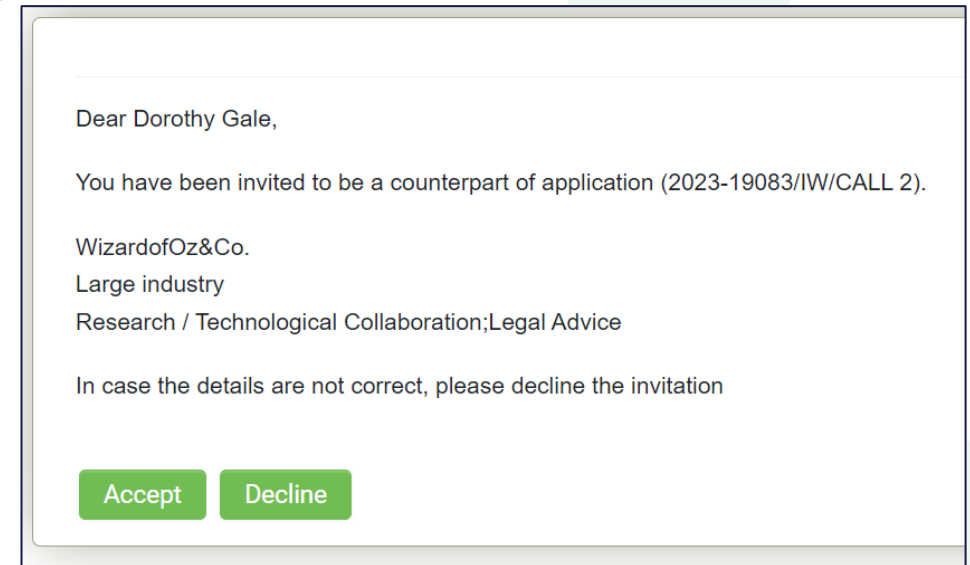
Counterpart

You will receive an invitation email from the applicant to approve a commitment form in the platform.



The invitation email contains:

- Project ID and a short summary
- Information about your organisation (name, type and description), as provided by the applicant
- A link to accept/decline the invitation and register in the platform

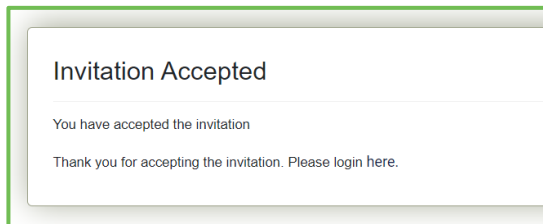


Counterpart

You will receive an invitation email from the applicant to approve a commitment form in the platform.

You must complete two-steps:

1. Accept the invitation via email



Please note that accepting the invitation via email is not sufficient!

2. Register or login to SmartSimple and accept the terms set in the commitment and declaration of honour (see next slides)

Counterpart

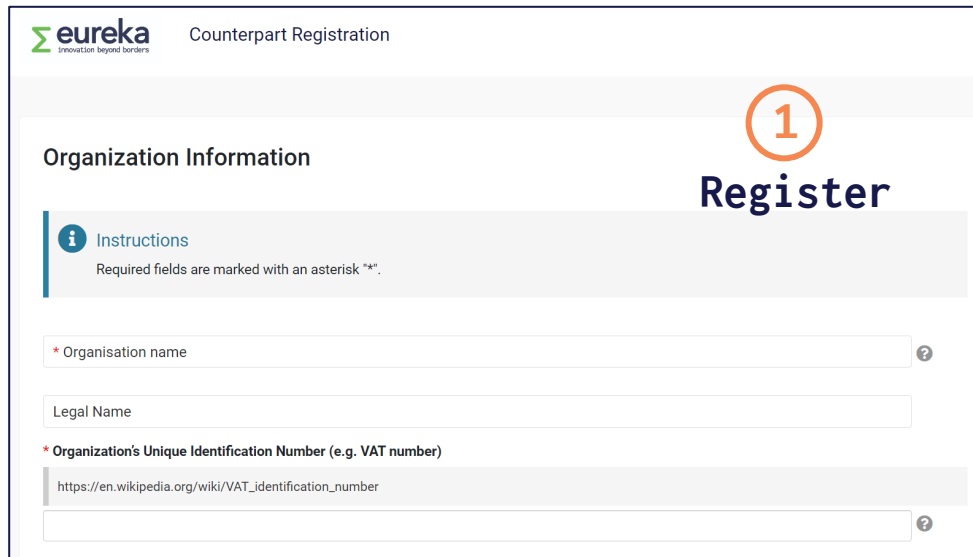
You will receive an invitation email from the applicant to approve a commitment form in the platform.

NEXT STEPS after you accept the invitation:

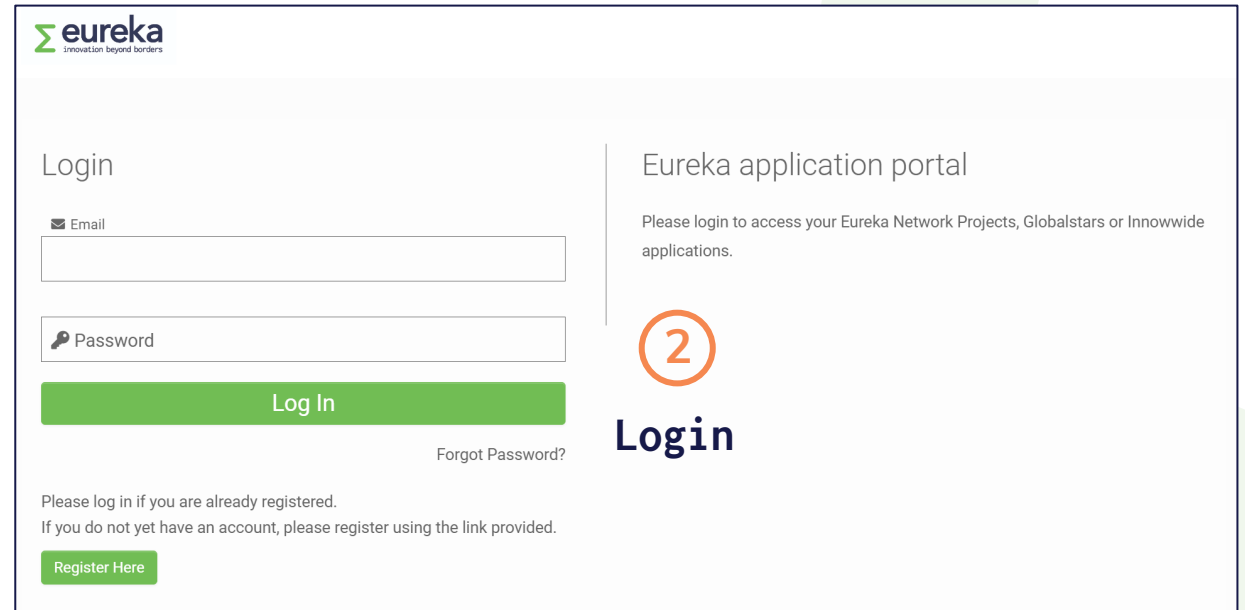
1. **Register on the platform** (you will need to fill in a registration form if you are accessing the platform for the first time);
2. **Login** (once you log in for the first time, you should change your password by visiting the personal settings menu and clicking on the password tab);
3. Click on **'pending'** on your dashboard, then click on **'open'**;
4. **Agree** on the terms set in the commitment and the declaration of honour;
5. Click on **'save draft'**, then click on **'complete'**.

Counterpart

NEXT STEPS after you accept the invitation:



The screenshot shows the Eureka Counterpart Registration page. At the top left is the Eureka logo with the tagline "innovation beyond borders" and the text "Counterpart Registration". A large orange circle with the number "1" is positioned in the top right corner, with the word "Register" written below it. The main heading is "Organization Information". Below this is an "Instructions" section with an information icon and the text "Required fields are marked with an asterisk **". There are three input fields: "Organisation name" (marked with an asterisk and a help icon), "Legal Name", and "Organization's Unique Identification Number (e.g. VAT number)" (marked with an asterisk and a help icon). Below the last field is a text box containing the URL "https://en.wikipedia.org/wiki/VAT_identification_number".



The screenshot shows the Eureka Login page. At the top left is the Eureka logo with the tagline "innovation beyond borders". The main heading is "Login". There are two input fields: "Email" and "Password" (with a key icon). Below the "Password" field is a green "Log In" button. To the right of the "Log In" button is a link "Forgot Password?". Below the "Log In" button is a "Register Here" button. On the right side of the page, there is a section titled "Eureka application portal" with the text "Please login to access your Eureka Network Projects, Globalstars or Innowide applications." Below this text is a large orange circle with the number "2" and the word "Login" written below it.

Counterpart

NEXT STEPS after you accept the invitation:

My Activities

1 Pending	0 Submitted Activities
---------------------	----------------------------------

3 Click on 'pending'.
Then, click on 'Open'.

Pending

Search: [] 1-1 of 1

#	Application ID	Primary Contact	Status	Created Date	Deadline Date	
1	2023-19083/IW/CALL 2	Dorothy Gale	Draft	06/07/2023 15:39		Open

Counterpart

The commitment form activity for the counterpart contains two tabs (LETTER OF COMMITMENT/ DECLARATION OF HONOUR).

- 4 Agree on the terms set in the commitment and the Declaration of Honour
- 5 Click on 'Save Draft', then click on 'Complete'

When you complete the activity, the applicant is notified by email.

2020-19083/IW/CALL 2 (Commitment Form)

LETTER OF COMMITMENT DECLARATION OF HONOUR

Letter of commitment

On behalf of WizardofOz&Co., I undersigned Dorothy Gale, in my capacity as CEO, commit to setting up all necessary provisions to participate as a counterpart of beneficiary [redacted] in the application 19083 / Innovate with me submitted to the Eureka Innnowwide call for projects, should the application be funded. I also confirm that WizardofOz&Co. will participate and contribute to the activities as planned in this project and described in the application. I hereby declare that I can commit to this process on behalf of the organisation I represent.

*

I Agree

Save Draft Complete NEXT >

05 Commitment form (by counterpart)

- The last step is submitting your application, but if ever you want to delete your application before the call for projects deadline, click on “remove” and it will disappear from your dashboard.
- You can go back to your application in progress from your dashboard at any time by clicking on ‘In progress’.
- Make sure you have double checked everything against the call for projects instructions.
- Click on “save and validate” to check whether you’re missing any mandatory information before you submit.
- Click on “submit”. You will receive an email confirming that you have successfully submitted your project application!
- You are only allowed to submit one application per call.

Good luck!

innowide@eurekanetwork.org