



Applicant guidelines  
SmartSimple platform  
Eureka Network projects & Globalstars

Version: January 2025

## Important

Only one user per project application can work on the platform at a time. The platform will be locked for other users if someone is already working on your project application.

Watch our Eureka Smartsimple  
tutorial for Network Projects and  
Globalstars applicants [here](#)

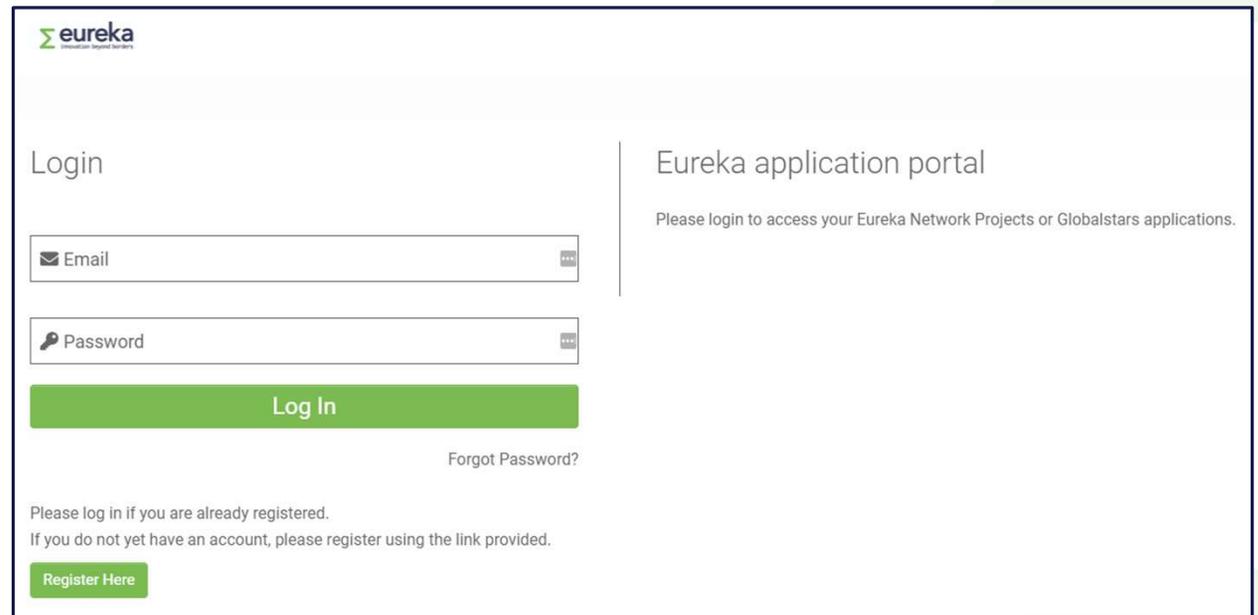
# Content

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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 "Eureka Smart Simple". The page is divided into two main sections. The left section is titled "Login" and contains an "Email" input field with an envelope icon, a "Password" input field with a key icon, a green "Log In" button, and a "Forgot Password?" link. Below these fields, there 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." and a green "Register Here" button. The right section is titled "Eureka application portal" and contains the text: "Please login to access your Eureka Network Projects or Globalstars applications." A green arrow points from the text on the left towards the "Register Here" button in the screenshot.

 eureka

01 Creating your account

# Dashboard

Upon login you will see your dashboard, which is divided into four sections. Scroll down to see all available sections.

Follow up on the progress of your applications and tasks using the shortcuts

Description below each section header

The screenshot shows the Eureka dashboard with the following sections and data:

- Header:** Home | ACCESS PLATFORM GUIDELINES HERE | [User Profile]
- Apply for Eureka Funding Opportunities:** 8 Open Calls
- My Applications:** Use this section to track your open and submitted applications - to continue
  - In Progress: 0
  - Submitted: 0
  - Under Review: 0
  - Evaluated: 0
  - Finished/Withdrawn /Missed Deadline: 0
- My Activities:** Use this section to: approve submitted partner forms in projects where you are the lead applicant - complete Project Progress Reports
  - Pending: 0
  - Submitted Activities: 3
- Partner Forms:** Use this section to follow the status of your project(s) partner form(s)
  - Pending: 1
  - Clarification Required: 0
  - In Progress: 0
  - Completed: 0

Annotations in the image include a green box around the 'In Progress' card in 'My Applications', a green box around the 'Partner Forms' header and its description, and a green box around the 'Submitted Activities' card in 'My Activities'. Arrows point from the text on the left to these boxes and from the 'ACCESS PLATFORM GUIDELINES HERE' link to the 'Manage your profile...' text on the right.

Manage your profile, change your password, logout, access guidelines or return to your dashboard (home) here.

# Main partner vs. partner(s) tasks

Each project consortium must nominate a main partner organisation and include at least one additional partner organisation (*with only 1 contact person per organization*)

## Main partner organisation's tasks

- 1 Create an account and log in
- 2 Select a call for projects
- 3 Create and complete the application form on behalf of the whole consortium
- 4 Invite project partners
- 5 Complete the partner form for your organisation (partner form + co-signature form)
- 6 Review the other organisation(s)' partner forms
- 7 Submit the final application on behalf of the whole consortium

## Partner organisation(s)' tasks

Accept the invitation and register

Complete the partner form for your organisation (partner form + co-signature form) → send to main partner for approval

01 Creating your account

# Main partner's tasks

Apply for Eureka Funding Opportunities

8  
Open Calls

My Applications

Use this section to track your open and submitted applications - to continue working on an open application, clic

Click on “open calls” on your dashboard. This will display our open Network projects and Globalstars funding opportunities. We have one call for projects that is always open; you can apply to this at any time.

Review the eligibility criteria and additional information required by your national funding bodies on our website or in the downloadable PDF for the call for projects you want to apply to.

Open Calls				
Application Type	Call	Details	Deadline	
<a href="#">Apply Now</a>	Network projects	Open call for Network projects applications. The call for Network projects is open for applications all year round. Access national funding for your international collaborative R&D projects using our simple flexible programme. OPEN CALL	<a href="https://www.eurekanetwork.org/open-calls/network-projects-all-year-2021_Open_call_text.pdf">https://www.eurekanetwork.org/open-calls/network-projects-all-year-2021_Open_call_text.pdf</a>	31/12/2025 23:59
<a href="#">Apply Now</a>	Globalstars	Globalstars Brazil Within the Globalstars initiative of Eureka, based on mutual consent, Brazil, Belgium (Wallonia), Finland, Portugal, Spain, Turkey and The Netherlands are launching a common call. Participants from Brazil and the respective Eureka member countries are invited to submit joint project proposals in the research and development of innovative products and applications with a strong market potential. GS Brazil 2022	<a href="https://www.eurekanetwork.org/open-calls/globalstars-brazil-2022_-_Call_text_GS_Brazil.pdf">https://www.eurekanetwork.org/open-calls/globalstars-brazil-2022_-_Call_text_GS_Brazil.pdf</a>	11/10/2022 18:00
<a href="#">Apply Now</a>	Network projects	Finland - France call for R&D collaboration projects BILAT_FR_FL1	<a href="https://www.eurekanetwork.org/open-calls/network-projects-finland-france-2022-2022-FR-FI_call_1.pdf">https://www.eurekanetwork.org/open-calls/network-projects-finland-france-2022-2022-FR-FI_call_1.pdf</a>	26/09/2022 18:00

## 02 Selecting calls for projects

# Main partner's tasks

Select the call for projects you want to apply to and click on "apply now".

You will be given an empty application form.

<a href="#">Apply Now</a>	Network projects	France – Spain Call for Eureka joint R&D&I projects BILAT_FR_ES_3	<a href="https://www.eurekanetwork.org/open-calls/network-projects-france-spain-2022/Call_FR-ES_2022_-_Call_text.pdf">https://www.eurekanetwork.org/open-calls/network-projects-france-spain-2022/Call_FR-ES_2022_-_Call_text.pdf</a>
<a href="#">Apply Now</a>	Network projects	Singapore– Turkey Call for EUREKA joint R&D&I projects BILAT_SG_TR_1	<a href="https://www.eurekanetwork.org/open-calls/singapore-turkey-2021/2021_SG-TR_call_1_final.pdf">https://www.eurekanetwork.org/open-calls/singapore-turkey-2021/2021_SG-TR_call_1_final.pdf</a>
<a href="#">Apply Now</a>	Network projects	2022 Singapore-South Korea call for projects BILAT_KR_SG_1	<a href="https://www.eurekanetwork.org/open-calls/network%20projects%20singapore%20south%20korea%202022/2022_SG-KR_EUREKA_Network_Call_final_updated.pdf">https://www.eurekanetwork.org/open-calls/network%20projects%20singapore%20south%20korea%202022/2022_SG-KR_EUREKA_Network_Call_final_updated.pdf</a>

New Application

EUREKA NETWORK Projects:  
Eureka Network Projects are market driven innovative R&D projects, defined and run by an international consortium.

[View Application pdf](#)

Partner Form

Click Save before using Partner Form

Partner Forms

Click Save before using Partner Forms

Application form

OVERVIEW   IMPACT - THE BUSINESS CASE   EXCELLENCE - INNOVATION AND R&D   QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

\* Project Acronym

4 words left

\* Project Title

Read important information here. You can minimise or pop out this window at any time.

## 02 Selecting calls for projects

# Main partner's tasks

Your screen shows two sections:

Partner forms & Application form

The screenshot shows the 'New Application' form. It has a header with 'EUREKA NETWORK Projects' and a 'View Application pdf' button. Below are sections for 'Partner Form' and 'Application form'. The 'Application form' section includes a progress bar with 'OVERVIEW 20%', 'IMPACT - THE BUSINESS CASE 0%', 'EXCELLENCE - INNOVATION AND R&D 0%', and 'QUALITY'. There are input fields for 'Project Acronym' (4 words left) and 'Project Title' (10 words left). At the bottom, the 'Save Draft' button is highlighted with an orange box.

First, click on "Save draft".

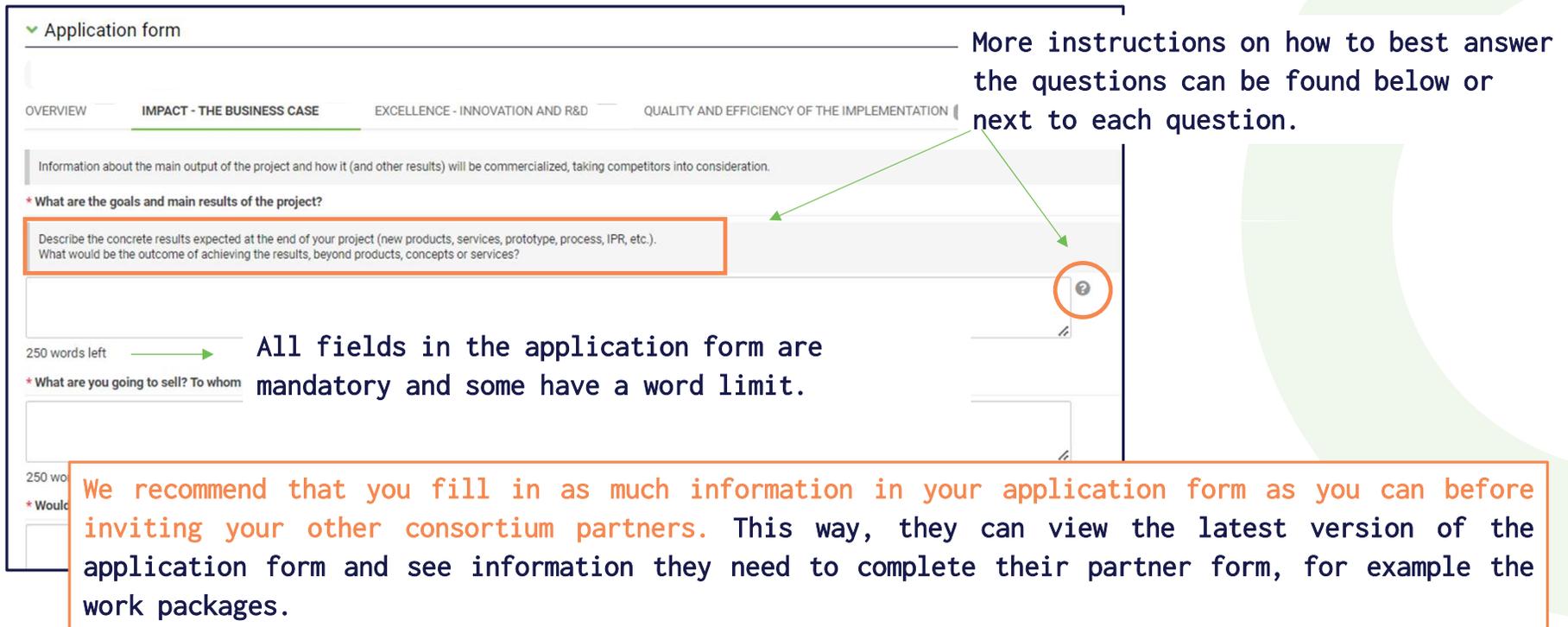
Your application will receive an identification code, which includes your unique project number/an acronym of the programme you are applying to/the call for projects code.

The screenshot shows the application confirmation screen. At the top, the identification code '2021-17450/NP/BILAT\_SG\_TR\_1' is highlighted with an orange box. Below it is a grey bar that says 'Call for submissions is open'. There is an information section for 'EUREKA NETWORK Projects' with a 'View Application pdf' button. Below that is a 'Partner Form' section, followed by a 'Primary Contact' section with an 'Open' button and the name 'Katie Sera'. A green arrow points from the text above to the identification code.

## 03 Filling in the application form

# Main partner's tasks

The application form has four sections: OVERVIEW, IMPACT, EXCELLENCE and QUALITY AND EFFICIENCY OF THE IMPLEMENTATION.



The screenshot shows a web-based application form with four tabs: OVERVIEW, IMPACT - THE BUSINESS CASE, EXCELLENCE - INNOVATION AND R&D, and QUALITY AND EFFICIENCY OF THE IMPLEMENTATION. The 'IMPACT - THE BUSINESS CASE' tab is selected. A question asks for the goals and main results of the project, with a text area below it. A word count indicator shows '250 words left'. An information icon (i) is circled in red. Annotations include a text box pointing to the question, a text box pointing to the information icon, and a large text box at the bottom.

More instructions on how to best answer the questions can be found below or next to each question.

Describe the concrete results expected at the end of your project (new products, services, prototype, process, IPR, etc.). What would be the outcome of achieving the results, beyond products, concepts or services?

250 words left

All fields in the application form are mandatory and some have a word limit.

We recommend that you fill in as much information in your application form as you can before inviting your other consortium partners. This way, they can view the latest version of the application form and see information they need to complete their partner form, for example the work packages.



# Main partner's tasks

“Open Work packages” in the OVERVIEW section.

Work Packages

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader	Other Participants
WP1 / Coordination and	test	01/07/2022	6	KS organisation	
WP 2 / Example	test	dd/mm/yyyy	0		
WP 3 / Example	test	dd/mm/yyyy	0		
WP 4 / Example	test	dd/mm/yyyy	0		

Save Close

2021-17450/NP/BILAT\_SG\_TR\_1

**OVERVIEW** MPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFIC

\* Overall Budget (€)

This information will be made public in case the project is approved.

Overview of the Consortium

This information will be made public in case the project is approved.

Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution
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Work Package List

As the project main partner, you must define the work packages' structure. Your project partners will refer to this table when listing their tasks in the project.

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader
WP1 / Coordination and Project Management	test	01/07/2022	6	KS organisation
WP 2 / Example			0	

**Open Work packages**

▼ The Pitch

This section provides an introductory description of the project. It includes a set of three questions (what, why and how), with 500 words limit each. Please be as thorough as possible.

Add as many rows as needed by clicking on “+”

Fill out all fields and click “Save”

- This table will be displayed in all partner forms for your partners to use as a reference to list their tasks in the project.

WP ID / Name	Maximum 125 characters are allowed
WP summary	Maximum 1500 characters are allowed
WP Leader	Maximum 125 characters are allowed
Other Participants	Maximum 125 characters are allowed



## 04 Adding work packages and annexes

# Main partner's tasks

2021-17450/NP/BILAT\_SG\_TR\_1

OVERVIEW    IMPACT - THE BUSINESS CASE    EXCELLENCE - INNOVATION AND R&D |    **QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

WP 4/ Example	2	€5,000.00	€1,200.00	€1,000.00	€2,500.00	€0.00
	7	€18,000.00	€4,400.00	€2,000.00	€3,500.00	€45,000.00

\* Attach a Gantt Diagram of the Work Packages with clearly identified leaders for each WP

File Name ▲

test.pdf

Upload a Gantt Diagram (QUALITY AND EFFICIENCY OF THE IMPLEMENTATION section).

2021-17450/NP/BILAT\_SG\_TR\_1

OVERVIEW    IMPACT - THE BUSINESS CASE    EXCELLENCE - INNOVATION AND R&D    QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

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

Any further Annexes

Only pdf files allowed, maximum file size 2 GB.  
National funding bodies may have specific requirements for organisations based in their country. Please upload relevant annexes here (the main partner must upload these annexes on behalf of the partners).

Upload additional annexes (OVERVIEW section) if required by national funding bodies. The main partner must upload relevant annexes on behalf of all partners. Check the specific call text for the requirements of each country.

## Main partner's tasks

1. Click on “Invitations” on the left-hand side menu
2. Click on “+” to add all your consortium partner organisations
3. Fill in your project partners' details and assign them the role of “partner”.
4. Click on “invite”. Your partners will receive an email invitation that will let them view the application form and complete their partner form.

2021-17450/NP/BILAT\_SG\_TR\_1

If you remove an invitation that has already been accepted, please inform [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org) in order to remove the automatically created partner form. Please mention application number and name of the removed partner.  
Before inviting other partners to the project, please make sure you have filled in at least the Project Acronym (OVERVIEW), Project Title (OVERVIEW) and WP table (OVERVIEW).

Prefix	First Name	Last Name	Email	Role	Status	
Mr	Frederic	Bako	shouks@hotmail.com	Partner	Accepted	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --	Draft	<input type="checkbox"/>

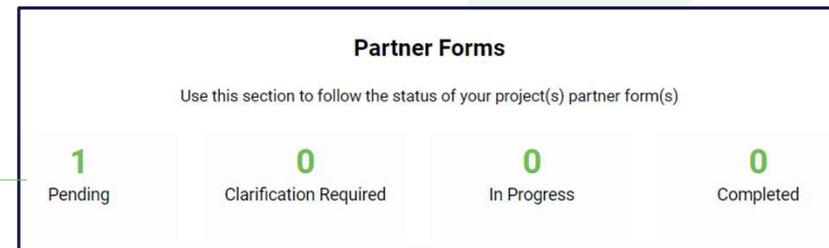
If your partner hasn't accepted your invitation yet, you can **re-send** it or **retract** it. However, if you want to remove a partner who has already accepted your invitation from your application, you need to contact us at [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org)

## 05 Inviting partners

# Main partner's and partner(s)' tasks

All project partner organisations (including the main partner) must fill in a partner form individually.

You can find the partner form from your dashboard, listed as a pending task.



## PARTNER FORM:

1. Open the PARTNER FORM tab and click “Save Draft”
2. Complete the form
3. “Add budget details” (please refer to the work package list completed by the main partner in your project). When you save your budget information, it is added to the budget details table automatically.

## 06 Filling in your partner form

2021-17450/NP/BILAT\_SG\_TR\_1 (Partner Forms) >

PDF of Partner Form

View Application pdf

**PARTNER FORM** CO-SIGNATURE PARTNER DETAILS

\* What are your core business activities and expertise (technological and managerial)? Do you have previous experience in

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint d

181 words left

\* In which sectors do you operate?

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181 words left

\* Explain your contribution to the project.

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181 words left

Work package list

Save Draft

Submit

# Main partner's and partner(s)' tasks

All project partner organisations (including the main partner) must fill in a partner form individually.

2021-17450/NP/BILAT\_SG\_TR\_1 (Partner Forms)

PDF of Partner Form  
View Application pdf

PARTNER FORM **CO-SIGNATURE** PARTNER DETAILS

**i** 1. Fill in the full name, title and company position of the person legally authorised to represent your organisation.  
2. Click **Save Draft**. This information will be added to the co-signature document.  
3. Download the **co-signature document** as a pdf file and **sign it**.  
4. Upload **signed co-signature document** and click **Send to Main** or **Submit**.

\* Name and last name  
Frederic Bako

\* Title  
Mr

\* Company Position  
CEO

Agreement Document  
Download Co-Signature Document

\* Upload signed co-signature document

← BACK ?

Save Draft Send To Main

## CO-SIGNATURE:

1. Fill in the name, title and position of someone legally authorised to represent your organisation.
2. Click **“Save Draft”** - this information is added to the co-signature form.
3. **Download** the co-signature document as a pdf file and sign it manually or electronically.
4. **Upload your signed co-signature document** (in pdf format)
5. Click on **“Send to Main”** (if you are a partner organisation) or **“Submit”** (if you are the main partner).

Once submitted, your partner form task will be listed as “in progress”.



## 06 Filling in your partner form

# Main partner's tasks

When a project partner submits their partner form, you (the main partner) will see a new Pending item on your dashboard under My Activities.

### My Activities

Use this section to: approve submitted partner forms in projects where you are the lead applicant - complete Project Progress Reports

**1**  
Pending

**1**  
Submitted Activities

### Pending

1-1 of 1

#	Application ID	Activity Type	Primary Contact	Status	Created Date	Deadline Date	
1	2021-17450/NP/BILAT_SG_TR_1	Partner Forms	Frederic Bako	Submitted to Main	10/01/2022 21:50		<a href="#">Open</a>

You need to **open** and review the submitted partner and co-signature forms.

# Main partner's tasks

2021-17450/NP/BILAT\_SG\_TR\_1 (Partner Forms) > ⓘ

PDF of Partner Form

View Application pdf

PARTNER FORM CO-SIGNATURE **REVISIONS** PARTNER DETAILS

\* What are your core business activities and expertise (technological and ma  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod temp  
 commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit  
 laborum

\* In which sectors do you operate?  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nos  
 commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidat  
 laborum

\* Explain your contribution to the project.  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, qu  
 commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidat  
 laborum

Work package list

As indicated by the main partner

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader
WP1 / Coordination and Project Management	test	01/02/2022	6	KS test

\* With reference to the work package list/descriptions, please indicate each of your tasks and deliverables in the project.

Please use the numbering convention WP number. Number of task within that WP. For example, task 1.2 would be the second task from work package 1.  
 WP1 / Coordination and Project Management  
 1.1. Consortium Management  
 1.2. Technical Management  
 1.3. Project Administration

Send For Clarifications Approve

- If you think parts of the form are unclear, visit the revisions tab, specify what your project partner needs to change and click on “Send for clarifications”.
- OR
- If the form is correct, click on “Approve”.

As partner forms are completed, the Overview of the consortium table and other fields in the OVERVIEW section of your application form will update automatically with the information from the partner forms.

Overview of the Consortium

This information will be made public in case the project is approved.

Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution
Katie Sera	KS Test	Singapore	Large Company	Lead	€72,900.00	35%
Frederic Bako	FB Test	Turkey	SME	Partner	€133,500.00	65%

## 07 Reviewing partner forms

## Partner's tasks - revise partner form



If the main partner thinks parts of the form are unclear, they visit the "Revisions" tab, specify what needs to be changed, and click on "Send for Clarifications."

This will reopen your partner form for editing, which can then be accessed from the dashboard, listed as a "Clarification Required" task.

Once changes are made, click on "Submit to Main."

This loop continues until the main partner approves the partner form.

You can also use the notes section of our platform to communicate with

- our helpdesk: **Note to Helpdesk**
- the main partner in the project: **Note to Main Partner**
- all your project partners: **Note to Consortium Partners**
- your contact in your national funding body: **Note to Project Officers** → These notes are read once project officers have been assigned to your application

2021-17450/NP/BILAT\_SG\_TR\_1

+ Notes

Notes Type: --All-- From: dd/mm/yyyy To: dd/mm/yyyy Search Refresh Sort By: Newest to Oldest

--All--  
Note to Helpdesk  
Note to Main Partner  
Note to Consortium Part  
Note to Project Officers

No Records Found

To send a note:

1. Click on the **+** icon.
2. Select the recipient of your note from the drop-down menu titled: **Notes Type**.
3. Write your note.
4. Click on **Save** to send your note. The recipient will receive an email notification.

2021-17450/NP/BILAT\_SG\_TR\_1

All partners can view the application form PDF at any time. It updates automatically whenever you save.



EUREKA NETWORK Projects:

Eureka Network Projects are market driven innovative R&D projects devised and run by an international consortium

View Application pdf



PARTICIPANT INFORMATION

OVERVIEW

IMPACT - THE BUSINESS

View Partner Details

Partner Forms

#	Primary Contact	Partner Company	Partner country	
Open	1	Frederic Bako	FB Test	Turkey
Open	2	Katie Sara	KS Test	Singapore

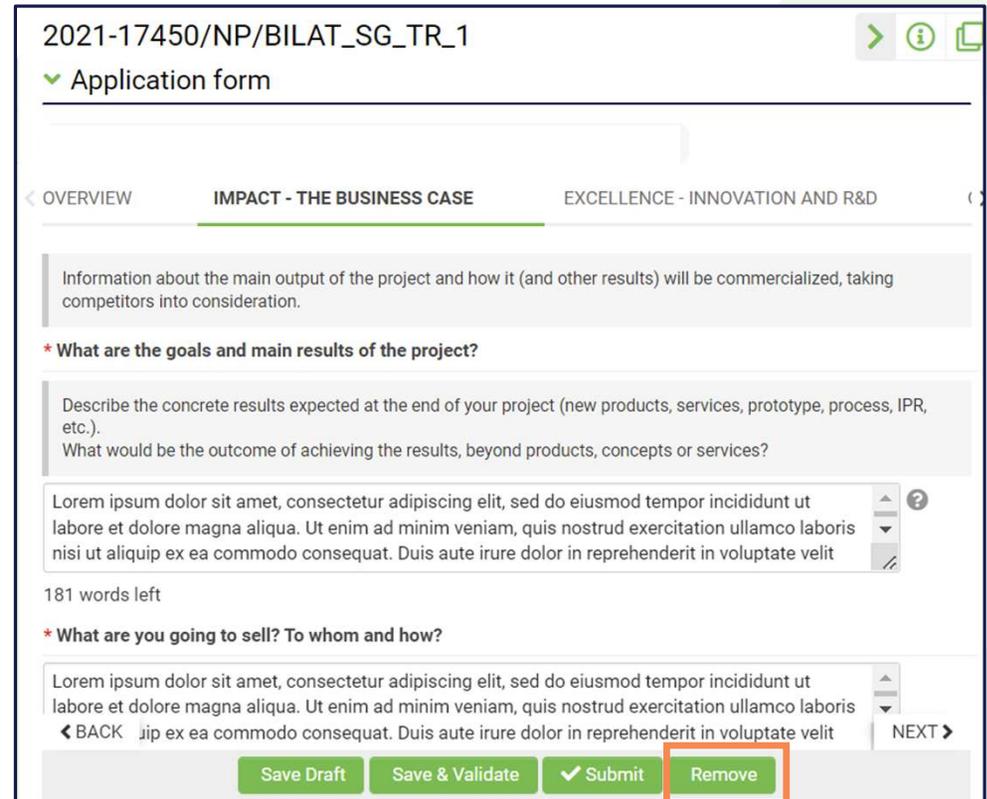


2021-17450/NP/BILAT\_SG\_TR\_1  
TEST SG TR

Participant Information	2
Overview	3
The Pitch	5
Technological and market areas	5
Impact - The Business Case	7
Competition in the industry:	8
Excellence - Innovation and R&D	10
Quality and efficiency of the implementation	12
Partner Form - KS Test	14
Co-Signature	16
Partner Details	16
Partner Form - FB Test	17
Co-Signature	19
Partner Details	19

## Main partner's tasks

If ever you want to delete your application before the call for projects deadline or submission for the general 'Eureka Open Call', click on **“remove”** and it will disappear from your dashboard.



2021-17450/NP/BILAT\_SG\_TR\_1

Application form

OVERVIEW IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D

Information about the main output of the project and how it (and other results) will be commercialized, taking competitors into consideration.

\* What are the goals and main results of the project?

Describe the concrete results expected at the end of your project (new products, services, prototype, process, IPR, etc.).  
What would be the outcome of achieving the results, beyond products, concepts or services?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit

181 words left

\* What are you going to sell? To whom and how?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris

◀ BACK jip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit NEXT ▶

Save Draft Save & Validate Submit Remove

# Main partner's tasks

1. Make sure all partner forms (including your own) and your application form are complete and that you have double checked everything against the call for projects instructions.

2. Click on **“Save & validate”** to check whether you're missing any mandatory information before you submit.

3. Click on **“Submit”**. You will receive an email confirming that you have successfully submitted your project application!

2021-17450/NP/BILAT\_SG\_TR\_1

Application form

OVERVIEW IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION

Information about the main output of the project and how it (and other results) will be commercialized and how it will be taken into consideration by competitors into consideration.

**\* What are the goals and main results of the project?**

Describe the concrete results expected at the end of your project (new products, services, prototypes, etc.).  
What would be the outcome of achieving the results, beyond products, concepts or services?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit

181 words left

**\* What are you going to sell? To whom and how?**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit

Save Draft Save & Validate Submit Remove

Submitted

#	Application ID	Organization	Primary Contact	Status	
1	2021-17450/NP/BILAT_SG_TR_1	KS Test	Katie Sera	Submitted Application	Open

## 09 Submitting your application

## Main partner's tasks

Please note that after you have submitted your application, you cannot make changes to it.

However, you can request to re-open your application by emailing [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org) before the call for projects deadline.

Once you submit your application, we will review it to ensure it is complete and that your project is eligible. If successful, your project will be evaluated.

You can track the status of your application on your dashboard. In addition, you will receive email notifications.

## Evaluation Phase

The Eureka evaluation is decentralized, meaning that evaluation is done at national level.

The central assessment criteria are:

- **Impact** - market and commercialization
- **Excellence** - innovation and R&D
- **Quality and efficiency of the implementation** - project planning and consortium quality

A minimum score of 108/180 is required to pass:

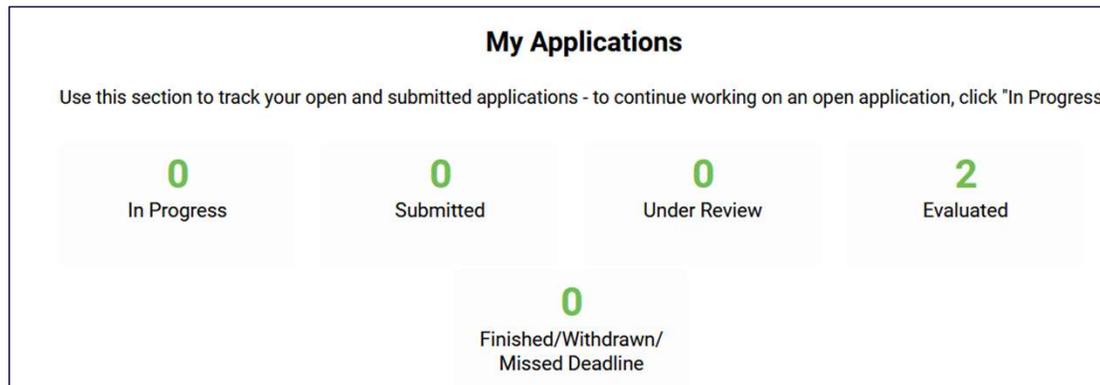
- If the evaluation score is above threshold (minimum 108/180), your application will be awarded the '**Label**' status.
- If the evaluation score is below threshold (below 108/180), your application will receive the '**Declined**' status and will not be recommended for funding.

## Official start of application

Your labelled application can start once finance is fully secured and the involved project officers have received a duly filled out and signed partner consortium agreement.

Three times a year, ongoing applications receive the 'Endorsed' status during the Eureka High-Level meeting.

You can track the status of your application on your dashboard. In addition, you will receive email notifications.



# Change Requests

During the lifetime of the project, it is possible that some changes occur. In such cases, the partners will have the possibility to inform the ESE about these potential changes through a **project change request**.

- **Minor changes** constitute administrative changes such as address changes.
- **Major changes** include operational, legal and consortium composition changes.

Minor changes can be requested by any Partner and are handled by the ESE, while major changes need to be requested by the Main Partner and need all the involved NPC/POs approval.

All requests will be assessed based on the call eligibility criteria.

Changes which adversely affect the eligibility of a project will not be accepted and may lead to the project being withdrawn (status: Withdrawn).

## Project Progress Reports: Main partner's task

Once your Eureka project has been endorsed by Eureka's High-level Representatives group, **the main partner** must submit a project progress report every 12 months on the platform. All consortium partners must agree on the content of the report.

The project progress report task will be available on your dashboard, and you can begin filling it in at any time.

If your project is ongoing, you will be able to submit your project progress report between month 12 and month 13 from endorsement of the project or from submission of the previous report.

New reports will appear on your dashboard after having submitted the previous PPR until your project has finished.



## Finished projects

Once your project activities have been finalised, you can submit your progress report at any time by answering “YES” to the question, “Are the activities of the consortium completed?”

However, the status of your project will not change to “finished” until it is confirmed by the relevant national funding bodies.

\* Are the activities of the consortium completed?

If you answer “YES”, you are stating that your project has finished. However, the status of your project will not change until your project partners and relevant national funding bodies confirm this. You can submit your progress report as soon as your project has finished.

\* End Date

## Impact Phase

The End of Project Report and Market Impact Reports are used to perform project and participant-level monitoring and evaluation. They allow Eureka to gain insights into various outcomes, outputs and impacts - which we can classify as input, behavioural, or output additionality - on organisations funded via the Eureka Network Programme. These results are summarised to measure impact at programme level.

After the completion of the project, two different forms are used to monitor Eureka projects through the commercialisation phase

- End of Project Report (EPR); and the
- Market Impact Report (MIR)

Once the project has been declared finished each project partner will have to submit an EPR. The EPR is required from all participants of all projects, whether the R&D phase has been successful or not.

**Good luck!**

Contact us at  
[projects@eurekanetwork.org](mailto:projects@eurekanetwork.org)

