**Application form in Word format**

**Eurostars is part of the European Partnership on Innovative SMEs. The** [**partnership is co-funded by the European Union through Horizon Europe**](https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/european-partnerships-horizon-europe_en)**.**

**This is a Word version of the Eurostars application form. You and your project partners can use it to work offline on your application.**

**Find here the** [**guidelines for completing an application**](https://eurekanetwork.org/how-to-complete-eurostars-application/)**, where you can find instructions on how to complete each section of the form.**

**Important notes**

You cannot submit this document as your official application form. The official form must be completed and submitted electronically on the [Eureka Project Management Platform](http://www.myeurekaproject.org). Applications received in any other ways will be rejected.

Although you can use this form to work offline, you are strongly encouraged to use the project platform since an early stage in the application process to familiarise with the functioning of the platform and make sure that you submit your application on time. The online application form must be completed collaborative by each project partner; it cannot be completed only by the main partner. Find the *Application platform guidelines* on [Eureka’s website](https://www.eurekanetwork.org/programmes/eurostars/guidelines).

Allow up to 3 working days for a response if you require technical assistance. Due to the high number of requests, we may not be able to process all requests for assistance received on the last 3 days before the submission deadline. The Eureka Network does not take any responsibility for late requests for assistance.

We encourage you not to wait until the very last few days for applying since heavy Internet traffic or a fault with the Internet connection could lead to difficulties during the submission.

Contents

[Project details 4](#_Toc179981917)

[Application team 4](#_Toc179981918)

[Application details 5](#_Toc179981919)

[What do you want to do? 6](#_Toc179981920)

[Why do you want to do it? 6](#_Toc179981921)

[How will you make money? 6](#_Toc179981922)

[Exclusion of experts 7](#_Toc179981923)

[Application questions 8](#_Toc179981924)

[1. Impact - Results of the project 8](#_Toc179981925)

[2. Impact - The Business Case 8](#_Toc179981926)

[3. Impact - Time to market and commercialisation plan 9](#_Toc179981927)

[4. Impact - Conditions of the market 9](#_Toc179981928)

[5. Impact - Sustainable Development Goals 10](#_Toc179981929)

[6. Impact - Social and environmental risks 11](#_Toc179981930)

[7. Excellence - Technical approach and degree of innovation 12](#_Toc179981931)

[8. Excellence - Technical state of the art 12](#_Toc179981932)

[9. Excellence - Technical risks 13](#_Toc179981933)

[10. Quality and Efficiency of the Implementation - Project management experience 13](#_Toc179981934)

[11. Quality and Efficiency of the Implementation - Benefits of international collaboration 14](#_Toc179981935)

[12. Quality and Efficiency of the Implementation - Intellectual Property Rights 14](#_Toc179981936)

[13. Civilian purpose 15](#_Toc179981937)

[14. Ethics 15](#_Toc179981938)

[Work packages 16](#_Toc179981939)

[Work package cost table 16](#_Toc179981940)

[Technical annex 16](#_Toc179981941)

[Gantt chart 16](#_Toc179981942)

[Your organisation 17](#_Toc179981943)

[Your project finances 17](#_Toc179981944)

[Finances overview 18](#_Toc179981945)

[1. Consortium members - Core business and expertise 18](#_Toc179981946)

[2. Consortium members – Previous R&D&I cooperation experience 18](#_Toc179981947)

[3. Consortium members – Previous R&D&I funding 18](#_Toc179981948)

[4. Consortium members - Contribution and reasons to participate 19](#_Toc179981949)

[5. Consortium members - Financial situation 19](#_Toc179981950)

[6. Consortium members - Tasks in the project 20](#_Toc179981951)

[7. Consortium members - Impact in your organisation 20](#_Toc179981952)

[8. Consortium members - Public funding requested 21](#_Toc179981953)

[9. Consortium members - Project financing 21](#_Toc179981954)

[Declarations 22](#_Toc179981955)

[Please complete and submit the Commitment and signature form. 22](#_Toc179981956)

[Please complete and submit the SME declaration if you are an SME 22](#_Toc179981957)

*Version 2.2*

|  |
| --- |
| **HISTORY OF CHANGES** |
| **Version** | **Publication date** | **Changes** |
| Original version | April 2022 |  |
| Version 2 | July 2022 | p. 1, further information added. |
| Version 2.1 | February 2022 | Introduction reformulated. Instructions on how to complete each section of the form removed and replaced with reference to guidelines for completing an application.p 14, instructions on self-funding declaration added. |
| Version 2.2 | December 2024 | Addition of text box explanations for each question of the formp. 4. Addition of PIC numberp. 5. Addition of fixed keywords and free keywords |

# Project details

## Application team

|  |
| --- |
| **Organisation details**[Copy paste this table for each partner organisation and fill it in accordingly]  |
| Organisation name:  |   |
| Organisation type:  | [ex. SME, University, etc.]  |
| Address:  |   |
| Country:  |   |
| Phone number:  |   |
| Year of registration:  |   |
| VAT number:  |   |
| PIC number[[1]](#footnote-1): |  |
| Role in the project:  | [main partner or partner]  |
| **Organisation participants**[If you wish to add more than one participant to the organisation just add a new row and fill with the full name and email] |
| Full name:  |   |
| Email:  |   |

## Application details

|  |  |
| --- | --- |
| Application title: |  |
| Application acronym: |  |
| When do you wish to start your project: | *DD/MM/YYYY* |
| Duration [of your project] in months[[2]](#footnote-2) : |  |
| Please select the market areas that best match your proposal: | *[enter, when possible, up to three levels of market areas using the* [*Eurostars taxonomy of market areas*](https://eurekanetwork.org/taxonomy-market-areas/)*]* |
| Please select the technological areas that best match your proposal: | *[enter, when possible, up to three levels of technological areas using the* [*Eurostars taxonomy of technological areas*](https://eurekanetwork.org/taxonomy-technology-areas/)*]* |
| Fixed keywords | *[from the dropdown menus, select the keywords that best represent your project. Explore the keywords within a subcategory to refine your selection. Enter at least 1 keyword and at least up to three levels.]* |
| Free keywords | *[enter the free keywords that represent your project. It is important to remember that a keyword is not necessarily just one word. It can be a string of words or an entire phrase. The free keywords are free for you to select. You must insert at least one keyword, and up to three. Try to be specific to your project – e.g., “Computers” is not a good keyword; "Computer system modelling" is a good keyword.]*Keyword 1Keyword 2 Keyword 3 |
| Is this application a resubmission: | *[answer ‘yes’ or ‘no.’ If yes, please provide the details of this previous application]* |
| Previous application number: |  |
| Previous application title: |  |

## **What do you want to do?**

Word limit: 100

Here you must explain and summarize what you want to do in the project.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

Why do you want to do it?

|  |
| --- |
| *[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*  |

Here you must explain and summarize why you want to do this project.

Word limit: 100

How will you make money?

|  |
| --- |
| *[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*  |

Word limit: 100

Here you must explain how you will make money with this project.

Exclusion of experts

Word limit: 50

Here you can indicate which entities, if any, shall not be involved in the assessment of this 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 that 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 no experts should be excluded, you must enter N/A.

|  |
| --- |
| *[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*  |

# Application questions

## 1. Impact - Results of the project

Word limit: 800

Here you must describe individually each product, process and service that will be developed by the project, starting with the main results of the project. Please explain if the products or service developed in this project are new. Comment on whether they are an improvement of an existing product or service or if they are an adaption of an existing product or service to enter a new market.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 2. Impact - The Business Case

Word limit: 2000

Here you must describe the business case of the project answering the question: how much revenue will be generated as a result of this project. Please state the financial investments to date. Explain the following: the project costs and the future investments needed to bring the results of this project to the market, the estimated market penetration of the new product or service or process, the sales forecast and the estimated return on investment.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 3. Impact - Time to market and commercialisation plan

Word limit: 1000

Here you must describe the steps and timeline towards commercialization of the project results. Please state how many months after project completion you expect the main result of the project to be put on the market. Explain the steps and timelines towards commercialization and the contributions of each project partner.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 4. Impact - Conditions of the market

Word limit: 2000

Here you must describe the conditions of the market. State who the main actors and competitors in the target market are. Describe what is commercially currently available in your market segment or available in the foreseeable future; describe how the innovations generated by this project improve on that. Describe potential possible barriers to market entry and how to address these.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 5. Impact - Sustainable Development Goals

Here you must indicate whether your project contributes to one or more of the UN Sustainable Development Goals. You can select one or more.

Please describe how your project will contribute to the goals. Be realistic and specific in describing the contribution of your project. 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 of 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 and impact of the new product, process or service?

Please use existing evidence and indicators to substantiate your statements.

No poverty

Zero Hunger

Good Health and Well-being

Quality Education

Gender Equality

Clean Water and Sanitation

Affordable and Clean Energy

Decent Work and Economic Growth

Industry, Innovation and Infrastructure

Reducing Inequality

Sustainable Cities and Communities

Responsible Consumption and Production

Climate Action

Life Below Water

Life On Land

Peace, Justice, and Strong Institutions

Partnerships for the Goals

None

Word limit: 800

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 6. Impact - Social and environmental risks

Word limit: 800

Here you must describe whether the subsequent products, processes or services obtained as a result of the project pose any potential negative social and/or environmental effects. Describe what risks you have identified and how you plan to mitigate them. If there are no risks posed by your project, you must indicate that in the box.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 7. Excellence - Technical approach and degree of innovation

Word limit: 1200

Here you must describe which scientific method/approach is used in this project and why this is the preferred approach. Describe whether your project leads to a breakthrough or incremental innovation. Describe how the gender dimension (i.e. sex and/or gender analysis) is taken into account in the project’s research and innovation content. If you do not consider such a gender dimension to be relevant in your project, please provide a justification.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 8. Excellence - Technical state of the art

Word limit: 800

Here you must describe the state of the art in the area of your project including the latest technological and scientific developments.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

##

## 9. Excellence - Technical risks

Word limit: 800

Here you must describe the risks of the applied research method/approach you will follow and how those risks will be mitigated.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 10. Quality and Efficiency of the Implementation - Project management experience

Word limit: 450

Here you must describe the project management experience of the main partner. Explain how they will lead the project.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

##

## 11. Quality and Efficiency of the Implementation - Benefits of international collaboration

Word limit: 800

Here you must describe what are the benefits of the collaboration in this project for each of the participants, including the added value of the international collaboration and any scientific, technical and commercial benefits.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 12. Quality and Efficiency of the Implementation - Intellectual Property Rights

Word limit: 1500

Here you must describe the Intellectual Property Rights strategy of the project. Describe the existing knowledge or Intellectual Property Rights e.g. patents, copyrights, trademarks or trade secrets that are used in the project. State who owns them, and who has the authorization to use them. Explain how the project results will be distributed across the consortium: who will own them and who will be able to exploit them. If applicable, include a summary of the application form for a patent; industrial design; CE mark. Include an explanation on what will happen in the event of a partner leaving the consortium: how the access to the knowledge and results will be affected and how their ownership will be affected.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## 13. Civilian purpose

Does the project have an exclusive focus on civil application?

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), 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 this question. 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.

Yes

No


## 14. Ethics

Word limit: 800

In this section you must upload the Ethics Issues Table in the Template section.

If you have entered any issues in the Ethics Issues Table you should describe how the issue(s) will be addressed in order to adhere to the ethical principles and EU/national legal framework.

You should describe the ethical legal compliance of the identified issues, in relation to: objectives of the activities (e.g. study of vulnerable populations, etc.), methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.), and the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.). If you have not entered any issues in the issues table, please write 'Not Applicable' in the text box.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

**Upload your completed Ethics Issues Tabel (max. 10 MB – only PDF format)**

*[Find* [*here the guidelines*](https://www.eurekanetwork.org/programmes/eurostars/guidelines) *on how to complete your ethics self-assessment]*

# Work packages

Please add as many work packages as you want and complete the information about each one of your work packages.

|  |
| --- |
| **Work Package 1:** [Work package name] |
| **Start time (Month)** |  | **Duration (Months)** |  | **Lead organisation** |  |
| **Work package summary** Word limit: 800 |
|  |
| **Work package milestones and outcomes**Word limit: 450 |
|  |
| **Work package tasks**Word limit: 2000 |
|  |

## Work package cost table

[This section is filled in automatically by the platform based on the information entered by each partner in ‘Section 3: Your organisation.’]

## Technical annex

Add a technical annex if relevant (max. 10 MB and 10 pages in size – only PDF format).

## Gantt chart

Please add a Gantt chart if relevant (max. 10 MB – only PDF or spreadsheet format).

# Your organisation

Note: To be completed by each project partner, individually.

## Your project finances

**Your project costs**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package** | **Person Months** | **Personnel costs (€)** | **Overhead (€)** | **Travel (€)** | **Materials (€)** | **Other (€)** | **Sub****contracting (€)** | **Total (€)** |
| *[Ex. WP1]* |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

**Your financial information**

|  |  |  |
| --- | --- | --- |
|  | **Financial Year -2** | **Financial Year -1** |
| Start date of the financial report | [month - MM] | [year - YYYY] | [month - MM] | [year - YYYY] |
| End date of the financial report | [month - MM] | [year - YYYY] | [month - MM] | [year - YYYY] |
| Date the financial report was submitted to national authorities  | [month - MM] | [year - YYYY] | [month - MM] | [year - YYYY] |
| Headcount (number of people) |    |    |
| Number of FTEs |    |    |
| Number of FTEs dedicated to R&D |    |    |
| Annual turnover (in euros) |    |    |
| Annual turnover dedicated to R&D (in euros) |    |    |
| Balance sheet total (in euros) |    |    |

**Please upload your financial annex (pdf - max 10 MB)**

If you do not upload the necessary document, you may not fulfill the national criteria and therefore will not be eligible for funding. We advise you to contact your National Project Coordinator to find out what is necessary at this stage. Only organisations that are 100% publicly funded are excluded from uploading these documents. These documents can also be provided in your national language. These documents will be used to assess your capacity to undertake your role in the project.

**Your funding**

Are you requesting funding?

Yes

No

If you do not request funding, upload your completed self-funding declaration. You can find a template in our website (<https://www.eurekanetwork.org/programmes/eurostars/guidelines>).

## Finances overview

*[This section is filled in automatically by the platform as the partners insert their project costs per work package in the field ‘Your project costs.’]*

## Consortium members - Core business and expertise

Word limit: 450

Here you must explain your core business and expertise as well as the sector you operate.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## Consortium members – Previous R&D&I cooperation experience

Have you previously participated in an international R&D&I cooperation project?

Yes

No


## Consortium members – Previous R&D&I funding

Have you previously received R&D&I funding?

Yes

No


## Consortium members - Contribution and reasons to participate

Word limit: 450

Here you must give the main reasons (benefits) for your organisation to participate in this project and explain your contribution to the project.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## Consortium members - Financial situation

Word limit: 800

Here you must detail your current financial situation and explain your capacity to perform your part of the project.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## Consortium members - Tasks in the project

Word limit: 1500

Here, with reference to the Work Package structure, you must explain your role, the costs associated and if subcontracting is foreseen. List your organisation's tasks for each work package. Give each task a name that you also use in the section "Work packages." Detail the costs of your participation in the project against these tasks. If applicable, explain how much work will be subcontracted and why.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## Consortium members - Impact in your organisation

Word limit: 450

Here please explain the economic impact, including the expected employment growth. Also detail others impacts, including scientific and social impact.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

## Consortium members - Public funding requested

**How much public funding are you requesting for this project?**

Before replying to this question, please check if your requested amount of funding for this project falls within the amounts allowed in your country.

**€**

Top of Form

##

## Consortium members - Project financing

Word limit: 450

Here please explain whether your financial contribution is secured or conditional and tell us what alternatives are available.

*[Type your answer here. Your answer must not exceed the word limit indicated below. Expand the text box to see your full answer.]*

Bottom of Form

# Declarations

## Please complete and submit the Commitment and signature form.

*[This form must be uploaded as part of the application form by each organisation in the consortium. Please find here the template of the* [*Commitment and signature form*](https://eurekanetwork.org/commitment-and-signature-form/)*.]*

The Commitment and signature form is a legal document that must be completed and signed.

This form will be checked at national level.

The documents must be signed by a person that has all required authorisation to act as a legal representative of your organisation.

## Please complete and submit the SME declaration if you are an SME

*[This form must be uploaded as part of the application form by each SME in the consortium. Please find here the template of the* [*SME declaration*](https://eurekanetwork.org/sme-declaration-form/)*.]*

The SME declaration is a reference document that provides information relating to the qualification of an enterprise as an SME.

This form will be checked at national level.

The documents must be signed by a person that has all required authorisation to act as a legal representative of your organisation.

1. The Participation Identification Code (PIC) is a 9-digit unique identification number attributed by the European Commission to organisations participating in a call for proposals with eSubmission. All organisations participating in Eurostars-3 projects are required to provide their PIC number in their registration form. For more information, [find our guidelines](https://eurekanetwork.org/eurostars-obtaining-pic-number/) on [Eureka’s website](https://eurekanetwork.org/programmes/eurostars/guidelines). [↑](#footnote-ref-1)
2. Remember that a project cannot last longer than 36 months. [↑](#footnote-ref-2)