Welcome to your project platform

www.myeurekaproject.org

Version 2.1

HISTORY OF CHANGES		
Version	**Publication date**	**Changes**
Version 1	November 2021	Initial version
Version 2	July 2022	Slides 5, *Search for funding opportunities*, and 14, *Insert your project costs*, have been edited. Slide 20, *Reapplying with a previous application*, has been added.
Version 2.1	February 2023	Slide 3 updated: *8 things to keep in mind.* Slide 4, *Create your account or sign in* updated. Slide 21, *Communication of results*, added.

8 things to keep in mind:

✓ All project partners must complete the application form together.

✓ The leading SME starts the process by creating a new application on the platform. All other partners can join the application only once the leading SME invites them through the platform.

✓ The application includes partner-specific sections. The leading SME cannot complete partner-specific sections for others.

✓ All mandatory fields must be completed, or you will not be allowed to submit your application.

✓ Each project partner inserts their project costs per work package individually, in the partner specific section. It is possible to insert project costs only for Work Packages that are marked as complete. **Every time a work package is edited, individual project costs must be marked as complete by each partner**.

✓ Before submitting your application, make sure your application fulfils all eligibility criteria. You can check the eligibility of your application through the platform.

✓ If you would like to reapply with a previous application, you need to start a new application (the text of the previous application cannot be transferred automatically into a new form).

✓ At each step of the evaluation process, the results of your application, including the experts' evaluation, can be found on the project platform.

See next slides for a detailed description.

Create your account or sign in
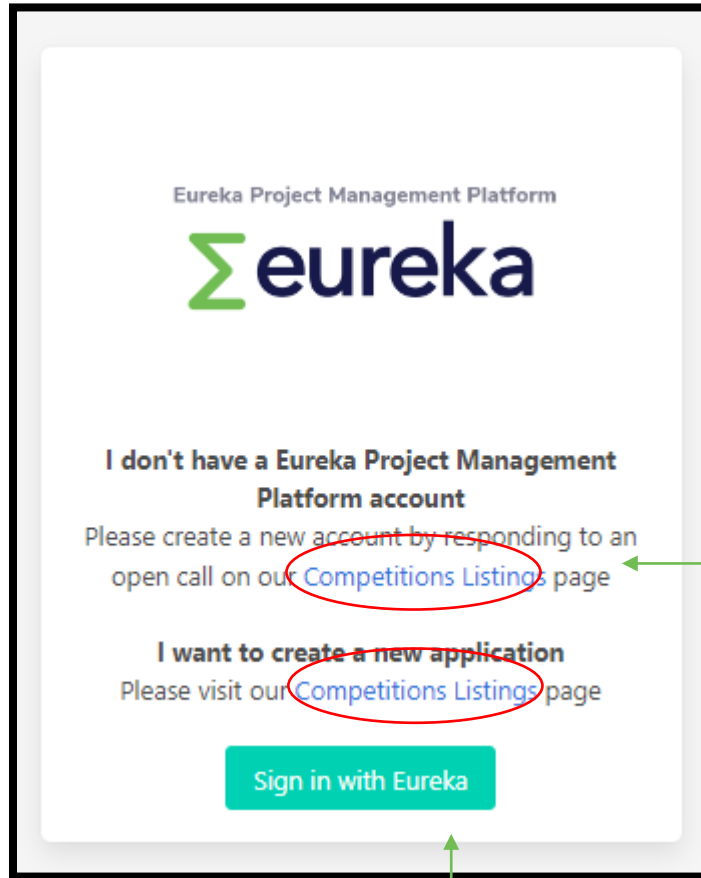
To start a new project application you first need to create an account. The leading SME must create its account first; all other partners can join the application only if invited by the leading SME. If you are the leading SME, click "Competitions Listings" and follow the guidelines in the next slides.

If you already have an account, you can sign in by entering your email address and password.

Competition listings

Search for open and upcoming Eurostars calls.

EUREKA → **Project Management Platform**

Dashboard   Profile   Sign out

◄ Eureka

Innovation calls

Filter competitions   9 calls

Keywords

Innovation area

Any ▼

Update results

Eurostars 3

Eurostars 3 ope
and services of t

Eligibility
Innovative SME

Opening soon
Opens: 19
Closes: 2

Eurostars 3

Eurostars 3 ope
and services of t

Once you have chosen your call, start a new application.

Eurostars 3 In Assessment Upcoming Dashboard Test

Eurostars 3 open call for innovation projects to stimulate the new products and services of tomorrow

Call opens: Sunday 19 March 2023 Central European Time (CET)

Call closes: Wednesday 29 March 2023 12:00pm Central European Time (CET)

⚠ This call has not yet opened.

Start new application

Summary	Eligibility	Scope	Dates	How to apply	Supporting information

Description   Eurostars 3 open call for innovation projects to stimulate the new products and services of tomorrow

Funding type

Create your account

Do you have an account?

Yes
Sign in to your Eureka Project Management Platform account.

[Sign in]

No
Create a new account to start your application.

[Continue and create an account]

Start new application
Choose your organisation type

This is the organisation that will lead the application.

○ Large company
Large company

○ Research Institute
Research Institute

○ University
University

○ Other
Other

○ Innovative SME
An Innovative SME

○ Association
An Association

The main partner in your project must register first. After that, the main partner will be able to invite additional organisations in the consortium, so that all can participate in completing the application form.

The application form

Untitled application

Application overview

Application number:
81

Call:

See which call for projects you are applying for.

Find your application ID number here.

Application deadline:
12:00pm 01 April 2023 Central European Time (CET)

Application progress

You can check the progress of your application.

0%   100%

Check eligibility

Project details
Please provide information about your project.

You can invite your project partners here.

Application team	✎ Incomplete
Application details	✎ Incomplete
What do you want to do?	✎ Incomplete
Why do you want to do it?	✎ Incomplete
How will you make money?	✎ Incomplete

Inviting project partners

Application team

Untitled application

These are the organisations that will work together on the project. You can invite people from these organisations to help you with the application. They can invite other people from their own organisation.

Microbiotix (Main)

Organisation details

Type	Address	Country
Innovative SME	▬▬▬▬▬	BEL - Flemish Region

Phone number	Year of Registration
▬▬▬▬	2019

Organisation participants

Full name	Email	
▬▬▬▬	▬▬▬▬	Main applicant

Add person to Microbiotix

Add a partner organisation

Full name	Email		
		Invite to application	Remove

You can add a person to a participating organisation. Once you have sent the invitation, they will receive an email inviting them to register to the platform.

Inviting project partners

Untitled application

Application team

These are the organisations that will work together on the project. You can invite people from these organisations to help you with the application. They can invite other people from their own organisation.

Microbiotix (Main)
Organisation details

Type	Address	Country
Innovative SME		BEL - Flemish Region

Phone number	Year of Registration
	2019

Organisation participants

Full name	Email

Add person to Microbiotix

Add a partner organisation

Untitled application

Add a partner organisation

You must invite one person from the organisation.

Organisation name

Person's full name   **Email**

Invite partner organisation   Cancel

You can add a partner organisation to the consortium. Once you have sent the invitation, they will receive an email inviting them to register to the platform.

Answering a question

Click here to assign this question to another project partner.

Application questions

These are the questions which will be marked by the assessors.

1. Impact - Results of the project — Assigned to you — ✎ Incomplete

2. Impact - The Business Case — Assigned to you

3. Impact - Time to market and commercialisation plan — Assigned to you

If you are not the main partner, once you have answered your question this will be re-assigned to the main partner for review.

Untitled application
Impact - Results of the project

1. Impact - Results of the project

Describe individually each product, process and service that will be developed by the project, starting with the main results of the project.

▶ What should I include in the results of the project section?

There are tips in the platform about how to answer questions.

Words remaining: 450

Keep an eye on your word count.

Mark as complete

Eligibility check

You can run an automatic computer check to check the eligibility of your project application.

Eurostars Application Opened

Application overview

Application number:
12

Call:
Eurostars 3 Open Call

Application deadline:
12:00pm 20 March 2023 Central European Time (CET)

Application progress

4%   100%

Check eligibility

Project details
Please provide information about your project.

Application team   ✏ Incomplete

Eurostars 3 Open Call

Eligibility criteria

The following is the eligibility criteria for call Eurostars 3 Open Call.

You must satisfy all of these conditions to be eligible for this call.

Budget: At least 50% of the total budget for SMEs from Eurostars countries (excluding subcontracting).	✖ Ineligible
Consortium leader: from a Eurostars country.	✔ Eligible
Civilian applications: project has an exclusive focus on civil purpose.	✔ Eligible
Budget: No single country is responsible for more than 70% of the budget.	✔ Eligible
Consortium: at least two Eurostars countries involved.	✔ Eligible
Consortium: at least two independent entities.	✔ Eligible
Consortium leader: Innovative SME.	✔ Eligible
Duration: the project duration is a maximum of 36 months or fewer.	✔ Eligible

Please note: The automatic check is designed only to provide support to applicants, it does not validate that your project application is eligible. Always doublecheck by other means as well that your project complies with the eligibility criteria (e.g., through manual calculations).

Declarations

Each organisation in your consortium must upload a commitment and signature form.

SMEs in your consortium must also upload an SME declaration.

Declarations

Commitment and signature

SME declaration

✏ Incomplete

Eurostars Application Opened

SME declaration

SME declaration

Please complete and submit the SME declaration.

📄 **Download the SME declaration template**

test-sme-declaration-form.pdf

Upload your completed SME declaration
Your upload must be no larger than 10MB

▶ What is a SME declaration?

No file currently uploaded.

Upload

Eurostars Application Opened

Commitment and signature

Commitment and signature

Please complete and submit the Commitment and signature form.

📄 **Download the Commitment and signature form template**

test-commitment-signature-form.pdf

Upload your completed Commitment and signature form
Your upload must be no larger than 10MB

▶ What is a Commitment and signature form?

No file currently uploaded.

Upload

Create a work package

Eurostars Application Opened

Work packages

Please add and complete the information about your work packages.

Work package for testing purposes

Click here to assign a work package to another project partner.

(Assigned to you)   (Remove)

(+ Add work package)

Only the main partner can add a work package. Once added, the work package can be assigned to another project partner.

Please note: All partners must insert their individual costs for every work package (see next slide).

Edit this work package

Work package name

Work package summary

Work package start time(Month)

Work package duration(Months)

Work package milestones and outcomes

Work package tasks

Insert your project costs

All partners must insert their own individual project costs in each work package.

! This is possible only if a Work Package (see previous slide) is marked as complete. Every time a work package is edited (see previous slide), 'Your project costs' must again be marked as complete by each partner.

Eurostars Application Opened

Your project finances

Finances

ℹ Only members from your organisation will be able to see a breakdown of your finances.

Please complete your project finances.

Your project costs →

Your financial information

Your funding

Provide the project costs for 'Terrasen'

Only your organisation can see this level of detail. All members of your organisation can access and edit your project finances.

Work Package	Person Months	Personnel costs (€)	Overhead (€)	Travel (€)	Materials (€)	Other (€)	Sub contracting (€)	Total (€)
WP1 / Work package for testing purposes	0.0	0	0	0	0	0	0	0
Total	0.0	0	0	0	0	0	0	0

Insert your project costs

Eurostars Application Opened
Your project finances

Finances

ℹ️ Only members from your organisation will be able to see a breakdown of your

Please complete your project finances.

Your project costs

Your financial information ────────────────▶

Your funding

Each partner must provide their financial
information. This is visible only to them.

Your financial information

Financial overview

ℹ️ This information is mandatory for all organisations that are NOT 100% public funded.

Details relating to your organisation finances.

Section	Financial year 1		Financial year 2	
	Month	Year	Month	Year
Start date of the financial report	MM	YYYY	MM	YYYY
End date of financial report	MM	YYYY	MM	YYYY
Date the financial report was submitted to national authorities	MM	YYYY	MM	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)				

Review your application

Application questions
These are the questions which will be marked by the assessors.

Question		Status
1. Impact - Results of the project		✔ Complete
2. Impact - The Business Case		✔ Complete
3. Impact - Time to market and commercialisation plan		✔ Complete
4. Impact - Conditions of the market		✔ Complete
5. Impact - Sustainable Development Goals		✔ Complete
6. Impact - Social and environmental risks		✔ Complete
7. Excellence - Technical approach and degree of innovation		✔ Complete
8. Excellence - Technical state of the art		✔ Complete
9. Excellence - Technical risks	Assigned to you	✏ Incomplete
10. Quality and Efficiency - Project management experience		✔ Complete
11. Quality and Efficiency - Benefits of international collaboration		✔ Complete
12. Quality and Efficiency - Intellectual Property Rights		✔ Complete
13. Civilian purpose		✔ Complete

✓ The platform will validate your application. All fields must be "marked as complete" to be able to submit.

✓ Allow plenty of time to review your submission.

✓ Submit before the deadline.

Submission

Make sure that all the information in the form is correct before submitting your application. Changes to the form are not allowed after the application is submitted.

ⓘ You will not be able to make changes to your application or resubmit after this point.

Submit application

Declarations

Open all

Commitment and signature ✓ Complete ＋

SME declaration ✓ Complete ＋

This is your final chance to make changes to the application.

You will not be able to access the application after this point. Are you sure you want to submit?

Yes, I want to submit my application   Cancel

ⓘ You will not be able to make changes to your application or resubmit after this point.

Submit application

Next steps

Eurostars Application Overview Test

Application status

Application submitted

Application number: 13
Your application for the competition 'Eurostars 3 Open Call' was submitted on 20 Apr 2021 at 3:32pm Central European Time (CET)

View application   Print application

What happens next?

Assessment process

Once the call submission deadline is reached your application will be sent for assessment. This is subject to the fulfilment of the eligibility criteria. The evaluation process follows these steps:

- All eligible applications will be assessed by at least 3 independent experts selected from the Eureka Expert Database. The evaluators will score each question and provide feedback to justify those scores
- The Legal and Financial Viability Check is performed by the National Funding Bodies on a participant basis to determine whether every consortium partner is eligible for funding. This Legal and Financial Check is performed in parallel to the technical evaluation.
- During this step, the National Funding Bodies maybe require additional information to their national applicants. Please check your email regularly.
- The Independent Evaluation Panel will evaluate the proposals and establish a Ranking List that will determine which projects are recommended for funding.
- The Ethics Panel does not give scores to projects, but elaborate an Ethics Report that might require you to submit additional documentation before or during the implementation of the project to ensure that you comply with the ethics standards set up under Horizon Europe.

The main project partner will receive an email to confirm that the application has been submitted.

All partners may view or print the submitted application at any time.

Dashboard

You can access your application at any time by opening your dashboard.

Reapplying with a previous application
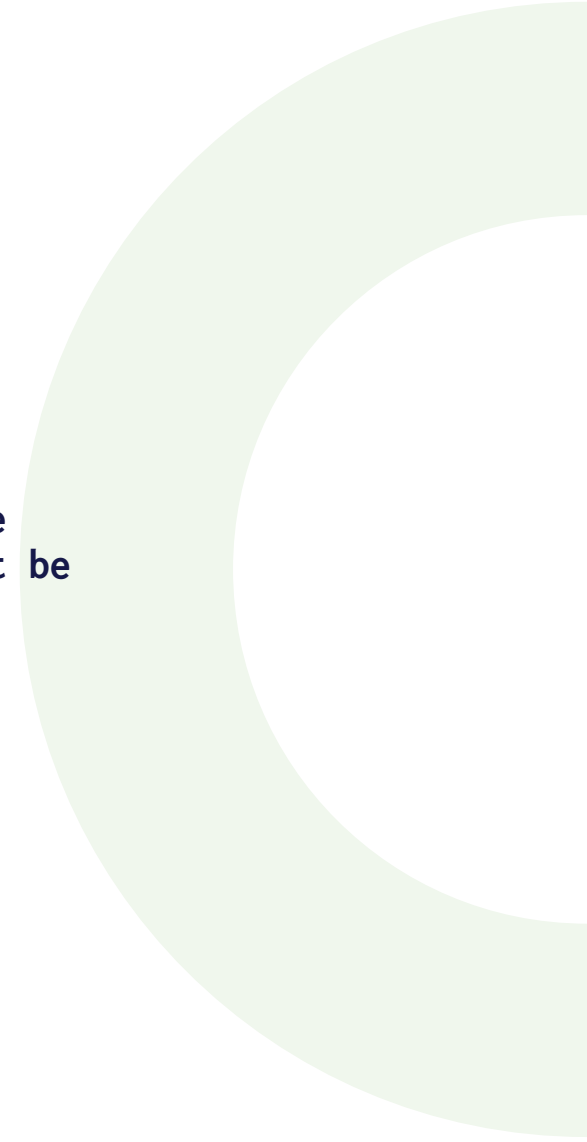
If you would like to reapply with a previous application, you need to copy-paste manually the data from the previous application into a new form; the text cannot be transferred automatically from a previous application into a new one.

Communication of results

You will be informed about the status of your Eurostars application by email, after each step of the evaluation process.

You can check the status of your application and the experts' evaluation in the project platform.

APPLICATION DEADLINE	ELIGIBILITY CHECK	REMOTE EVALUATION / LEGAL AND FINANCIAL VIABILITY CHECK	ETHICS REVIEW / INDEPENDENT EVALUATION PANEL	FUNDING RESULTS

COMMUNICATION OF RESULTS

Approximately 1 week after the application deadline.

Approximately 7 weeks after the application deadline.

Approximately 13 weeks after the application deadline.

Approximately 16 weeks after the application deadline.