



EUROSTARS

Funding excellence in innovation

Submitting your Project Progress Report and Final Report online



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This document provides participants with guidelines on submitting a Project Progress Report and Final Report. These reports monitor running Eurostars projects (submitted after 15 September 2016).

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Table of Contents

Project Progress Report (PPR)

Login to myEureka.....	4
How to open the PPR task.....	5-6
General information.....	7-8
How to check and save the form.....	9
Partner.....	10-11
Work Progress.....	12-13
Work Packages.....	14-15
Project Achievements.....	16
Annex and Participant Summary.....	17

Summary.....	18
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Final Report (FiR)

Where to find the FiR.....	19
Your participation.....	20
Consortium.....	21
Project achievements	22
Eureka Effect.....	23
How to submit the FiR.....	24
Redo task.....	25
Notifications and emails.....	26





PROJECT PROGRESS REPORT (PPR)

Login to myEUREKA with your username and password.

The login form is centered on a white background with a thick green border. At the top, the 'EUREKA' logo is displayed in green, with a black square containing a white sigma symbol and an exclamation mark to its right. Below the logo, the tagline 'innovation across borders' is written in a smaller, grey font. The main heading 'Welcome to myEUREKA' is in bold black text. A horizontal line separates the heading from the input fields. There are two input fields: 'USERNAME' and 'PASSWORD', each with a white box and a grey label to its left. Below the fields, there is a checkbox labeled 'Remember me' and a link 'Reset my password'. At the bottom, a green 'Log In' button is centered.



The screenshot shows the myEUREKA dashboard interface. At the top left is the myEUREKA logo. A search bar for 'Project ID' is located at the top center. On the top right, there are notification icons for 50 notifications and 414 tasks. The left sidebar contains navigation links: Dashboard, My Projects, My Tasks, My Notifications, and Contact us. The main content area has three summary cards: 'MYPROJECTS' with a 'show more' button, '414 MYTASKS' with a 'show more' button, and '50 MYNOTIFICATIONS' with a 'show more' button. Below these is a 'To Do List' section with one item: 'E! 10 - - Project progress report task' with a submission deadline of '29/07/2019' highlighted in black. To the right is a 'My Projects Recent Activity' section which is currently empty.

Under your "To Do List" section, click here to open your PPR task. You can see the submission deadline highlighted in black.

A screenshot of the myEUREKA web application. The top navigation bar is green with the myEUREKA logo on the left and a search bar for 'Project ID' on the right. A sidebar on the left contains menu items: 'Dashboard', 'My Projects', 'My Tasks' (highlighted with a red circle and a red arrow pointing to the text below), 'My Notifications', and 'Contact us'. The main content area is titled 'My Tasks' and shows a table of 'Assigned Tasks'. The table has columns for Task Id, Type, Funding Instr., Due Date, Project Id, Acronym, Participant, Status, and Actions. A search bar above the table indicates '426 tasks found'. The first row of data shows a task with ID '16', Type 'Project progress report task', Funding Instr. 'ESTARS2', Due Date '21/07/2017', Project Id '10', and Status 'Open'.

Task Id	Type	Funding Instr.	Due Date	Project Id	Acronym	Participant	Status	Actions
16	Project progress report task	ESTARS2	21/07/2017	10			Open	+

You can also open your PPR task from the "My Tasks" section in the menu bar.



PPR - 34

TASK PPR

E! 10 -

This menu bar displays the different sections of the PPR.

Project

Contact

Start : 01-04-2017
Report number : 2
Report version : 1
Reporting Period : 01/10/2017 - 24/10/2018

[Print PDF copy](#)

Partner Work Progress Work Packages Project Achievements **Annex & Participant Summary** Summary

1: information on partner

1.1: Changes in partner contact ?

Yes No **A star indicates mandatory questions.**

1.2: Other changes



PPR - 16

Clicking on the arrow displays information about the PPR and your organisation.

TASK PPR

E! 10 -

Project

Contact

Start : 01-01-2017
Report number : 1
Report version : 55
Reporting Period : 01/01/2017 - 01/07/2017
Print PDF copy

Partner Work Progress Work Packages Project Achievements Annex & Participant Summary Summary

The name of your organisation, its primary contact, the address and phone number of your organisation and the contact person's email address will be displayed here.

Here you can find:

- Your project start date
- Your PPR number
- The last saved version of your PPR
- The period covered by the PPR



“ **What is the expected employment growth as a result of this project ?** ▼

You answered :

1.4 : Are the expectations of your organisation still valid ?

Yes No *

[Check form validation](#) [Save Form](#)

When you click "Check form validation", you will see incomplete sections (in red) and complete sections (in green). Make sure that all sections of your report are green before submitting it. The submit button will not be visible until all sections have been completed.

Click here to save your changes before closing the form. Your changes will be lost if you don't do this.



Partner | Work Progress | Work Packages | Project Achievements | Annex & Participant Summary | Summary

1: Information on partner

1.1: Changes in partner contact ?

Yes No *

Change Contact Person

First Name:

Last Name:

Telephone:

Email:

Function within the organization:

1.2: Other changes

Complete this section if you need to change your organisation's contact person. All fields must be completed.

The new contact person will receive an email with instructions on how to activate their account.



Yes No *

1.2 : Other changes

Did any changes relevant for the project occur in your organisation during the reporting period?

Yes No *

If yes, please explain (500 characters limit)

Did you apply for the project as SME ?

A comment box will appear depending on your answers to each question. You must provide a valid answer even if the question isn't applicable to your organisation.



Partner **Work Progress** Work Packages Project Achievements Annex & Participant Summary Summary

2: Information on work progress

2.1: Start and end date

Did your organisation start working in the project?

Yes No *

when? 01-07-2017

Is the work of your orga

Yes No *

2.2: Have you addressed

and Requirements in the reporting period ?

Yes No *

If your organisation has already begun working on your project, answer "Yes" to the first part of question 2.1, and select the start date from the calendar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5





Partner Work Progress Work Packages Project Achievements Annex & Participant Summary Summary **Your participation**

Consortium Project achievements Eureka Effect

2: Information on work progress

2.1: Start and end date

Did your organisation start working in the project?

Yes No *

when? 01-07-2017

Warning By declaring the work of your organisation completed, you end the monitoring phase of your activities in the project and you will trigger the creation of the Final Impact Report task for your organisation.

Is the work of your organisation completed?

Yes No *

when? 01-07-2020

If your organisation's work on the project has finished, your organisation has withdrawn from the project or the project has been withdrawn from the Eurostars programme, answer "Yes" to the second part of question 2.1, and select the end date from the calendar. Four new sections will appear in the top menu bar. They are your Final Report (FiR). A detailed description on the report can be found on pages 19-23.





Partner | Work Progress | **Work Packages** | Project Achievements | Annex & Participant Summary | Summary

2 : Information on Work Packages

2.5 : Describe your progress for each working package during the period and specify the invested person months *

WP 1 - ██████████ | Person months : 3 ▼

Describe your progress in the WP 1 (1000 characters limit)

WP 2 - ██████████ | Person months : 10 ▼

Describe your progress in the WP 2 (1000 characters limit)

In the "Work Packages" section, you must provide information on the progress of your organisation in the work packages where it is involved (Person months > 0). Please highlight any deviations from your original application.



Partner | Work Progress | **Work Packages** | Project Achievements | Annex & Participant Summary | Summary

2 : Information on Work Packages

2.5 : Describe your progress for each working package during the period and specify the invested person months *

WP 1 - [redacted] | Person months : 3

Objectives: This WP – lasting the total project duration – attempts to coordinate the work between the consortium members and to protect, exploit, and disseminate the

[redacted]

Describe your progress in the WP 1 (1000 characters limit)

WP 2 - [redacted] | Person months : 10

Describe your progress in the WP 2 (1000 characters limit)

When you answer question 2.5, click on the arrows to compare your answer with what you wrote in your project application (SECTION 4 – WORK PACKAGES OVERVIEW).



Partner | Work Progress | Work Packages | **Project Achievements** | Annex & Participant Summary | Summary

2.7 : Project achievements :

Have you made inventions in the reporting period ?

Yes No *

If yes, please explain (500 characters limit)

Have you submitted an application for a patent, industrial design, CE mark, etc. in the reporting period ?

Yes No *

Have you published a peer-reviewed article or a press release in the reporting period?

In this section, tell us if your organisation has reached any of the listed project achievements or any other major achievement during the reporting period.



Partner | Work Progress | Work Packages | Project Achievements | **Annex & Participant Summary** | Summary

2.8 : One optional annex in one PDF with a max size of 10 MB can be uploaded.

⚠ You haven't uploaded any annex

No file chosen

2.9 : Please summarize your progress in the present reporting period in your national language

4000 characters limit

If you are an organisation from Hungary, Germany or Italy, please summarise your organisation's progress within the reporting period in your national language. Include any specific information requested by your national funding body.



Partner Work Progress Work Packages Project Achievements Annex & Participant Summary **Summary**

3 : Summary

Please summarize the progress of the overall project in the present reporting period *

2000 characters limit

Check form validation

Save Form

The main project partner must provide a summary of the progress of the whole project during the reporting period. The summary should describe the contributions and achievements of all partners and subcontractors involved in the project, any deviations from the project application and other relevant developments.



FINAL REPORT (FiR)

If your organisation's work on the project has finished, your organisation has withdrawn from the project or the project has been withdrawn from the programme, you need to declare your work as **completed** in the Work Progress section (question 2.1) of your PPR and complete the FiR sections that appear in the top menu bar.

There are four sections:

- **Your participation**
- **Consortium**
- **Project achievements**
- **Eureka Effect**

A screenshot of the Eurostars online submission interface. The top navigation bar includes tabs for 'Partner', 'Work Progress', 'Work Packages', 'Project Achievements', 'Annex & Participant Summary', 'Summary', and 'Your participation'. The 'Your participation' tab is highlighted with a red box. Below the navigation bar, there are sub-sections: 'Consortium', 'Project achievements', and 'Eureka Effect', with 'Consortium' highlighted by a red box. The main content area is titled '2: Information on work progress'. Underneath, there is a section '2.1: Start and end date'. The first question is 'Did your organisation start working in the project?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a 'when?' field with the date '01-07-2017'. A yellow warning box follows, stating: 'Warning By declaring the work of your organisation completed, you end the monitoring phase of your activities in the project and you will trigger the creation of the Final Impact Report task for your organisation.' The second question is 'Is the work of your organisation completed?' with radio buttons for 'Yes' (selected) and 'No'. Below this is another 'when?' field with the date '01-07-2020'. This entire question and date field area is highlighted with a red box.



Partner Work Progress Work Packages Project Achievements Annex & Participant Summary Summary **Your participation**

Consortium Project achievements Eureka Effect

Your participation in the project

11 What is the final cost of your participation in the project ?

Private funds(€):	35000	€
Public funds(€):	35000	€
Total:	70000	

12 Please rate the support offered by Eurostars National Officers at national level

Positive

In order to improve the support and the services provided, please explain your rating:

test

13 Please rate the support offered by the Eurostars Team (EUREKA Association) at international level

Positive

In order to improve the support and the services provided, please explain your rating:

test

Indicate the final cost of your participation in the project, distinguishing between public and private funds. The amounts must be expressed in euro. If exact amounts are still not known, you can state estimates.

Rate the support offered by your national contact and the Eureka Secretariat by choosing a value from the drop-down menu. Please explain the reasons for your score.



Partner Work Progress Work Packages Project Achievements Annex & Participant Summary Summary Your participation

Consortium Project achievements Eureka Effect

The consortium

How would you describe the relationship between the consortium members ?

Good

Are you expecting to continue collaboration with the rest of the participants ?

Yes No *

What were the major benefits or problems encountered as a result of the international collaboration aspect of the project?

test

Check form validation Save Form

Describe the collaboration with your project partners, including benefits and any problems encountered.

Tell us whether you expect your partnership with them to continue in the future.





Partner Work Progress Work Packages Project Achievements Annex & Participant Summary Summary Your participation

Consortium **Project achievements** Eureka Effect

Project achievements

2.1 Have your project goals been successfully achieved ?

Yes No

Test

Please select the main reason(s) why your goals as a partner were not (fully) achieved:

Other

2.2 How many Full Time Equivalents (FTEs) were created as a result of your participation in the project ?

At completion of the project :	1	FTEs
Expected in three years :	1	FTEs

Check form validation Save Form

Describe your project achievements.

If you didn't (fully) achieve your goals, select the main reason why this happened.

Indicate how many FTEs were created at the completion of the project and how many you expect will be created over the following three years.



Partner Work Progress Work Packages Project Achievements Annex & Participant Summary Summary Your participation

Consortium Project achievements **Eureka Effect**

Success Stories

Eureka Effect promote the innovative results of a project, be it a new technology/product, or scientific knowledge gained. Benefits the participants gained from the project are also featured. Selected Eureka Effect Stories benefit from promotion provided by the EUREKA Network - which is active in over 40 countries around the world - including targeted media coverage as well as invitations to high-level events. Eureka Effect and Innovation Heroes are sometimes featured in the EUREKA print magazine, circulated worldwide. Previous Success Stories can be viewed here

Would you like to be contacted by EUREKA, in order for your project to be featured as a Eureka Effect Story?

Yes No *

test|

Innovation heroes

Innovation Heroes promote the participants of the projects, both in the form of the companies, but also and particularly, the people behind those companies and their efforts to make the project a success. Unlike Success Stories, Innovation Heroes focus on people and the process of the project. Selected Eurostars Innovation Hero articles benefit from promotion provided by the EUREKA Network - which is active in over 40 countries around the world - including targeted media coverage as well as invitations to high-level events. Innovation Heroes are featured in the EUREKA print magazine, circulated worldwide.

Would you like to be contacted by EUREKA, in order for your project to be featured as a Eurostars Innovation Hero article?

You can be featured in an article written by us about the success of your Eurostars project.

If you believe that your project is a success story or that the people who made it are innovation heroes, please explain why and give your consent to be contacted by Eureka.





Would you like to be contacted by EUREKA, in order for your project to be featured as a Eurostars Innovation Hero article?

Yes No *

test

Check form validation

Save Form

Submit for validation

COMMENTS (64)

You can only submit your report when all mandatory fields have been filled in. To submit your form, click on the "Submit for validation" button. The task will no longer appear on your "To Do List".



COMMENTS (18)

@ Ms. [redacted] 23/07/2020 15:37
Task PPR sent for redo

@ Ms. [redacted] 23/07/2020 15:37
Dear [redacted], I kindly ask you to complete the boxes dedicated to the work packages and submit the report again. Thank you and best regards from the Eurostars team.

@ [redacted] 28/05/2020 16:30
Project progress report task - Task updated

@ [redacted] 28/05/2020 16:30
Project progress report task - Task updated

1 2 3 4

Each time you save your PPR/FiR (by clicking on the "Save changes" button), a line will appear in the comments section, stating the day and time of the last update.

If some information is incorrect or missing, we will write a comment explaining that you need to redo a task and why. The task will appear on your "To Do List" again. Please revise it and submit it again for validation.





Besides the notifications on myEUREKA, each participant will also receive the following emails:

- Invitation email to submit a new PPR (NEW PPR TASK)
- First reminder in case the PPR task was not delivered
- Final reminder in case the PPR task was not delivered after the first reminder
- Email informing that the PPR must be reviewed and resubmitted (REDO TASK PPR)
- Email informing that the PPR was validated (VALIDATE TASK PPR)