EUROSTARS

Funding excellence in innovation

Submitting your Project Progress
Report and Final Report online

> 1

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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PROJECT PROGRESS REPORT (PPR)

Login to myEUREKA with your username and password.

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

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

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This menu bar displays the different sections of the PPR.

A star indicates mandatory questions.

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PPR - 16▮▮▮

TASK PPR

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

Project

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

📄 Print PDF copy

Contact

| 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**

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> 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

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

1: Information on partner

1.1 : Changes in partner contact ?

● Yes   ○ No *

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

Change Contact Person

First Name:	First Name
Last Name:	Last Name
Telephone:	Telephone
Email:	Email
Function within the organization:	Function within the organization

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

1.2 : Other changes

○ 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.

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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.

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.

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.

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).

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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.

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

⚠ You haven't uploaded any annex

Choose File   No file chosen

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

4000 characters limit

Check form validation

💾 Save Form

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.

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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**

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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.

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.

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.

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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.

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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.** ████████████   23/07/2020 15:37
Task PPR sent for redo

@ **Ms.** ████████   23/07/2020 15:37
Dear ████████, 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.

@ ███████████████████   28/05/2020 16:30
Project progress report task – Task updated

@ ███████████████████   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)