

User guidelines

Eureka application platform



Network Projects and Globalstars

Helpdesk: projects@eurekanetwork.org

Table of contents

1.	Pre-submission checklist
2.	Sign up or login: https://eureka.smartsimple.ie
3.	Overview of your dashboard
4.	[MAIN PARTNER] Selecting a funding opportunity
5.	[MAIN PARTNER] Completing your application7
6 .	[MAIN PARTNER] Inviting partners to your application9
7.	[MAIN PARTNER] Completing your partner form10
8.	[MAIN PARTNER] Reviewing partner forms11
	[MAIN PARTNER] Submitting the application12
10.	[INVITED PARTNER] Accepting the invitation13
11.	[INVITED PARTNER] Completing your partner form14
12.	Notes functionality
13.	Evaluation
14.	Information security and confidentiality

1. Pre-submission checklist

- ✓ The main partner must fill out and submit a single application for the project on behalf of all partners in the consortium.
- ✓ Your application must meet all eligibility criteria for the funding opportunity.
- ✓ All partners must complete and submit a **partner form** as well as a signed **Co-Signature form** before the application is submitted. Partner forms and Co-Signature forms submitted by partners must be approved by the main partner.
- ✓ The main partner must submit a GANTT chart (pdf format) in the quality and efficiency of the implementation section.
- The main partner must submit other documents (if required) as **annexes** at the bottom of the **Overview** section.. These will be outlined in the call for projects text available on the Eureka website: https://www.eurekanetwork.org/open-calls/
- ✓ **Save** your application regularly.
- ✓ **Save and Validate** your application to check for missing mandatory fields.
- Check the instructions and question marks (tool tips) below/next to the sections/questions to help you complete your application.
- ✓ Only documents in **pdf format** can be uploaded.
- ✓ To continue working on an open application, return to the dashboard, and click on In Progress under My Applications.
- ✓ You must have at least two completed **partner forms** in your application to be able to submit.
- All partners with completed partner forms will appear in the **Overview of the Consortium** table (in the **Overview** section of the application form).
- After you have submitted your application, you will no longer be able to make changes. However,
 before the call for projects deadline, you can request to re-open your submitted application
 by emailing projects@eurekanetwork.org.

2. Sign up or login: https://eureka.smartsimple.ie

∑eureka
Login
Password
Log In
Forgot Password?
Please log in if you are already registered. If you do not yet have an account, please register using the link provided. Register Here

- Not yet registered? Click on **Register Here**.
- Already registered? Enter your email and password and Log In.
- Forgot your password? Click on **Forgot Password?** and follow the instructions.

Important

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

3. Overview of your dashboard

View of your dashboard when you login:

	Apply for Eureka Funding Opportunities									
		6 Open (·							
		Му Арр	lications							
	Use this section to track your o	open and submitted applications	- to continue working on an (open application, click "In Progress"						
	3 In Progress	0 Submitted	0 Under Review	0 Labelled/Pending CA						
	1 Approved	0 Not Funded	0 Declined	0 Ineligible/Incomplete						
		My Ac	tivities							
User	this section to: approve submit		ere you are the lead applican reports	t - complete change requests - complete						
		1 Pending	0 Submitted Activities							
	Partner Forms									
	Use this section to follow the status of your project(s) partner form(s)									
	3 Pending	0 Clarification Required	0 In Progress	0 Completed						



4. [MAIN PARTNER] Selecting a funding opportunity

Click on **Open Calls** on your dashboard. You will see a list of ongoing calls for projects:

			Open Calls			
				x Q 1-	6 of 6	< >
	Application Type	Call	\$	Details	Dea	adline ‡
Apply Now	Network Projects	South Korea - France call for projects BILAT_KR_FR_1		https://www.eurekanetwork.org/open-calls/france-ko 2021	orea- 31/0 18:0	08/2021 00
Apply Now	Network Projects	Korea – Spain Call for EUREKA joint R&D ; BILAT_KR_ES_2	projects	https://www.eurekanetwork.org/open-calls/south-kor spain-call-1-2021 2021KR-ES_call_2.pdf	rea- 31/0 18:0	08/2021 00
Apply Now	Network Projects	Austria – Spain Call for Eureka joint R&D& BILAT_AT_ES_1	l projects	https://www.eurekanetwork.org/open-calls/austria- spain-2021 2021_AT-ES_call_1.pdf	15/0 23:5	09/2021 59
Apply Now	Network Projects	Turkey – Spain Call for EUREKA joint R&D BILAT_TR_ES_1	\$I projects	https://www.eurekanetwork.org/open-calls/spain-turk 2021 <u>TR_ES_bilateral_call_2021.pdf</u>	key- 03/* 20:0	11/2021 00
Apply Now	Network Projects	Green Hydrogen Call for Eureka joint R&D Green Hydrogen	projects	https://www.eurekanetwork.org/open- calls/greenhydrogen-2021 <u>Green_Hydrogen_NP_Call_2021_updated.pdf</u>	05/* 17:0	11/2021 00
Apply Now	Network Projects	Open call for Network projects application The call for Network projects is open for a national funding for your international coll flexible programme. OPEN CALL	pplications all year round. Access	https://www.eurekanetwork.org/open-calls/network- projects-all-year	31/ ⁻ 23:5	12/2021 59

Select the funding opportunity you want to apply for by clicking on **Apply Now**. Please make sure you choose the correct funding opportunity, as you cannot transfer your information between applications.

If you are applying to a national call, select **Open call for Network projects applications**.

You will be given an empty application form:

	Personal Prome Organisation Prome La Isaber de V -
	Home PLEASE CLICK HERE TO ACCESS GUIDELINES
New Application	> (1)
0	
D View Application pdf	
Partner Form	
Click Save before using Partner Form	
✓ 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	
10 words left	
* Start Date	
dd/mm/yyyy	
Save Draft Save & Validate ✔ Submit Remove	



First, click on **Save Draft.** A call ID number will be assigned to your application and your partner form will be created.

合 Main	2021-17279/NP/Green Hydro	gen						
Notes	EUREKA NETWORK Projects:							
Invitations	Euroka Naturak Draioata ara madrat drivan innavativa DPD praioata daviand and run hu an international annontiven							
	View Application pdf							
	Partner Form							
	Prim	\$ Status						
	Open Isabe	el de V	Lead	Draft				
	 Application form 							
	OVERVIEW IMPACT - THE BUSINESS CASE	EXCELLENCE - INNOVATION AND R&D	QUALITY AND EFFICIENCY OF THE IMPLEMENTATIO	N				
	* Project Acronym							
	@							
	4 words left							
		Save Draft	Save & Validate 🖌 Submit Remove					

Before you start completing your application, click to display the instructions and read them carefully.

	Personal Profile Organisation Profile 🖵 Isabel de V 👻 📮
Investion leaves to here the second s	Home PLEASE CLICK HERE TO ACCESS GUIDELINES
New Application	> ()
EUREKA NETWORK Projects: Eureka Network Projects are market-driven innovative R&D projects, devised and run by an international consortium.	
Europa rearrant reproduction management and rearrant rearrant and by an inclusional conditional re-	
 The project represents cooperation in the form of a specific project; 	
 The envisioned outcome of the project is a product, process or service; 	
 The envisioned outcome of the project has a civilian/non-military purpose; 	
 The project includes participation from at least two legal entities, from two Eureka Countries, independent of each other; 	
 No single entity or country is responsible for more than 70 % of the project budget; 	
GlobalStars specific Eligibility Criteria:	
• The project includes participation from at least two legal entities, independent of each other, where one of the entities is established in a Full Member or Partner or Associated cou	untry;
(Organisations that are not full participants within the project (e.g. subcontractors) are not considered. Additional eligibility criteria can be defined and published in a ggr call).	becific call text upon agreement of all the countries involved in that
Standard EUREKA Evaluation Criteria and Thresholds: Impact – Market and Commercialisation: 30 out of 60 (minimum threshold: 50%) Excellence – Innovation and RB: 30 out of 60 (minimum threshold: 50%) Quality and Efficiency of Implementation – Project Planning and Consortium Quality: 30 out of 60 (minimum threshold: 50%) EUREKA Label- Minimum varega thresholds conc: 108 out of 180 (60%) (thresholds may vary and will be published in a <u>specific call text</u> upon agreement of all the countries involved in that call.)	
Project application: Please remember to regularly save your application. Please we and validate your application to check for missing mandatory fields. Please fill in at least the Pointed Account Pointed Title and Work Packnoe list in the OVERVIEW section hefore invition other nartners to the project	
Save Draft 🛛 Save & Validate 📔 🖍 Submit 🔹 Remove	

Important

Be careful not to create more than one application for the same call for projects. You can check if you already have other applications open from your dashboard (under **My Applications, In Progress**).

To delete duplicate applications, click on **Remove**.

5. [MAIN PARTNER] Completing your application

Fill out the required information for each of the four different sections:

2021-17280/NP/Green Hydrogen								
OVERVIEW	IMPACT - THE BUSINESS CASE	EXCELLENCE - INNOVATION AND R&D	QUALITY AND EFFICIENCY OF THE IMPLEMENTATION					
Û	Û	Û	Û					
Information about the technological developments to be undertaken in the project in comparison with existing technologies.								
* What is the method/approach/research hypotheses you will use?								

Overview/the Pitch

- As partners complete their individual work package tables, the system will automatically add the different cost categories (Number of Person Months, Personnel Costs, Overheads, Travel, Materials, Other, Subcontracting and Overall Budget (€)) in the Overview section. Click on Save Draft to refresh the page and your information will update.
- The **Overview of the Consortium** table will also be updated automatically as partners complete their partner forms. This table summarises the main information for each partner: **Partner Name**, **Organisation Name**, **Organisation Country**, **Organisation Type**, **Role** (lead or partner), **Partner Total** (budget contribution) and partner % **Contribution** to the overall project budget.

2021-17280/NP/Gree	021-17280/NP/Green Hydrogen								
OVERVIEW IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFICIENCY OF THE IMPLEMENTATION									
* Overall Budget (€)									
This information will be made pu	blic in case the project is approved.								
€96,700.00 🚱									
Overview of the Consortium									
This information will be made pu	blic in case the project is approved.								
Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution			
Isabel de V	1980	Belgium		Lead	€72,000.00	74%			
Tuomas militu	(an annual second se	Finland	Large Company	Partner	€24,700.00	26%			
test									
Work package list									
As indicated by the main par	tner								

Work Package List

Click on **Open Work Packages** at the bottom of the **Overview** section. Add as many rows as needed by clicking on the + button. Fill out all the fields and click on **Save**. This table will be displayed in the partner forms, and it will serve as a reference for your partners to list their tasks in the project.

Please note: Your **Overall budget, Overview of the consortium** and **Project short summary** will be made publicly available if your project is approved.



2021-17279/NP/Green Hydrogen								
OVERVIEW IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFICIENCY OF THE IMPLEMENTATIC								
This informa	ation will be made	e public in case the pro	ject is approved.					
0								
Overview of t	he Consortium							
This informa	ation will be mad	e public in case the pro	ject is approved.					
Partner Name	9	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution	
Work Package	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.								
🔲 Open We	ork packages							

Work Packages									
WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader	Other Participants				
WP 1/ Coordination and	Coordination of project activities, ensuring that the work programme objectives,	16/08/2021	12	1980		×			
WP2 / Long-term multi-di	Collect, manage, and integrate all kinds of useful data for monitoring	16/08/2021	5	Granl	1980	×			
WP 3 /		dd/mm/yyyy 🗎	0			×			
+									
		Save	Close						

Impact - the business case

Excellence - Innovation and R&D

Quality and efficiency of the implementation

Attach a Gantt diagram of your **Work Packages** in pdf format with clearly identified leaders for each work package.

6. [MAIN PARTNER] Inviting partners to your application

Once you have created your application, you can invite other organisations. Multiple project partners can be invited to a single application. Your application must have a minimum of one main partner and one invited partner.

Before inviting other partners to the application, you must have completed your **Project Acronym**, **Project Title** and **Work Package List** in the **Overview** section.

- 1. Click on **Invitations** on the left-hand menu bar.
- 2. Click on the + icon to create a new invitation. Fill in your project partner's details and assign them with a role (partner).
- 3. Then, click on Invite.
- **4**. Your partner(s) will receive an email with your invitation.

Your partner may need to check their spam/junk mail folder.

ŵ	Main	2021-17279/NP/Green Hydrogen									(i)	D
	Notes			If you remove an invitation that has already been accepted, please inform 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 (QUALITY AND EFICIENCY OF THE IMPLEMENTATION)								
٢	Invitations		Before inviti									
				Prefix	First Name	Last Name	Email	Role	Status			
				Mr	Tuomas	Wallin	tuomaswallin@granl.fi	Partner 🗸	Draft	×		
			+ +)									
			Save Invite									

If you have multiple applications open in the platform, be careful to invite your partners to the correct one.

To cancel an invitation, click on the **X** icon. If the partner has already accepted the invitation before you cancel it, they will still be able to fill in their partner form and send it to you (main partner) for revision. In this instance, please contact <u>projects@eurekanetwork.org</u> to request that their partner form is deleted from your application.

7. [MAIN PARTNER] Completing your partner form

As the main project partner, you must also complete a partner form. You can access your own partner form from the dashboard. In the **Partner Forms** section, click on **Pending.**

Partner Forms						
	Use this section to follow the status	of your project(s) partner for	m(s)			
3	0	0	1			
Pending	Clarification Required	In Progress	Completed			

You can also access your partner form from the application's main window:

2021-172	279/NP/Green Hydrog	en			
0					
View App	lication pdf				
Partner For	rm				_
		Primary Contact	Partner role	e ≎ St	atua
Open		sabel de V	Lead	e v su Dra	
Application	tion form				
OVERVIEW	IMPACT - THE BUSINESS CASE	EXCELLENCE - INNOVATION AND R&D	QUALITY AND EFFICIENCY OF THE IMPLEMENTATI	10N	
* Project Acron	nym	0			

You can download a pdf of your partner form at any time.

2021-17280	/NP/Green Hydrogen (Partner Forms)
PDF of Partne	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 exper
test	
In which sectors do	you operate?
test	
Explain your contri	bution to the project.
test	
Work package list	
As indicated by th	e main partner

For more information on how to complete your partner form, check section 11 in this document. The only difference between your form and other partners' is that the main partner doesn't have to approve their own partner form.

8. [MAIN PARTNER] Reviewing partner forms

When one of your project partners submits their partner form, a new **Pending** item will show up on your dashboard under **My Activities**.

My Activities					
		e the lead applicant -			
1 Pending	O Submitted Activities				
	omplete chang	ove submitted partner forms in projects where you arrow omplete change requests - complete final reports 1 0 Submitted Activities			

As the main partner, you need to open and review the form (partner form and co-signature sections).

		Pending			
				×Q	1-2 of 2 < >
# Application ID	Activity Type	≑ Status	Created Date	Deadline Date	\$
1 2021-17279/NP/Green Hydrogen	Partner Forms	Submitted to Main	11/08/2021 13:01		Open

- **Send for clarifications** if there are parts of the form that are unclear (please specify what revisions are needed in the revisions tab first).
- **Approve** if the form is filled out correctly and no revisions are needed.

2021-17279	/NP/Green H	lydrogen ((Partner Forms)
View Applicat	ion		
PDF of Partne	r Form		
View Application	n pdf		
PARTNER FORM	CO-SIGNATURE	REVISIONS	PARTNER DETAILS
What revisions are	needed?		
< BACK			
			Send For Clarifications Approve

When all the partners have accepted their invitations and completed their partner forms, they will be listed in the **Overview** section **(Overview of the Consortium)** of your application form.

9. [MAIN PARTNER] Submitting the application

Once all partner forms (including your own) are completed, the application form filled out and you have double checked everything against the instructions, click **Submit**.

After you have submitted your application, you will no longer be able to make changes. However, **before the call for projects deadline**, you can request to re-open your submitted application by emailing projects@eurekanetwork.org.

10. [INVITED PARTNER] Accepting the invitation

When you have been invited to participate as a partner in a project, you will receive an email notification. Follow the instructions in the email and you will be directed to the platform, where you can **Accept** or **Decline** the invitation.



When you accept the invitation, click on **login here**. You will be asked to login to the platform.





11. [INVITED PARTNER] Completing your partner form

All project partners must complete a partner form.

Once you are logged in, click on **Pending** under the **Partner Forms** heading.



You will see the project applications you have been invited to complete. To fill in your partner form, click on **Open**.

			Pending			
						X Q 1-1 of 1 < >
# Application ID	Activity Type	Primary Contact	Organization	Project Acronym	Status \$	Created Date 🗘
1 2021-17279/NP/Green Hydrogen	Partner Forms	Isabel de V	1980	TEST	Draft	11/08/2021 13:01 Open

First, click on **Save Draft**. Then, complete the form and work package table (click **Add Budget Detail)**. To add more work packages, click on the **+** icon. As you save the budget information, this will be added to the budget details table automatically. Please use the **Work Package List** completed by the main partner as a guideline.

2021-17279/	NP/Green Hydro	ogen (Partner Forn	ns)) (i) [
PARTNER FORM	CO-SIGNATURE PAR	TNER DETAILS						
	and Project Management lagement gement	ample, task 1.2 would be the se	cond task from work pa	ickage 1.				
test								
249 words left								
* Will you subcontract	t any work?							
Please Selec 🗸								
* Enter the person ho	urs and full cost associa	ated with your participation in	n this project					
Add budget details								
Budget Details								
Work Package Name	Person months	Personnel costs (€)	Overheads (€)	Travel (€)	Materials (€)	Other (€)	Subcontracting (€)	Total
WP 2	2	€25,000.00 €25,000.00	€5,000.00 €5,000.00	€2,000.00 €2,000.00	€1,500.00 €1,500.00	€0.00 €0.00	€0.00 €0.00	€33,500.00 €33,500.00
Main Partner Budget								NEXT >
				Save Draft Send To	o Main			



S eul innovation	beyond borders								
Instructions go here.									
WP ID / Name	WP description (in	cluding milestones and outcome)		WP Start Date		Duration of WP (months)	WP Leader		Other Participants
WP 1/ Coordination and Project Management	Coordination of p objectives, milest 1.1. Consortium n 1.2. Technical ma 1.3. Financial ma	nagement	vork programme timely manner.	16/08/2021		12	1980		
WP2 / Long-term multi-disciplinary monitoring	Collect, manage, a	and integrate all kinds of useful da	a for monitoring	16/08/2021		5	Grani		1980
WP 3 /				16/09/2021		2			
Work Package Name Per	rson months	Personnel costs (€)	Overheads (€)	Tr	avel (€)	Materials (€)	Other (€)	Subcontracting (€)	Total
WP 2	2	€25,000.00		€5,000.00	€2,000.00	€1,500.00	€0.00	€0.00	€33,500.00 x
									€0.00 ×
		2 €25,000.0	0	€5,000.00	€2,000.00	€1,500.00	€0.00	€0.00	€33,500.00
+									
					Save Close				

Once you have filled out your partner form, go to the **Co-Signature** tab:

- 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 your signed **co-signature document** (in pdf format) to the dedicated space.
- 5. Click on **Send to Main**.

2021-17279	/NP/Green H	lydrogen (l	Partner Fo	rms)
PARTNER FORM	CO-SIGNATURE	PARTNER DET	AILS	
	ck " Save Draft " befor en Sign It and Upload			
* Name				
Tuomas				
* Title				
Wallas				
* Company Positio	n			
Director for Innov	ation and Developme	ent		
Agreement Docun	nent			
Download Co-Si	gnature Document	3		
* Upload Co-Signa	ture Document			
1 🕄 🕹				
< BACK			2	5
			Save Draft	Send To Main

At this point, one partner form will be listed as **In Progress** on your dashboard.



The main partner will review your partner form. If the main partner asks you to clarify something from your partner form, a **Clarification Required** item will show up on your dashboard under **Partner Forms**.



If this is the case, make the necessary changes and click on **Re-Submit**.

12. Notes functionality

The **Notes** section lets you communicate about your project application. You can send notes to the helpdesk, the project applicant (main partner), your project officer from your national office or your project partners.

☆ Main	2021-17009/NP/BILAT_KR_ES_1
■ Notes	Type: Note to Helpdesk
Invitations	Note to Helpdesk Note to Applicant (Main Partner) Note to Project Officers Note to Partners

You can access the **Notes** section from the left-hand menu bar. To send a note:

- 1. Click on the + icon, which will open a text box.
- 2. Select the receiver of the note from the drop-down titled: **Notes Type**.
- **3.** Write your note.
- 4. Click on **Save** to send your note. The receiver will get an email notification.

13. Evaluation

Once your application has been submitted, it will be evaluated. The evaluation will be performed by **National Project Coordinators (NPCs)** from national funding bodies. Nothing is required from you at this stage, but you could receive messages from your NPC if they need additional information.

When your application has been evaluated, it will either be **labelled** or **declined**, depending on whether your evaluation score is above the necessary threshold or not. If your application is declined, your NPC will contact you directly. If your application has been labelled, you will be notified by email.

Labelled projects undergo a financial status check by the NPCs.

Financial status check

This check will be carried out if funding for your project is confirmed in each participating country. Contact your NPC to find out if you will receive national public funding for your project.

If you are declined funding and/ or you cannot self-fund your project costs, the application will be given a **not-funded** status.

If public funding has been confirmed for all partners in your project consortium and/ or partners who have not received public funding can self-fund their part of the project, your application will move to the **ready for endorsement** status. The main partner must sent a signed **Consortium Agreement** must be sent to your NPC for the project to be **ready for endorsement**.

All applications that are ready for endorsement will be submitted to Eureka's High-level Representatives group (HLG), who will acknowledge the Eureka label (resulting from a positive evaluation score) and endorse the project, giving it **endorsement** status. This is done in HLG meetings that take place every three to four months (typically in January, March, June and October).

Once your project has been endorsed, we will monitor its progress.



14. Information security and confidentiality

Information released into the public domain by the Eureka Secretariat on confirmation of project funding.

The results for R&D activities should be published in the manner agreed on between the participants in their project consortium agreement.

The Eureka Secretariat reserves the right to use any project as a case of study or success story to publicise the programme and the benefits of collaborative working. Moreover, if you think that your project could be a success story, do not hesitate to inform projects@eurekanetwork.org.

Publicity material should be agreed on with consortium members before release.

Data Protection Act

The Eureka Secretariat is situated in the Kingdom of Belgium, and as such is governed by Belgian data protection law. More information can be found (in English, Dutch and French) at http://www.privacycommission.be.

The information that project participants provide will be used for monitoring all aspects of their project. This will include recording on the in-house and Eureka-contracted processing computer and management information systems.

The information will be shared with relevant Eureka national funding body offices.

In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of the Eureka Secretariat and in improving business processes.

Any queries on issues relating to data protection should be addressed to the Eureka Association, Avenue de Tervueren 2, 1040 Brussels, Belgium.