

Eurostars guidelines for requesting changes to your project

This document includes instructions on how to request a change to an ongoing Eurostars project. Eurostars is part of the European Partnership on Innovative SMEs. The [partnership is co-funded by the European Union through Horizon Europe](#).

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These guidelines are informative only. They merely serve as explanations provided by the Eureka Secretariat to guide participants on how to request for change in the Eurostars project. They do not create any rights and obligations. Eureka Association AISBL assumes no responsibility or liability for any errors or omissions in the content of the guidelines. Information in these guidelines is provided on an "as is" basis with no guarantees of completeness, accuracy, or usefulness.

For questions on the process of requesting for change, contact projects@eurostars-eureka.eu

September 2022 – Version 1.3

HISTORY OF CHANGES		
Version	Publication date	Changes
Version 1	April 2022	Original version
Version 1.1	June 2022	Addition of logos
Version 1.2	August 2022	Title changes
Version 1.3	September 2022	Revision of “How to request a change via our project platform” section

Before requesting a change to your project

- We cannot approve changes to projects that have not started or do not have a final, signed and approved Consortium Agreement in place.
- After you have made a change to your project, it must still fulfil the Eurostars eligibility criteria. Changes that make your project ineligible will not be approved and your project may be withdrawn from the programme. Please read carefully the section dedicated to the type of changes to know which eligibility criteria apply to your change.

Types of changes

There are three possible types of changes you may make to your project. These are:

- operational,
- legal or
- to your consortium.

All requests for changes will be assessed based on the Eurostars eligibility criteria.

Operational changes:

- Change to a participant's contact details
- Change to project dates (shift of dates or prolongation)
- Change to the budget
- Change to the milestones and deliverables

Legal changes:

- Change of a participant's legal status

Requests for operational or legal changes will be assessed based on the following criteria:

- Changes that put the overall project objectives at risk will not be approved.
- Your project must have an exclusive focus on civil applications.
- Your consortium must be composed of entities from at least two Eurostars countries with at least one organisation coming from an EU or Horizon Europe Associated Country.
- No single participant or country can be responsible for more than 70% of the budget of the project.

Changes to your consortium:

- Inclusion of a new participant
- Withdrawal of an existing participant
- Change of the main partner

Requests for changes to your consortium will be assessed based on the following criteria:

- Changes that put the overall project objectives at risk will not be approved.
- Your project must have an exclusive focus on civil applications.
- Your consortium must be composed of entities from at least two Eurostars countries with at least one organisation coming from an EU or Horizon Europe Associated Country.
- No single participant or country can be responsible for more than 70% of the budget of the project.
- Your consortium must be led by an SME from a Eurostars country.
- The budget of SMEs from the Eurostars countries, excluding subcontracting, must be 50% or more of the total project cost.

How to request a change to your project

Submitting your request:

The main project partner can submit a request for change on behalf of your whole consortium via our [project platform](#). Project partners can access submitted requests in read-only mode.

For some *legal changes*¹, you must submit a Commitment and Signature form² and revised Consortium Agreement with your request.

For changes to your consortium (e.g., inclusion of a new project participant), you must submit a Commitment and Signature form and a revised Consortium Agreement with your request. If the new participant is an SME, you must submit an SME declaration³ and financial reports required in the participant's country with your request.

If these supporting documents cannot be submitted at the same time as the request for change, participants have a maximum of six months to submit them.

If you fail to deliver the required documentation to the Eureka Secretariat within the deadline, your project's label will be removed, and public funding will be withdrawn.

Along with the request you submit to our project platform, all project partners should also inform their national funding bodies about the change to your project.

Evaluating your request:

When your request for change has been submitted, the Eureka Secretariat will contact the relevant national funding bodies for their approval.

Some requests for change will additionally need a technical evaluation to understand whether the request is technically feasible and can be duly justified by the participants.

The Eureka Secretariat makes the final decision about whether we can approve or reject your request for change, and then whether to allow the project to continue running or to withdraw it.

The entire process for requesting a change takes between 30 and 40 days.

Communicating the decision:

Once the final decision has been made, the information will be visible for your consortium on our [project platform](#). Project partners will receive an email notification with the final decision.

For questions about requesting a change to your project, contact projects@eurostars-eureka.eu, mentioning its ID

¹ Only relevant for mergers of organisations.

² Visit www.eurekanetwork.org to download a Commitment and Signature Form.

³ Visit www.eurekanetwork.org to download an SME declaration form.

How to request a change via our project platform

You must log into our [project platform](#), enter email address and password, and click on “Sign in”.

EUREKA

Project Management Platform

Eureka Project Management Platform

Sign in

Email address

bob.smith@test.test

Password

.....

Show

► [Need help signing in or creating an account?](#)

Sign in

Need help with this service? [Contact us](#)

Once logged in, scroll down to see your project under “Approved projects”. In the next step, click on the project title.

Approved projects

[Approved Application 1](#)

Application number: 51

Call: Eurostars 3 Expert Assessed Call

This is how you enter the “Monitor project” section.

Choose “**Project team**”

Consortium agreement	Completed
Request change	
Project team	
Project Progress Reports (PPR)	

to add or remove a person to your organisation or change the main applicant if your organisation is the main partner. Main partner can add a person to all organisations in the project.

Maximus Ltd (Main)

Organisation details

Type	Address	City	Country
Innovative SME	Address line 1, 1234AB	Brussels	BEL - Walloon

Phone number	Year of Registration	VAT Number	Website
0316637637	1980	035666464	

Organisation participants

Full name	Email	
Bob Smith	bob.smith@test.test	Main applicant

[Add person to Maximus Ltd](#)

[Change main applicant](#)



Choose **“Request change”**

and follow up with a type of request you want to submit.

Consortium agreement	Completed
Request change	
Project team	
Project Progress Reports (PPR)	

Add request for **“Change organisation details”**

Project changes

Change dates	Add request
Change organisation details	Add request

if you want to change your organisation’s legal name and/or legal status. Provide the date, reason of the legal status change, give an explanation, you may also upload annexes (i.e., legal documents supporting change, new Consortium Agreement).

Organisation name

Organisation type

Maximus Ltd

Innovative SME

Do you want to change the legal name of your organisation?

No

Yes

New organisation legal name:

Has your organisation legal status changed?

No

Yes

If you are the main partner, you may request other changes to the project (see p. 2-3).

Remember that:

- You can only request a change to your project when the status of your Consortium Agreement is "Completed".
- You can change the start date of your project once uploading the Consortium Agreement (without a formal request).
- If you want to change the start date at a later stage, you need to request a change to the dates of your project.



Add request for “Change dates”

Project changes

Change dates	Add request
Change organisation details	Add request

to change the start date and/or to extend the duration of the project. Remember to provide the justification and submit the request.

Do you want to change the project start date?

No

Yes

Day	Month	Year
<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>

Do you want to change the project duration?

No

Yes

New project duration in months

Explain your change dates request (mandatory):

Once the request is submitted, you will see its status as “Pending”. Final decision made on the request will be indicated in either “Approved” or “Rejected”. You will also receive a notification email informing you about the decision.

[◀ Back to approved applications](#)

Project changes

Change dates		
# of change request	Submitted on	Status
1	29 March 2022	REJECTED
2	29 March 2022	APPROVED
3	31 March 2022	APPROVED
4	1 April 2022	APPROVED
5	1 April 2022	PENDING



Information security

Data protection

The Eureka Secretariat is situated in the Kingdom of Belgium and governed by Belgian data protection laws.

More information can be found (in English, Dutch and French) on

<http://www.privacycommission.be>

The information that project participants provide will be used to monitor all aspects of their project. This includes information on in-house and European Partnership on Innovative SMEs / Eurostars-contracted Programme Managers' computers and management information systems.

Information will be shared with relevant national funding bodies.

In addition, information may be used to generate and collate output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management for carrying out the Eureka Secretariat's business activities and in improving processes.

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