

Eureka Network projects and Globalstars application form guidelines

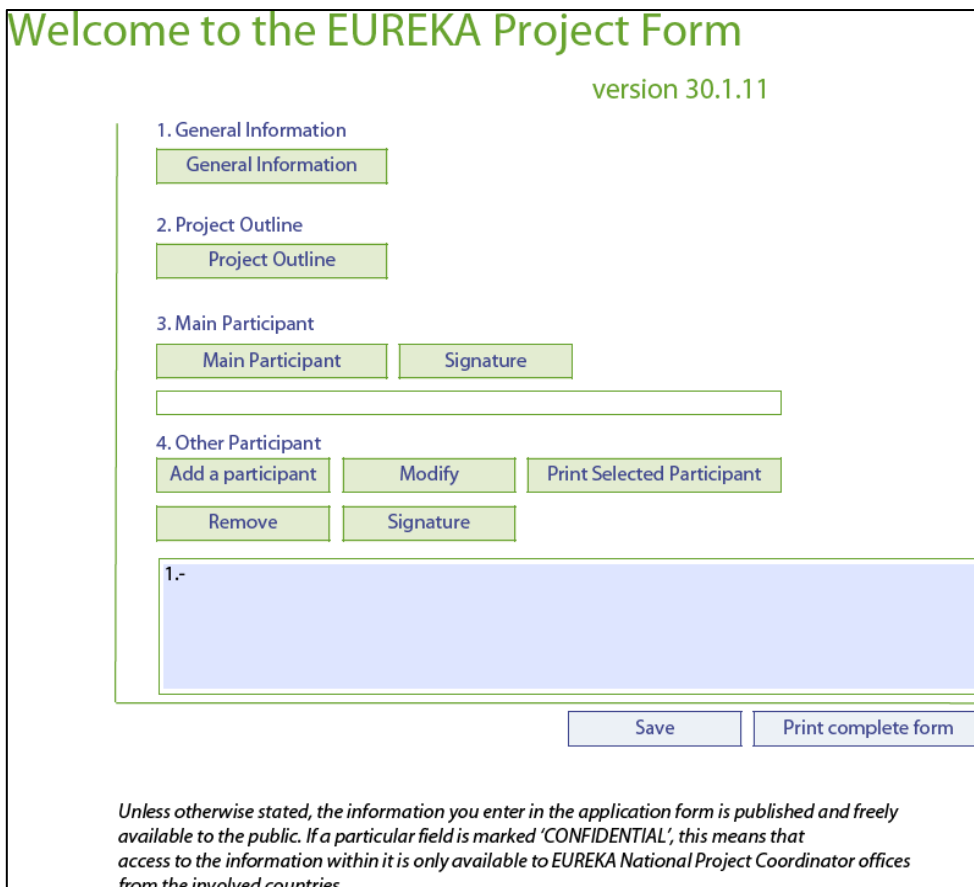
The project form is divided into four major parts:

- General information – acronym, duration, cost, involved countries, etc.
- Project outline – description, envisaged technology, target markets
- Main participant – complete contact details, address, involvement in the project
- Other participant(s)

All the buttons will bring you to the corresponding parts.

Fill in the form starting with **general information** before completing the other parts.

Main screen:



The screenshot shows the main screen of the Eureka Project Form. At the top, it says "Welcome to the EUREKA Project Form" in green, with "version 30.1.11" to the right. The screen is divided into four main sections:


- 1. General Information**: A button labeled "General Information".
- 2. Project Outline**: A button labeled "Project Outline".
- 3. Main Participant**: Two buttons labeled "Main Participant" and "Signature", followed by a text input field.
- 4. Other Participant**: Three buttons labeled "Add a participant", "Modify", and "Print Selected Participant", followed by two buttons labeled "Remove" and "Signature".

At the bottom right, there are two buttons labeled "Save" and "Print complete form". Below the form area, there is a disclaimer: "Unless otherwise stated, the information you enter in the application form is published and freely available to the public. If a particular field is marked 'CONFIDENTIAL', this means that access to the information within it is only available to EUREKA National Project Coordinator offices from the involved countries."

To return to this screen at any point, press "menu".



1. General information:



EUREKA PROJECT FORM
(public document)

1. General Information Menu

1.1 Acronym

EU
CM:

1.2 Umbrella (if applicable)

1.3 Title

1.4 Summary

1.5 Main EUREKA Technological Area

Tech. Areas

?

Market Areas

?

1.6 Budget and Duration

	Budget (Mio€)	Duration (Months)
Definition phase	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Implementation phase	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Total	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

1.7 Start Date End Date

1.8 EUREKA country (member) contribution

Main member Contribution %

Other members + Contribution %

TOTAL %

1.9 Partner Sought
 Yes No
 Remarks

Menu

Page 2 of 14



1.1. Acronym: A short name for your project (max. 20 characters).

1.2. Umbrella: Leave this section blank..

1.3. Title: An explanation of what your project acronym stands for (max. 125 characters).

1.4. Summary: A short description of your project aim (max. 300 characters).

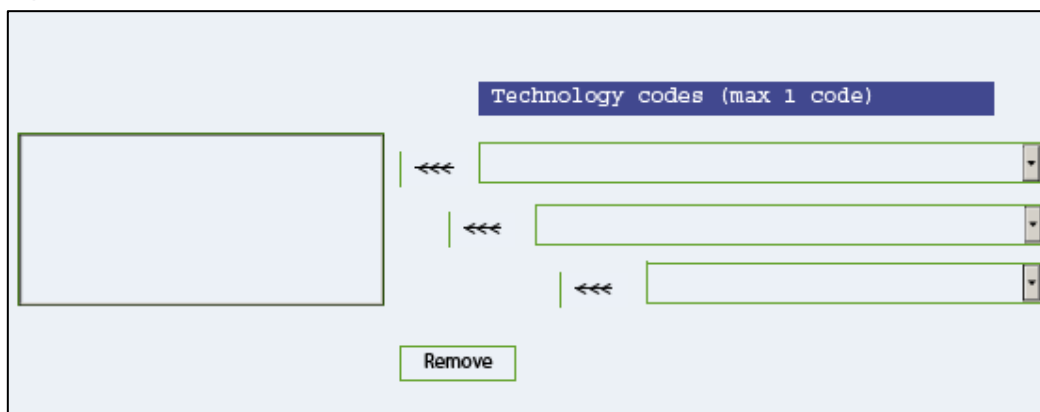
1.5. Main Eureka technological area:



There are two areas to fill in.

Click on  to open a code list. Each code represents a technological or target market area.

Choose the code that your project belongs to. Preferably: min. one level down. Do this by double clicking on the selected code.



To make your selection, click on the code for your project (max. one code per area). It will appear in blue.

Click on 

If you want to change the code, click on “remove” and select a new one.

You will be taken back to the general information screen automatically.



1.6. Budget and duration:

1.6 Budget and Duration		
	Budget (Mio€)	Duration (Months)
Definition phase		
Implementation phase		
Total		

The budget is filled in per phase (in million euro). The total is automatically calculated in the total section and indicates the amount that the whole project is expected to cost.

IMPORTANT: We use British standards for figure separation i.e. a comma “,” to indicate thousand(s) and a full stop “.” to indicate a decimal place.

The expected duration is filled in per phase (in months). The total is automatically calculated in the total section and indicates the expected duration that the project will take to finish its research.

1.7. Start date:

1.7 Start Date	<input type="text"/>	End Date	<input type="text"/>
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State when the project is due to start its research. The end date is calculated automatically using the duration of your project (in months from the start date).

1.8. Member contribution:

1.8 EUREKA country (member) contribution

Main member	<input type="text"/>	Contribution	<input type="text"/> %
Other members	<input type="text"/>	Contribution	<input type="text"/> %

TOTAL %

Main member

I.e. the country of the organisation responsible for submitting your project application/ coordinates the project.

The main member must be based in a Eureka country.

Select the main member's country using the drop down.

Other members

I.e. the country that the other organisation(s) participating in the project are based in.

At least one other member must be based in a Eureka country.

Select the other member country/ countries using the drop down.

IMPORTANT: A non-Eureka country organisation needs approval of the whole National Project Coordinator (NPC) network (through main procedural steps) to participate in a project.

If your consortium includes an organisation(s) based in a non-Eureka country, the main project participant must write an accompanying letter of intent to their national contact (see last page of these guidelines).

The request will be submitted to the High-level Group (HLG) for approval. When the HLG is not in a position to make a decision, the request will be forwarded to the Ministerial Conference.

To add more participating countries, click on the plus icon. To remove a country, click on the minus icon.

Indicate what % of the total budget each project participant will contribute.

The total will be calculated automatically, but you must ensure that **the contribution total is 100%**.

IMPORTANT: If any one participant is responsible for more than 70% of the budget, it suggests an unbalanced consortium. This should be avoided.

1.9. Partners sought

1.9 Partner Sought	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Remarks	<input type="text"/>

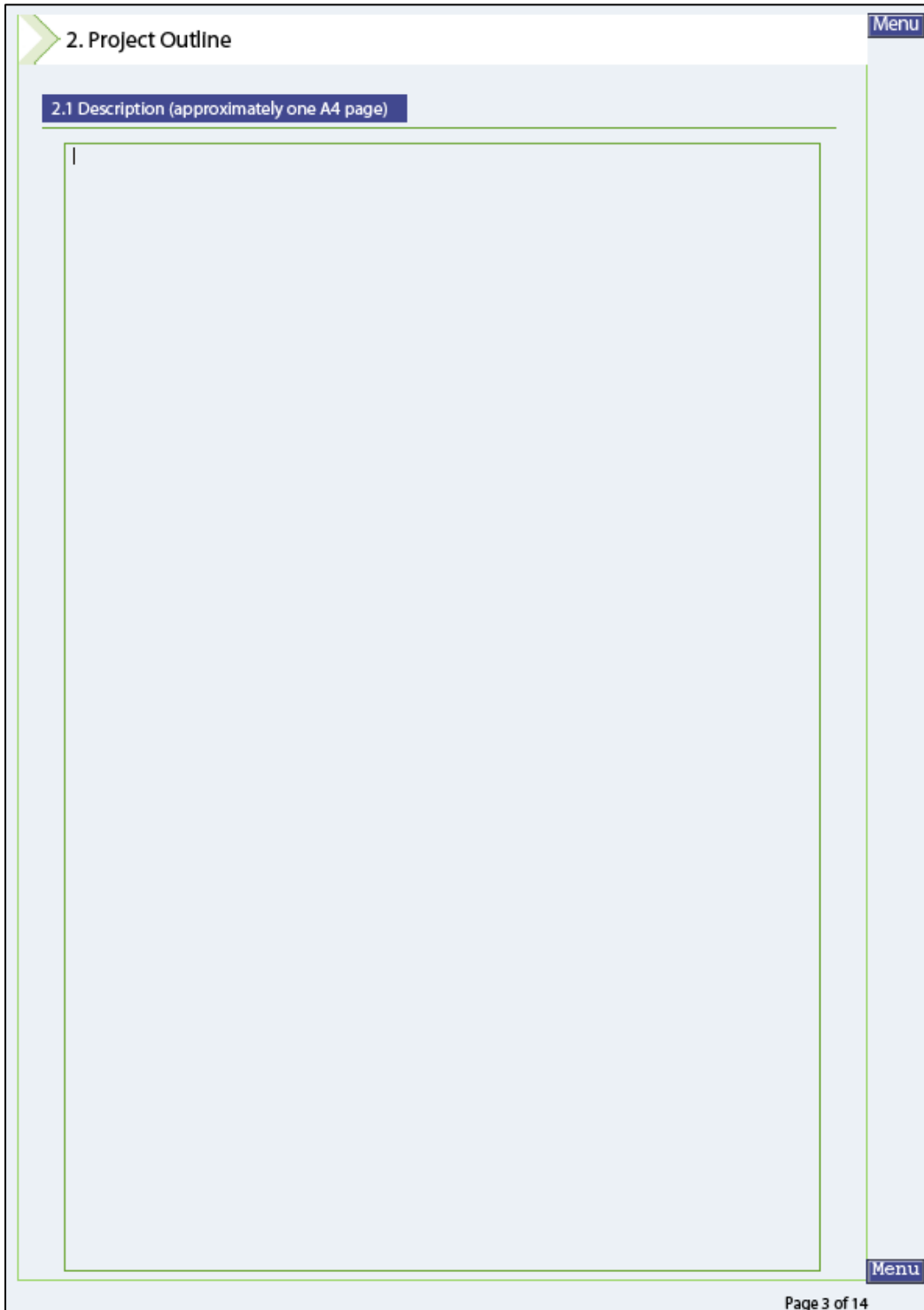
Select “yes” if you are still looking for additional partners. By doing this, you open the project up to other companies who can apply to join your consortium.

However, you can still decide whether you want to accept or reject a new participant.

In “remarks”, specify which partners you are looking for.

2. Project outline:

2.1 Description: Project description (approx. one A4 page).



The image shows a screenshot of a web application interface. At the top left, there is a green arrow icon pointing right, followed by the text '2. Project Outline'. In the top right corner, there is a 'Menu' button. Below this, there is a blue header bar with the text '2.1 Description (approximately one A4 page)'. The main content area is a large, empty rectangular box with a light blue background and a thin green border. In the bottom right corner of this box, there is another 'Menu' button. At the very bottom right of the entire form, the text 'Page 3 of 14' is visible.

2.2 Envisaged technological development:

2.2 Technological Development Envisaged (CONFIDENTIAL)
2.2.1 Describe the state-of-the-art of the technology (CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 150px;"></div>
2.2.2 Describe the technological developments envisaged (CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 150px;"></div>
2.2.3 Describe the concrete results expected at the end of the project (new products, prototype, IPR, process, etc.) (CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 150px;"></div>

State how you intend to achieve the end product, process or service (max. 3,900 characters).

2.3 Market application and exploitation:

2.3 Market Application and Exploitation (CONFIDENTIAL)
2.3.1 What is the market envisaged (description) (CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 100px;"></div>
2.3.2 What is the estimated market size and expected market share (CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 100px;"></div>
2.3.3 Describe the position of the partner in the market(s) (CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 100px;"></div>
2.3.4 What is the status of the competition on the market(s) (CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 100px;"></div>

Describe the market you envisage and what advantages you may have for entering it (max. 3,900 characters).

3. Main participant:

3. Main Participant

3.1 Organisation Name

Full Name Mem ID

Parent Organisation

3.2 Organisation Address / Switchboard

Street

Po Box Postal Code City

Province (Region) Country

Telephone Fax

3.3 Contact person data

Last Name First Name

Function Title

Direct Telephone Fax

E-mail

3.4 WWW Home page

3.5 Participant Identification codes

Nace Codes (SIC '92)

Type of Organisation Large Company SME University
 Research Institute Administration Other

Numbers of Employees (CONFIDENTIAL)

Annual Turnover M EUR (CONFIDENTIAL)

Balance Total M EUR (CONFIDENTIAL)

Year of latest financial report (CONFIDENTIAL)

All information in this section should be filled in in relation to the main project participant (i.e. the organisation coordinating the project).

3.1 Organisation name: State the full legal name of your organisation.

The “parent organisation” is a larger organisation that your company is part of.

3.2 Organisation address

3.3 Contact person data: Fill in the details of the person who is responsible for the project within your organisation.

3.4 www. Homepage: Write your organisation’s website address.

3.5 Participant identification codes: Use the drop down menu to select your company’s Nace code (SIC’92). Only select one code.

Check the appropriate box to indicate what type of organisation you are. Use the table below if you are unsure of the size of your company.

Definition of small and medium-sized enterprises - SME			
Criteria	Micro-enterprises	Small	Medium
Number of employees	< 10	< 50	< 250
Annual turnover	< € 2 Million	< € 10 Million	< € 50 Million
Or total balance sheet	< € 2 Million	< € 10 Million	< € 43 Million
Independence	No more than 25% of the capital or voting rights are directly or indirectly controlled jointly or individually by one or more enterprises which are not themselves SME or by public bodies.		

3.6 Contribution to the project:

3.6 Contribution to the Project	(CONFIDENTIAL)
3.6.1 Technological contribution	(CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 150px;"></div>	
3.6.2 What is your goal in participating in the project?	(CONFIDENTIAL)
<div style="border: 1px solid #ccc; height: 150px;"></div>	

Explain the tasks that your organisation will undertake to complete the project (max. 3,900 characters).

3.7 Expertise (CONFIDENTIAL)

3.7.1 Describe your expertise and core business (CONFIDENTIAL)

3.7.2 What is the total number of FTE's occupied with R&D (CONFIDENTIAL)

3.7.3 Describe your managerial expertise with regard to projectmanagement (CONFIDENTIAL)

Describe the field in which your organisation is an expert and any strong points (max. 3,900 characters).

3.8 Economic impact:

3.8 Economic Impact

3.8.1 What is the expected employment growth as a result of this project % (CONFIDENTIAL)

3.8.2 What is the impact of the project on your turnover in % (per year) % (CONFIDENTIAL)

Explain what you expect the economic impact of the project on your company will be.

4. Other participant:

4. Other Participant

0.- Other participant 1

1.- Other participant 2

Add a participant and select the country that the other participant is based in using the drop down. All other project participants must complete this section for their organisation.

4.1 Organisation Name

Full Name Mem ID

Parent Organisation

4.2 Organisation Address / Switchboard

Street

Po Box Postal Code City

Province (Region) Country

Telephone Fax

4.3 Contact person data

Last Name First Name

Function Title

Direct Telephone Fax

E-mail

4.4 WWW Home page

4.5 Participant Identification codes

Nace Codes (SIC '92)

Type of Organisation

Large Company SME University
 Research Institute Administration Other

Numbers of Employees (CONFIDENTIAL)

Annual Turnover M EUR (CONFIDENTIAL)

Balance Total M EUR (CONFIDENTIAL)

Year of latest financial report (CONFIDENTIAL)

Fill in the fields for the other participants. For an explanation of these fields, see the main participant section of this document.



0.- Other participant 1
1.- Other participant 2

You can see or modify a participant by highlighting them and clicking on “modify”.

If you need to remove a participant from the application (e.g. when a participant is no longer interested), click on “remove”.



Co-signatures of all participants

The participants signing below intend to co-operate within the project as described in this form with the aim realising the technical developments as set forth under point 2 and formally apply for EUREKA status to this project. In addition the participants have or intend to put in place, a formal collaboration agreement.

4. Other Participant		
<input type="button" value="Add a participant"/>	<input type="button" value="Modify"/>	<input type="button" value="Print Selected Participant"/>
<input type="button" value="Remove"/>	<input type="button" value="Signature"/>	
0.- Other participant 1		
1.- Other participant 2		

All project participants must sign the co-signature form. To add a signature for each participant, select the participant and click on “signature”.

To obtain EUREKA status the form must be co-signed by at least two participants from different EUREKA member countries, before the meeting of the EUREKA High Level Group in which the assignment of EUREKA status to the project will be discussed.

When a project already obtained EUREKA status, other interested organisations can officially be recognised as participants when they satisfy EUREKA criteria and after they have co-signed this form.

The participants signing below intend to co-operate within the project as described in this form with the aim realising the technical developments as set forth under point 2 and formally apply for EUREKA status to this project. In addition the participants have or intend to put in place, a formal collaboration agreement.

They undertake to provide their respective National EUREKA Office with updates of this form whenever significant change occurs, or at least once a year as well as a brief final report when finishing the project.

They also agree to provide information on the exploitation of project results on a periodic basis.

They agree to include in any project related PR material, the EUREKA logo, the EUREKA number and acronym of the project.

Unless otherwise stated, the information you enter in the application form is published and freely available to the public. If a particular field is marked 'CONFIDENTIAL', this means that access to the information within it is only available to EUREKA National Project Coordinators from the involved countries. More information on the National Project Coordinators is available on <http://www.eureka.be/contacts/home.do>.

Co-signature of Other Participant

Organisation Name

Full Name

Name of PERSON signing

Last Name

First Name

Function in Organisation

Signature

You can print out the signature form for your organisation by clicking on “print selected participant”. This way, you can sign the paper version.

All the participants’ signatures must be sent to the National Project Coordinator (NPC) of the main participant.

Once **all** co-signatures have been received, your project is eligible to obtain a Eureka label.

Saving your project form

When you fill in part of the form or make changes, save the document.

Save it under a different name each time, or the file will become too heavy.

Printing the project form

To print the completed project form, click on “print complete form”.

Example of a non-Eureka member participation

Subject: approval of the participation of an organisation from a Eureka non- member country in project E! xxx (acronym)

Dear Sir/ Madam,

On behalf of the (company name of the main participant) as main participant of the project (proposal) E! xxx (acronym) I am asking for approval of participation of the (name of the non-member company) in the above-mentioned project.

Involving the (name of the non-member company) brings an important input for the realisation of this Eureka project i.e. and it is beneficial for both quality of this project and the cooperation of the project participants.

Best regards,

(Name of the requesting person)