User guidelines

Eureka application platform

Network Projects and Globalstars

Helpdesk: projects@eurekanetwork.org

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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 our 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

- 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:
4. [MAIN PARTNER] Selecting a funding opportunity

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

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

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

**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:

**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.

**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.
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.

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 projects@eurekanetwork.org 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.

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

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

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**.

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

- **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.

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.

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.
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.
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.

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 submit a signed Consortium Agreement, which 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.