Welcome to your project platform
www.myeurekaproject.org

Version 2.1
<table>
<thead>
<tr>
<th>Version</th>
<th>Publication date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>November 2021</td>
<td>Initial version</td>
</tr>
<tr>
<td>Version 2</td>
<td>July 2022</td>
<td>Slides 5, Search for funding opportunities, and 14, Insert your project costs, have been edited. Slide 20, Reapplying with a previous application, has been added.</td>
</tr>
<tr>
<td>Version 2.1</td>
<td>February 2023</td>
<td>Slide 3 updated: 8 things to keep in mind. Slide 4, Create your account or sign in updated. Slide 21, Communication of results, added.</td>
</tr>
</tbody>
</table>
8 things to keep in mind:

✓ All project partners must complete the application form together.
✓ The leading SME starts the process by creating a new application on the platform. All other partners can join the application only once the leading SME invites them through the platform.
✓ The application includes partner-specific sections. The leading SME cannot complete partner-specific sections for others.
✓ All mandatory fields must be completed, or you will not be allowed to submit your application.
✓ Each project partner inserts their project costs per work package individually, in the partner specific section. It is possible to insert project costs only for Work Packages that are marked as complete. Every time a work package is edited, individual project costs must be marked as complete by each partner.
✓ Before submitting your application, make sure your application fulfils all eligibility criteria. You can check the eligibility of your application through the platform.
✓ If you would like to reapply with a previous application, you need to start a new application (the text of the previous application cannot be transferred automatically into a new form).
✓ At each step of the evaluation process, the results of your application, including the experts’ evaluation, can be found on the project platform.

See next slides for a detailed description.
If you already have an account, you can sign in by entering your email address and password.

To start a new project application you first need to create an account. The leading SME must create its account first; all other partners can join the application only if invited by the leading SME. If you are the leading SME, click “Competitions Listings” and follow the guidelines in the next slides.
Competition listings

Search for open and upcoming Eurostars calls.

Once you have chosen your call, start a new application.
The main partner in your project must register first. After that, the main partner will be able to invite additional organisations in the consortium, so that all can participate in completing the application form.
The application form

See which call for projects you are applying for.

Find your application ID number here.

You can check the progress of your application.

You can invite your project partners here.

Application number: 81

Call:

Application deadline: 12:00pm 01 April 2023 Central European Time (CET)

Application progress

0%

Check eligibility

Project details
Please provide information about your project:

Application team

Application details

What do you want to do?

Why do you want to do it?

How will you make money?
Inviting project partners

You can add a person to a participating organisation. Once you have sent the invitation, they will receive an email inviting them to register to the platform.
Inviting project partners

You can add a partner organisation to the consortium. Once you have sent the invitation, they will receive an email inviting them to register to the platform.
Answering a question

If you are not the main partner, once you have answered your question this will be re-assigned to the main partner for review.

Click here to assign this question to another project partner.

There are tips in the platform about how to answer questions.

Keep an eye on your word count.
Eligibility check

You can run an automatic computer check to check the eligibility of your project application.

Please note: The automatic check is designed only to provide support to applicants, it does not validate that your project application is eligible. Always doublecheck by other means as well that your project complies with the eligibility criteria (e.g., through manual calculations).
Each organisation in your consortium must upload a commitment and signature form. SMEs in your consortium must also upload an SME declaration.

Declarations

<table>
<thead>
<tr>
<th>Declaration Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment and signature</td>
</tr>
<tr>
<td>SME declaration</td>
</tr>
</tbody>
</table>

**SME declaration**

Please complete and submit the SME declaration.

- Download the SME declaration template
  - [test-sme-declaration-form.pdf](test-sme-declaration-form.pdf)

- Upload your completed SME declaration
  - Your upload must be no larger than 10MB

- What is a SME declaration?

  No file currently uploaded.

**Commitment and signature**

Please complete and submit the Commitment and signature form.

- Download the Commitment and signature form template
  - [test-commitment-signature-form.pdf](test-commitment-signature-form.pdf)

- Upload your completed Commitment and signature form
  - Your upload must be no larger than 10MB

- What is a Commitment and signature form?

  No file currently uploaded.
Create a work package

Only the main partner can add a work package. Once added, the work package can be assigned to another project partner.

Please note: All partners must insert their individual costs for every work package (see next slide).
All partners must insert their own individual project costs in each work package. This is possible only if a Work Package (see previous slide) is marked as complete. Every time a work package is edited (see previous slide), ‘Your project costs’ must again be marked as complete by each partner.
Insert your project costs

Each partner must provide their financial information. This is visible only to them.
Review your application

The platform will validate your application. All fields must be "marked as complete" to be able to submit.

Allow plenty of time to review your submission.

Submit before the deadline.

<table>
<thead>
<tr>
<th>Application questions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Impact - Results of the project</td>
<td>Complete</td>
</tr>
<tr>
<td>2. Impact - The Business Case</td>
<td>Complete</td>
</tr>
<tr>
<td>3. Impact - Time to market and commercialisation plan</td>
<td>Complete</td>
</tr>
<tr>
<td>4. Impact - Conditions of the market</td>
<td>Complete</td>
</tr>
<tr>
<td>5. Impact - Sustainable Development Goals</td>
<td>Complete</td>
</tr>
<tr>
<td>6. Impact - Social and environmental risks</td>
<td>Complete</td>
</tr>
<tr>
<td>7. Excellence - Technical approach and degree of innovation</td>
<td>Complete</td>
</tr>
<tr>
<td>8. Excellence - Technical state of the art</td>
<td>Complete</td>
</tr>
<tr>
<td>9. Excellence - Technical risks</td>
<td>Assigned to you</td>
</tr>
<tr>
<td>10. Quality and Efficiency - Project management experience</td>
<td>Complete</td>
</tr>
<tr>
<td>11. Quality and Efficiency - Benefits of international collaboration</td>
<td>Complete</td>
</tr>
<tr>
<td>12. Quality and Efficiency - Intellectual Property Rights</td>
<td>Complete</td>
</tr>
<tr>
<td>13. Civilian purpose</td>
<td>Complete</td>
</tr>
</tbody>
</table>
Submission

Make sure that all the information in the form is correct before submitting your application. Changes to the form are not allowed after the application is submitted.
Next steps

The main project partner will receive an email to confirm that the application has been submitted.

All partners may view or print the submitted application at any time.
You can access your application at any time by opening your dashboard.

**Applications**

**Applications in progress**

- **Eurostars Application In Assessment 1**
  - Application number: 30
  - Call: Eurostars 3 In Assessment Call
  - Status: Awaiting assessment

- **Untitled application (start here)**
  - Application number: 80
  - Call: Performance Test Open Call
  - Days left: 710
  - Days until deadline: 710
  - Deadline: 1 Apr 2023
  - Percentage complete: 0%
Reapplying with a previous application

If you would like to reapply with a previous application, you need to copy-paste manually the data from the previous application into a new form; the text cannot be transferred automatically from a previous application into a new one.
Communication of results

You will be informed about the status of your Eurostars application by email, after each step of the evaluation process.

You can check the status of your application and the experts’ evaluation in the project platform.