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

June 2023 – Version 1.5

<table>
<thead>
<tr>
<th>HISTORY OF CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version</strong></td>
</tr>
<tr>
<td>Version 1</td>
</tr>
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<td>Version 1.2</td>
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</tr>
<tr>
<td>Version 1.4</td>
</tr>
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<td>Version 1.5</td>
</tr>
</tbody>
</table>
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 Changes that make your project ineligible will not be approved and your project may be withdrawn from the programme.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.
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.

Changes to your consortium:

- Inclusion of a new participant
- Withdrawal of an existing participant
- Change of the main partner
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 form\(^2\) 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 declaration\(^3\) 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”. Please be aware that this login is case sensitive (capital letters etc.).

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

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

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Address</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovative SME</td>
<td>Address line 1, 1234AB</td>
<td>Brussels</td>
<td>BEL - Walloon</td>
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</table>

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Year of Registration</th>
<th>VAT Number</th>
<th>Website</th>
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<tr>
<td>0316637637</td>
<td>1980</td>
<td>035666464</td>
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</table>

Organisation participants

<table>
<thead>
<tr>
<th>Full name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Smith</td>
<td><a href="mailto:bob.smith@test.test">bob.smith@test.test</a></td>
</tr>
</tbody>
</table>

Add person to Maximus Ltd

Change main applicant
Choose “Request change” and follow up with a type of request you want to submit.

To request a change any part of the project, click on “Add request”.

Add request for “Change organisation details”

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).
Change organisation details

<table>
<thead>
<tr>
<th>Organisation name</th>
<th>Organisation type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximus Ltd</td>
<td>Innovative SME</td>
</tr>
</tbody>
</table>

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

Insert the date of legal approval of new status:
- Day
- Month
- Year

New organisation legal status:
- Large company
- Research Institute
- University
- Other
- Innovative SME
- Association

Indicate why the legal status of your organisation changed:
- Acquisition
- Natural Growth
- Merge

Annexes

- What annexes

No file currently uploaded.

Upload

Explain your change my organisation details request (mandatory):
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”

to change the start date and/or to extend the duration of the project:

- answer YES, if you want to change the start date of the project and insert a new date
- answer YES, if you want to extend the duration of your project and insert a new duration

Change dates

Current project start date: 20 June 2022
Current project duration (months): 35

Do you want to change the project start date?

- No
- Yes

Day Month Year

Do you want to change the project duration?

- No
- Yes

New project duration in months

0

Explain your change dates request (mandatory):

[Blank field for explanation]

Words remaining: 79
Add request for “Change in Budget/work packages”

- to request addition or removal of work packages

**Change budget/work packages**
Do you want to:
- Add/remove a work package

**Work package 1 for testing purposes**
- Remove
- Edit
- Complete

**Work package 2 for testing purposes**
- Remove
- Edit
- Complete

**Work package 3 for testing purposes**
- Remove
- Edit
- Complete

**Add work package**

- Change budget
- Change the nature of (not the timeline) of

- to change the budget for one or more participants

**Change budget/work packages**
Do you want to:
- Add/remove a work package
- Change budget

**Maximus Ltd**

<table>
<thead>
<tr>
<th>Work Package</th>
<th>Person Months</th>
<th>Personnel costs (£)</th>
<th>Overhead (£)</th>
<th>Travel (£)</th>
<th>Materials (£)</th>
<th>Other (£)</th>
<th>Sub contracting (£)</th>
<th>Total (£)</th>
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<tr>
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<td>10000</td>
<td>350</td>
<td>200</td>
<td>1000</td>
<td>8200</td>
<td>6500</td>
<td>26250</td>
</tr>
<tr>
<td>for testing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>purposes</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
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<td>10000</td>
<td>350</td>
<td>200</td>
<td>1000</td>
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<td></td>
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<td>Work package 3</td>
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<td>200</td>
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</tr>
<tr>
<td>Total</td>
<td>3.0</td>
<td>30,000</td>
<td>1,050</td>
<td>600</td>
<td>3,000</td>
<td>24,600</td>
<td>19,500</td>
<td>78,750</td>
</tr>
</tbody>
</table>
to change the nature of milestones, deliverables and project goals

Change budget/work packages

Do you want to:

- Add/remove a work package
- Change budget
- Change the nature of (not the timeline) of

- Milestone
- Deliverables
- Project goals

Based on your selection, please provide more information on the Milestones/Deliverables/Project Goals you want to change:

If you want to change the consortium composition:

- to change the main partner, add request for “Change main organisation”. Note that you can only choose another innovative SME to be the new main partner in the project.

Change main organisation Request

Current main organisation
Bob Smith - Maximus Ltd

Please select one of the following organisations

- Jessica Doe - Ludlow

- to remove/withdraw current participant, add request for “Change consortium composition” and indicate which participant should be removed
Note that if the leaving partner is the current main partner in the project, you will be asked to appoint another innovative SME to be the new main partner. You will be also asked to update the budget of leaving organisation and provide the following information:

1. Please explain the reason for this change
2. Do the changes affect the content, the goal or the scope of the project?
3. Do the changes affect the share of work between partners and their collaboration?
4. Do the changes affect the market application and commercialisation of the project results?

To include/add new participant, follow the steps:

(1) in Project team (see p.6), use the functionality to “Add a partner organisation”.

Once invited, see the new organisation listed under “Invited organisations (Pending)” in the Project team. New partner must accept the invitation and provide the details on the organisation.
(2) add request for “Change consortium composition” and choose the participant which should be added

**Change consortium composition**

Which project partner should be removed?

☐ Maximus Ltd (Main)

⚠️ As there are other innovative SMEs in the consortium, please note that before removing the current main organisation, you must first change the main organisation of the consortium by submitting a Change main organisation request

☐ Ludlow

Which project partner should be added?

☐ Marketino

Indicate if the new partner will request public funding to its funding body and provide the following information:

- Explanation on the core activities and expertise of the new partner
- Explanation on how the financing of the new partner is secured
- Give the main reasons (benefits) for the new partner to participate in this project and explain its contribution to the project
- Explanation on the activities carried out by the new partner in the project with reference to the Work Packages

You will be also asked to update the budget of the new partner and provide explanations on reasons and impact of this change to the project.

New participant will need to deliver to the Eureka Secretariat a Commitment and Signature form, SME declaration (if relevant), and consortium will need to deliver revised Consortium Agreement, signed by all current project partners (see p. 4).
to replace an existing participant with a new participant, you need to combine all the steps on how to include/add new participant and remove/withdraw a participant (see p.11-13), eventually indicating leaving and joining participants

Change consortium composition

Which project partner should be removed?

- Maximus Ltd (Main)


As there are other innovative SMEs in the consortium, please note that before removing the current main organisation, you must first change the main organisation of the consortium by submitting a Change main organisation request.

- Ludlow

Which project partner should be added?

- Marketino

It is highly recommended that you contact projects@eurostars-eureka.eu before submitting a request to change consortium composition.

If your request does not belong to any of the above-mentioned categories, add request for “Change-other” and describe the change.

Change - Other

Please explain your change and the reason behind it

For all requests, remember to provide the justification and submit your request.
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.

### Project changes

<table>
<thead>
<tr>
<th># of change request</th>
<th>Submitted on</th>
<th>Status</th>
<th>Validated on</th>
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<tbody>
<tr>
<td>1</td>
<td>8 June 2023</td>
<td>REJECTED</td>
<td>8 June 2023</td>
</tr>
<tr>
<td>2</td>
<td>8 June 2023</td>
<td>PENDING</td>
<td></td>
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</table>

<table>
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<tr>
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<th>Submitted on</th>
<th>Status</th>
<th>Validated on</th>
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<tbody>
<tr>
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<td>7 June 2023</td>
<td>APPROVED</td>
<td>7 June 2023</td>
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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.