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# European Partnership on Innovative SMEs / Eurostars guidelines for participants

This document provides the participants of an approved European Partnership on Innovative SMEs / Eurostars project with guidelines on the responsibilities and obligations related to the European Partnership on Innovative SMEs / Eurostars programme

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*These guidelines are informative only. They merely serve as explanations provided by the Eureka Secretariat to guide applicants through the European Partnership on Innovative SMEs / Eurostars processes. The Eureka Association AISBL assumes no responsibility or liability for any errors or omissions in the content of the guidelines. The information contained in these guidelines is provided on an "as is" basis with no guarantees of completeness, accuracy or usefulness.*

*Further information on the European Partnership on Innovative SMEs / Eurostars programme is available at <https://www.eurekanetwork.org/countries/belgium-brussels/eurostars/>*

Questions or documents about European Partnership on Innovative SMEs / Eurostars monitoring can be sent to: **projects@eurostars-eureka.eu**

August 2022 – Version 1.2

**HISTORY OF CHANGES**

<b>Version</b>	<b>Publication date</b>	<b>Changes</b>
Version 1	May 2022	Original version
Version 1.1	June 2022	p. 9, addition of EU co-funded logo and related information
Version 1.2	August 2022	Title changes

## Introduction

In these guidelines, you will find information about responsibilities and obligations for European Partnership on Innovative SMEs / Eurostars programme participants once your Eurostars project application has been approved as a European Partnership on Innovative SMEs / Eurostars project.

### **What is an approved European Partnership on Innovative SMEs / Eurostars project?**

Once the evaluation process is over, all projects that are positively determined to be of very good quality and where national funding is available constitute those selected for funding. Those projects are approved and (officially) European Partnership on Innovative SMEs / Eurostars labelled projects.

There are some obligations you must comply with to keep your project's European Partnership on Innovative SMEs / Eurostars label, regardless of whether all participants received Eurostars funding or not. These obligations at the international project level are independent of the national funding body's country-specific requirements for access to public funding.

Your national funding body (NFB) (<https://www.eurekanetwork.org/footer/engage-with-us/contact-us>) and the Eureka Secretariat (ESE) ([projects@eurostars-eureka.eu](mailto:projects@eurostars-eureka.eu)) can offer you advice and assistance during each phase of your project.

### **What are my obligations once an application becomes an approved European Partnership on Innovative SMEs / Eurostars project?**

To begin your project:

#### Contact your national funding body

We will send a notification with the funding results to all participants once the evaluation process is over. If your project is approved, all participants must contact their national funding body about the next steps for your project funding within 10 working days of receiving the notification. Your national funding body will allocate and distribute funding according to national rules and procedures to all approved projects. If you do not contact your national funding body, your project may be excluded from our European Partnership on Innovative SMEs / Eurostars programme.

Contact your national funding body here: <https://www.eurekanetwork.org/footer/engage-with-us/contact-us>

### Submit a copy of your final Consortium Agreement signed by all participants

The main participant must provide a copy of your final Consortium Agreement (signed by all consortium partners) to the Eureka Secretariat within six weeks of receiving the funding results. After the approval of the project, a specific task is created in the platform for the main participant to upload the signed final Consortium Agreement and to confirm the official project start date. The content of the Consortium Agreement must comply with the [“Guidelines for completing a Consortium Agreement”](#).

Note that public funding cannot be given before a signed final Consortium Agreement is issued and provided to the Eureka Secretariat. Failure to upload a signed final Consortium Agreement to the Eureka Secretariat will result in your project’s label being removed and public funding being withdrawn.

Should the consortium need more time to complete these tasks, an extension may be requested by email to [projects@eurostars-eureka.eu](mailto:projects@eurostars-eureka.eu). The request must include the project number and acronym, the justification and the duration of the extension.

### Carrying out your project:

Each project partner must complete all European Partnership on Innovative SMEs / Eurostars reporting requirements regardless of funding status (receiving public funding or being self-funded)

- Project progress reports: about your technical progress, submitted every six months whilst your project is running
- Final report: one report for completed project
- Market impact reports: yearly reports after your project has been completed
- Reporting to your national funding body: in addition to European Partnership on Innovative SMEs / Eurostars requirements. Ask your national funding body about reporting obligations.

### Communicate any changes you make to your project to the Eureka Secretariat

To help us monitor the progress of your project, you must inform us of any change to the nature of your project.

Send information about any change to your project to: [projects@eurostars-eureka.eu](mailto:projects@eurostars-eureka.eu)

## Reporting requirements

We monitor your project whilst it is running and once it is completed. To do this, each consortium (i.e., main partner and the other partners) must send reports in English to the Eureka Secretariat:

- Project progress reports
- Final report
- Market impact reports

This helps us actively monitor and follow up on running European Partnership on Innovative SMEs / Eurostars projects. The reports we receive from you give us all the necessary information about your project's status.

Participant's funding is managed at the national level by NFBs. These reporting obligations with the ESE are complementary to the specific obligations with the NFBs involved in project funding. You may have to provide additional monitoring reports to your national funding body. Contact your national funding body for guidance on Eureka's website:

<https://www.eurekanetwork.org/footer/engage-with-us/contact-us>

If you do not complete and submit project reports, project funding could be withheld, or your project could be withdrawn.

### Project progress reports (PPR)

The project progress reports help us monitor your running European Partnership on Innovative SMEs / Eurostars project. Each participant in your consortium must complete a project progress report every six months whilst the project is running, starting from the first six months after the official project start date until your engagement in the project is completed.

The report has two parts: on your consortium and individual project partners. The first part is completed by the project's main partner and the second part is completed by project partners or (where specified) by the main partner.

Your project progress reports should include a brief description of the major activities and achievements of your entity during the reporting period, information on how you are cooperating with the consortium and progress made towards achieving your objectives and expected results (including milestones and deliverables). It should also mention any deviations from the original project plan or any unexpected changes in the implementation of the plan.

You do not need to list detailed technical achievements or project costs.

Access and submit your project progress reports on our project platform:

<https://auth.myeurekaproject.org/>



### Final report (FiR)

After your project is completed (whether it was successful or not), each project participant must submit a final report. You will be able to submit a final report as soon as you declare in a project progress report that your engagement in your project is complete.

In your final report, describe the results of your project, any benefits your organisation experienced and the strengths of your consortium.

Additionally, you can state whether you wish to be contacted by the Eureka Secretariat for an article to be written about your project or the participant's successes that will feature on our website and be promoted in our network.

A European Partnership on Innovative SMEs / Eurostars project is considered finished and completed only after the completion and validation of all the PPRs and FiRs by all partners.

### Market impact report

Participants of successful projects must also complete market impact reports. Market impact reports are sent once a year for three consecutive years after your project has finished.

The reports allow us to continue to follow your success and commercialisation.

Any data that the Eureka Secretariat gathers in market impact reports is aggregated and anonymous. It is used for the quantitative analysis of the success of our European Partnership on Innovative SMEs / Eurostars programme and provides us with feedback on how the programme might be adapted for improvement.

## Summary

	Before Project start date		After Project start date				
<i>What</i>	<b>Contact your NFB</b>	<b>Upload Consortium Agreement</b>	<b>Project Progress Reports</b>	<b>Final Report</b>	<b>Market Impact Reports</b>	<b>Request for changes</b>	<b>Reporting to your NFB</b>
<i>Who</i>	every participant	main participant *	every participant	every participant	every participant	main participant *	every participant
<i>When</i>	10 days after approval	6 weeks after approval	every 6 months	after the end of the project	+1 +2 & +3 years after project end	significant changes in the project	According to National rules
<i>Why</i>	request info on national funding	set the rules in the consortium	Report advance and identify project deviations	confirm how the project has been finalized	follow-up of success and commercialization	changes must be approved by ESE	Access to public financing
<i>How</i>	by email, phone, web query	task in PMP	Specific guidelines on Reporting	Specific guidelines on Reporting	Specific guidelines on Reporting	Guidelines on Request for Changes	According to National rules

\* Main participant is in charge of solving some tasks in the representation of the consortium members

## How should I inform the Eureka Secretariat about a change to my project?

R&D can be unpredictable, and occasionally, you might need to change the strategy or direction of your project activities to continue your project and ensure its success. Any change made to an approved European Partnership on Innovative SMEs / Eurostars project must be requested to the Eureka Secretariat in compliance with project monitoring requirements.

We will process your request according to the impact it would have on the project. We will communicate to you whether your request has been approved or rejected.

We must make sure the quality of your project is not compromised by any changes requested. Any request for changes that would lead to a decrease in the quality of your project will not be accepted.

Changes in the project may have an impact on the participant's budget and on the national funding allocated, so the opinion of the National Funding Bodies must be considered to approve or reject a request for changes.

Important things to consider before requesting a change to your project:

- Changes will not be accepted to projects that have not started or for projects that have not submitted a signed Consortium Agreement. The only exception to this rule is the request for change of the start date when uploading the Consortium Agreement on our platform.
- Your project must comply with European Partnership on Innovative SMEs / Eurostars eligibility criteria after any change request. Changes to your project that make it ineligible will not be accepted and may lead to the project being withdrawn. Please read our eligibility guidelines.

Access and submit your request for change in our project platform:

<https://auth.myeurekaproject.org/>

For more detailed information on the request for changes, please consult our request for change guidelines:

<https://www.eurekanetwork.org/eurostars/Request%20for%20changes%20guidelines.pdf>

Any questions about your project can be sent to:

[projects@eurostars-eureka.eu](mailto:projects@eurostars-eureka.eu)



## Communicating about European Partnership on Innovative SMEs / Eurostars

All participants involved in an approved European Partnership on Innovative SMEs / Eurostars project must:

- acknowledge the European Partnership on Innovative SMEs / Eurostars programme in all external communications about the project.
- acknowledge the co-funding of the European Union to their European Partnership on Innovative SMEs / Eurostars project. Please find all necessary information here and the official logo at [https://rea.ec.europa.eu/communicating-about-your-eu-funded-project\\_en](https://rea.ec.europa.eu/communicating-about-your-eu-funded-project_en)
- actively support and share information about our European Partnership on Innovative SMEs / Eurostars programme and work to enhance its reputation during your project
- acknowledge European Partnership on Innovative SMEs / Eurostars support by displaying the Eurostars logo and your European Partnership on Innovative SMEs / Eurostars project number or acronym
- fulfil the national funding body requirements in terms of communication (such as use of official logos, etc.).

in any communication material and in all information and public relations material related to your approved project and its implementation (for example, in event programmes, invitations, press releases, publications, at events, on participants' websites, etc.).



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Please ensure that the European Partnership on Innovative SMEs / Eurostars logo and its colours and typography are displayed correctly. A low-resolution version is adequate for web use, but a high-resolution version is required for printing. The logo can be downloaded at:

<https://www.eurekanetwork.org/footer/our-organisation/brand-guidelines>

All participants must display this information and provide a link to [Eureka's website](https://www.eurekanetwork.org) on their website.

The main participant is obliged to inform the other participants about their duties and is responsible for ensuring the fulfilment of these duties by the participants.

Feel free to contact us at [communications@eurekanetwork.org](mailto:communications@eurekanetwork.org) with any other questions regarding communication issues.

## Information security and confidentiality

Information released by the Eureka Secretariat into the public domain on confirming your project funding

The Eureka Secretariat reserves the right to use any project as a case study or success story to publicise our European Partnership on Innovative SMEs / Eurostars programme and the benefits of collaborative working.

The information that the ESE is intended to use should be publishable and would include information such as the project acronym, number and name, the name of the participant entities, the basic project description included in the application under Project Details: What do you want to do? Why do you want to do it? and How will you make money?

If you think your project results are a success story, contact [communications@eurekanetwork.org](mailto:communications@eurekanetwork.org).

### Data Protection Act

The Eureka Secretariat is situated in the Kingdom of Belgium and is governed by Belgian data protection laws. More information can be found (in English, Dutch and French) at [www.privacycommission.be](http://www.privacycommission.be).

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

The information will be shared with relevant Eureka 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.