Applicant guidelines
SmartSimple platform
Eureka Network projects & Globalstars

Version: June 2022
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.
Watch our Eureka Smartsimple tutorial for Network Projects and Globalstars applicants [here](#)
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If you are a new user, click on “Register Here” and complete the registration form.

Once you submit the registration form, you will receive an email confirming your username and password. Make sure to check your spam folder!
Dashboard

Upon login you will see your dashboard, which is divided into four sections. Scroll down to see all available sections.

Follow up on the progress of your applications and tasks using the shortcuts.

Manage your profile, change your password, logout, access guidelines or return to your dashboard (home) here.

Description below each section header
Main partner vs. partner(s) tasks

Each project consortium must nominate a main partner organisation and have at least one other partner organisation

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Main partner’s tasks

Selecting calls for projects

Click on “open calls” on your dashboard. This will display our open Network projects and Globalstars funding opportunities. We have one call for projects that is always open; you can apply to this at any time.

Read the information (eligibility criteria and additional information requested by your national funding bodies) about the call for projects you want to apply to on our website or in the downloadable pdf.

02 Selecting calls for projects
Selecting calls for projects

Select the call for projects you want to apply to and click on “apply now”.
You will be given an empty application form.

Main partner’s tasks

Read important information here. You can minimise or pop out this window at any time.

02 Selecting calls for projects
Main partner’s tasks

First, click on “Save draft”. Your application will receive an identification code, which includes your unique project number/an acronym of the programme you are applying to/the call for projects code.

03 Filling in the application form
Main partner’s tasks

The application form has four sections: OVERVIEW, IMPACT, EXCELLENCE and QUALITY AND EFFICIENCY OF THE IMPLEMENTATION.

More instructions on how to best answer the questions can be found below or next to each question.

All fields in the application form are mandatory and some have a word limit.

We recommend that you fill in as much information in your application form as you can before inviting your other consortium partners. This way, they can view the latest version of the application form and see information they need to complete their partner form, for example the work packages.
Main partner’s tasks

The application form has four sections: OVERVIEW, IMPACT, EXCELLENCE and QUALITY AND EFFICIENCY OF THE IMPLEMENTATION.

Some information in the application form, e.g., consortium overview table, person/months, personnel costs... (OVERVIEW section) is filled in and updated automatically when the partner forms are complete.
Main partner’s tasks

“Open Work packages” in the OVERVIEW section.

Add as many rows as needed by clicking on “+”

Fill out all fields and click “Save”
- This table will be displayed in all partner forms for your partners to use as a reference to list their tasks in the project.

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04 Adding work packages and annexes
Main partner’s tasks

- Upload a Gantt Diagram (QUALITY AND EFFICIENCY OF THE IMPLEMENTATION section).
- Upload other annexes (OVERVIEW section).
- Check countries requirements in specific call text. The main partner must upload relevant annexes on behalf of the partners.

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04 Adding work packages and annexes
Main partner’s tasks

1. Click on “Invitations” on the left-hand side menu
2. Click on “+” to add all your consortium partner organisations
3. Fill in your project partners’ details and assign them the role of “partner”.
4. Click on “invite”. Your partners will receive an email invitation that will let them view the application form and complete their partner form.

If your partner hasn’t accepted your invitation yet, you can re-send it or retract it. However, if you want to remove a partner who has already accepted your invitation from your application, you need to contact us at projects@eurekanetwork.org
Main partner’s and partner(s)’ tasks

All project partner organisations (including the main partner) must fill in a partner form individually.

You can find the partner form from your dashboard, listed as a pending task.

PARTNER FORM:

1. Open the PARTNER FORM tab and click “Save Draft”
2. Complete the form
3. “Add budget details” (please refer to the work package list completed by the main partner in your project). When you save your budget information, it is added to the budget details table automatically.

06 Filling in your partner form
Main partner’s and partner(s)’ tasks

All project partner organisations (including the main partner) must fill in a partner form individually.

**CO-SIGNATURE:**

1. Fill in the name, title and position of someone legally authorised to represent your organisation.
2. Click “Save Draft” - this information is added to the co-signature form.
3. Download the co-signature document as a pdf file and sign it manually or electronically.
4. Upload your signed co-signature document (in pdf format)
5. Click on “Send to Main” (if you are a partner organisation) or “Submit” (if you are the main partner).

Your partner form task on your dashboard will be listed as “in progress”.

06 Filling in your partner form
Main partner’s tasks

When a project partner submits their partner form, you (the main partner) will see a new Pending item on your dashboard under My Activities.

You need to open and review the submitted partner and co-signature forms.
Main partner’s tasks

- If you think parts of the form are unclear, visit the revisions tab, specify what your project partner needs to change and click on “Send for clarifications”.

  OR

- If the form is correct, click on “Approve”.

As partner forms are completed, the Overview of the consortium table and other fields in the OVERVIEW section of your application form will update automatically with the information from the partner forms.
You can also use the notes section of our platform to communicate with:

- our helpdesk: Note to Helpdesk
- the main partner in the project: Note to Main Partner
- all your project partners: Note to Consortium Partners
- your contact in your national funding body: Note to Project Officers

These notes are read once project officers have been assigned to your application.

To send a note:

1. Click on the + icon.
2. Select the recipient of your note from the drop-down menu titled: Notes Type.
3. Write your note.
4. Click on Save to send your note. The recipient will receive an email notification.
All partners can view the application form PDF at any time. It updates automatically whenever you save.
Main partner’s tasks

If ever you want to delete your application before the call for projects deadline, click on “remove” and it will disappear from your dashboard.
Main partner’s tasks

1. Make sure all partner forms (including your own) and your application form are complete and that you have double checked everything against the call for projects instructions.

2. Click on “Save & validate” to check whether you’re missing any mandatory information before you submit.

3. Click on “Submit”. You will receive an email confirming that you have successfully submitted your project application!
Main partner’s tasks

Please note that after you have submitted your application, you cannot make changes to it.

However, you can request to re-open your application by emailing projects@eurekanetwork.org before the call for projects deadline.
Once you submit your application, we will review it to ensure it is complete and that your project is eligible. If successful, your project will be evaluated.

You can track the status of your application on your dashboard. In addition, you will receive email notifications.
Good luck!

Contact us at
projects@eurekanetwork.org