# Eurostars guidelines for completing project progress reports

Eurostars is part of the European Partnership on Innovative SMEs. The partnership is co-funded by the European Union through Horizon Europe. This document includes guidelines on submitting your project progress report.

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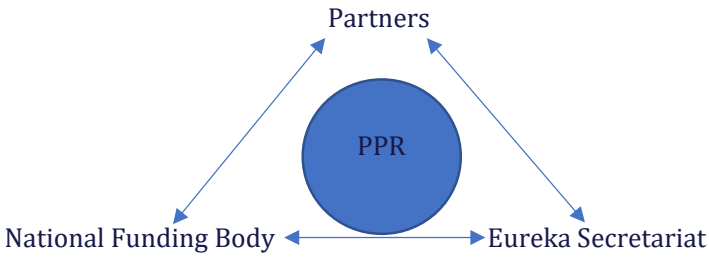
*For questions on the process of submitting your project progress report, contact **projects@eurostars-eureka.eu***

Version 4

| HISTORY OF CHANGES | | |
|---|---|---|
| | | |
| **Version** | **Publication date** | **Changes** |
| Version 1 | October 2022 | Original version |
| Version 2 | February 2023 | Addition of information on p. 18 |
| Version 3 | November 2024 | Changing "Final report" to "End of project report" and « Eureka Association » to « Eureka Network » |
| Version 4 | February 2026 | New login process |

# Introduction

The project progress report helps us to regularly monitor the progress of your running Eurostars project in a simple, useful and transparent way. It enables fast and efficient communication between project partners, national funding bodies and the Eureka Secretariat.




The content of your project progress report allows the Eureka Secretariat and national funding bodies to have a complete picture of all developments in your project. Participants must communicate the progress they made in the reporting period. For example, participants must include a brief description of the major results and achievements in the reporting period and information about the project's status.

In addition, participants must report deviations from the original project plan and other unforeseen changes during the implementation of the project in the reporting period. Your project progress report facilitates discussions between project partners, national funding bodies and the Eureka Secretariat on any issues so we can find solutions quickly.

All consortia participating in our Eurostars programme must complete project progress reports. Failure to submit a complete project progress report may result in your project's Eurostars label and public funding being withdrawn.

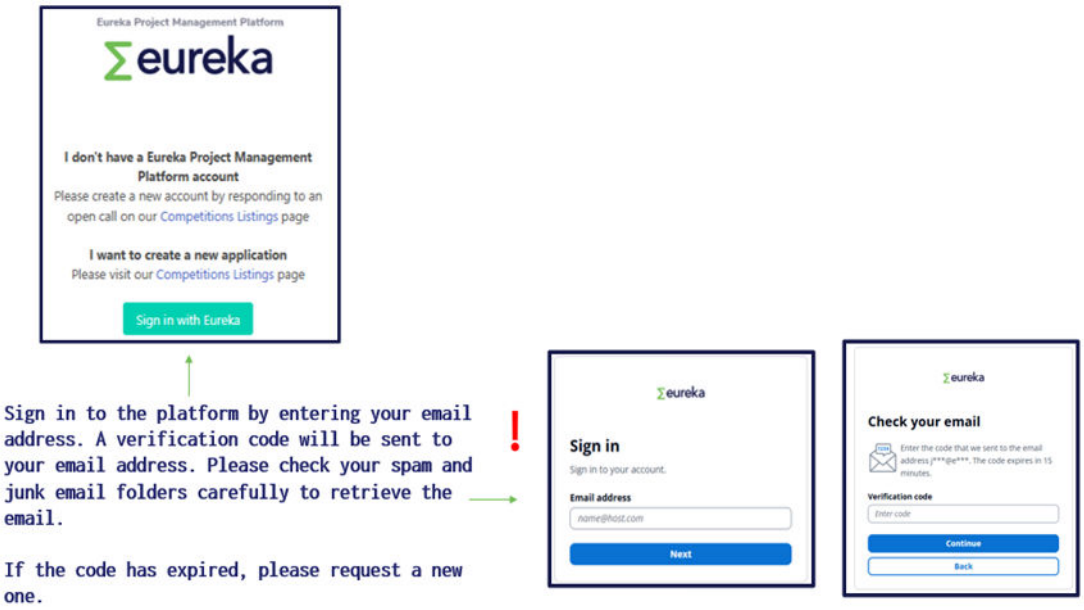
Each consortium must complete and submit a project progress report every six months, starting from the beginning of your project until your project is completed. The main partner in your consortium is responsible for filling in most information, but other partners must contribute to the report.

The project progress report is divided into two sections. The first section is about the whole consortium, visible for all partners, and must be completed by the main partner. The second section is for the individual project partners. The main partner can also complete the second section on behalf of another project partner.

# Procedure

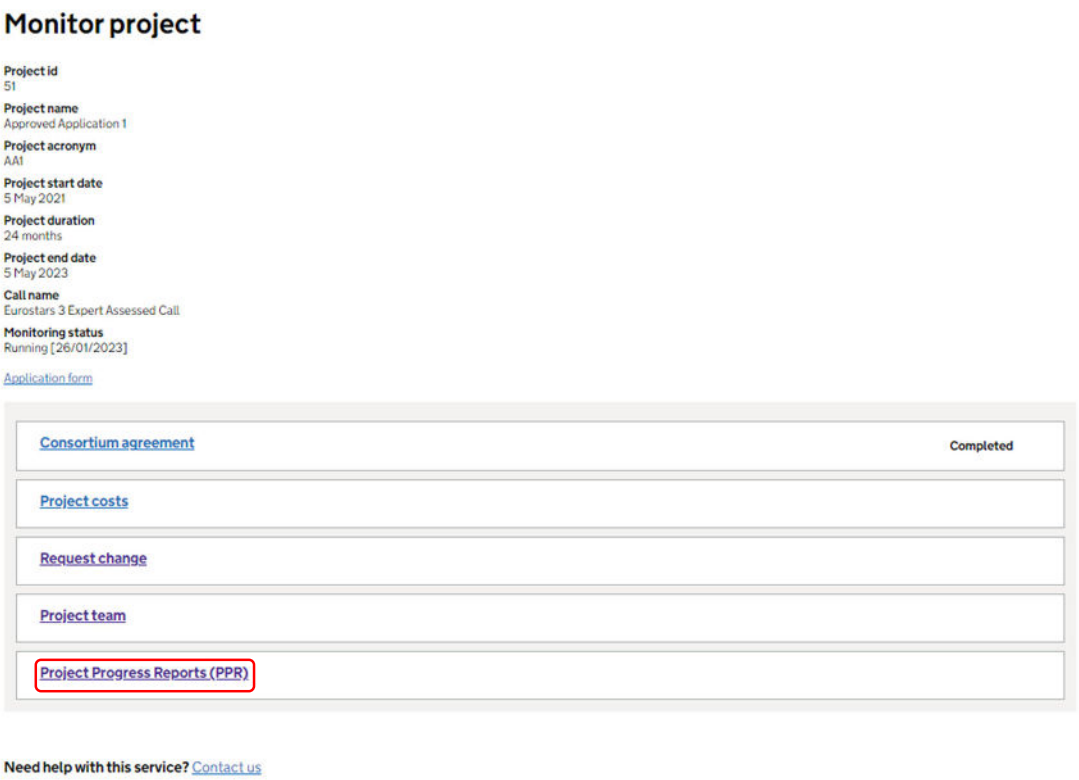
Your project progress report is available and must be submitted directly on our project platform.

On the website, you will see the following screen where you can click “Sign in with Eureka” and login by indicating your email address, then clicking on “Sign in”. A verification will be sent to your email address. Please check your spam and junk email folders carefully to retrieve the email. If the code has expired, please request a new one.

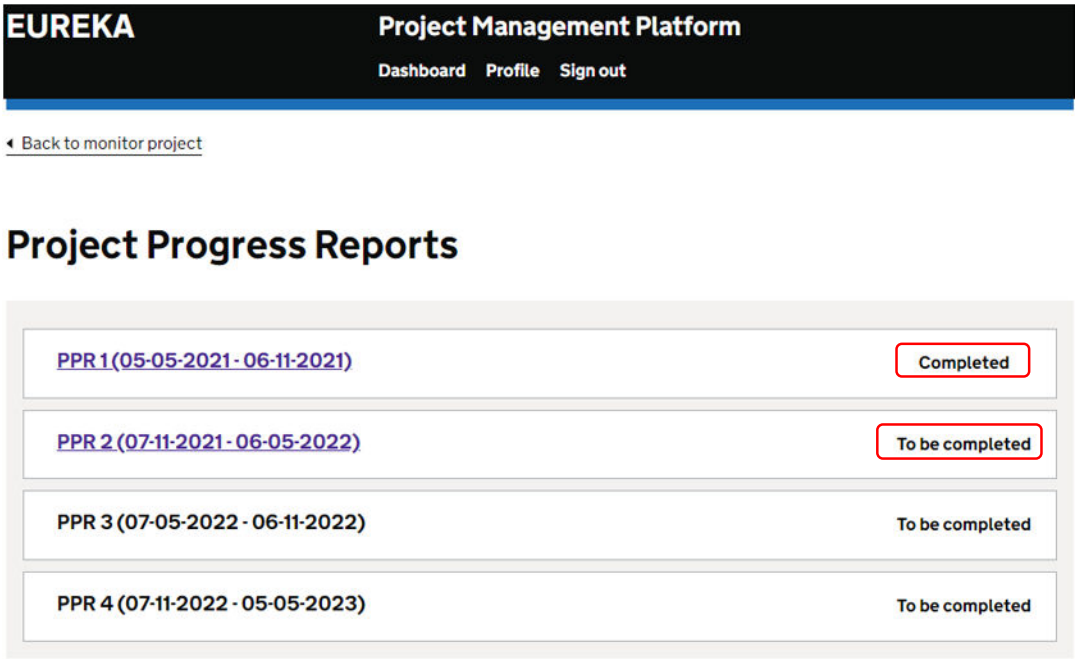



Once logged in, you can see your dashboard on the platform. Scroll down until you see your approved application under “Approved projects”:

Click on your project, then on “Project Progress Reports (PPR)”:



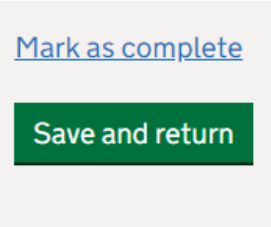

You will then see the list of your reports as follows (all partners are able to see this page):



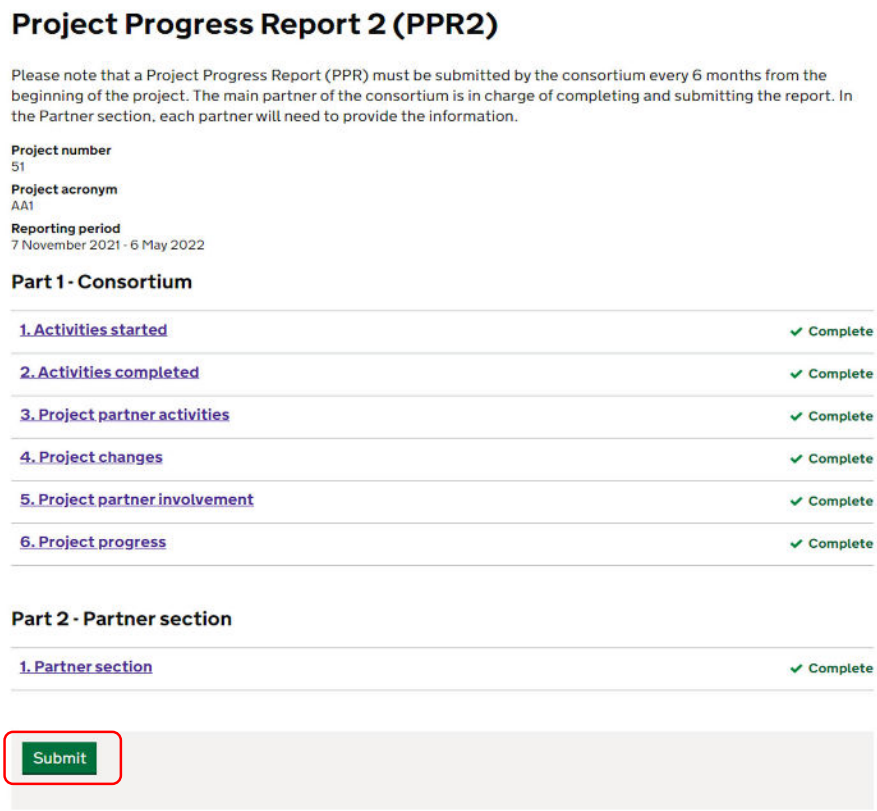

**The dates next to each report (e.g., 05-05-2021 – 06-11-2021) represents the covering period of the Project Progress Report, which is six months long.** Participants are only allowed

to click on the link for the Project Progress Report once the covering period has been reached. The consortium will have 4 weeks to fill in the relevant information.

A project progress report task will first appear as "To be completed". You must fill in all sections and fields in your project progress report to submit it, but you can complete the sections in any order. It is also possible to save content in between and complete it later via the "Save and return" button. Please note that any section will only be considered as completed once you have clicked on the button "Mark as complete".



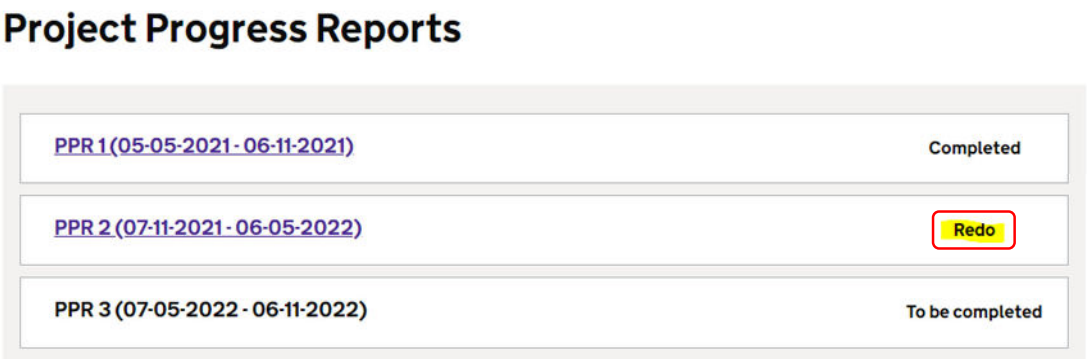

Once every field and section have been filled in and marked as complete, you will be able to see the Submit button at the bottom of the main PPR page:




Once your project progress report has been submitted, it will appear as "Pending" while the Eureka Project Officer analyses the document:

If there is information missing or if some information is incorrect, the Eureka Project Officer will reject the report. The status of the report will then change to "Redo", and you will be required to modify the report accordingly and resubmit it.

Please note that in case your Project Progress Report needs to be re-worked you will receive a notification via email with the feedback from the Eureka Project Officer.

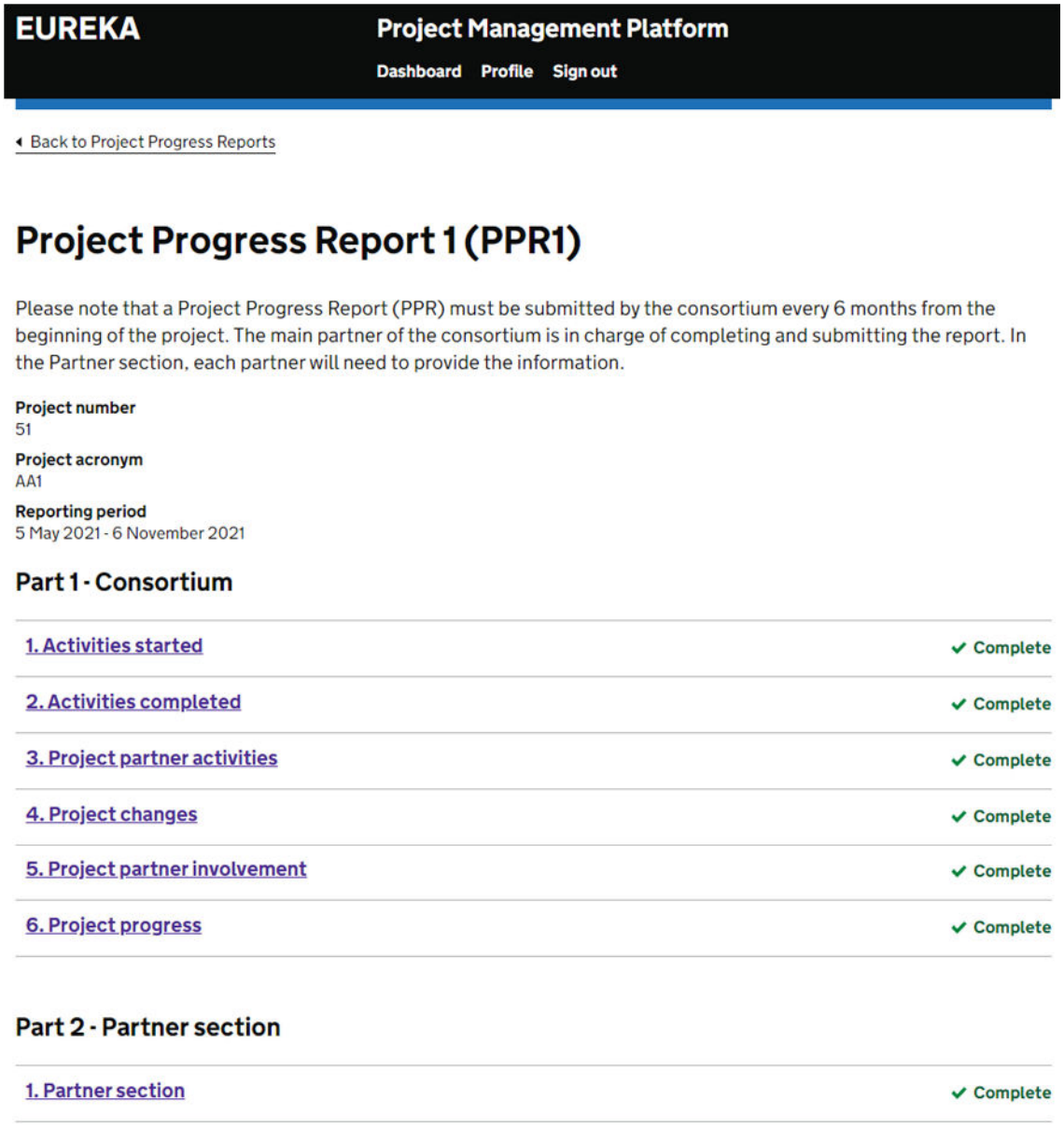



If no information is missing and if everything is correct, the Eureka Project Officer will validate it and the status will change to "Completed". **Please note that the next report will only be available once a) the previous report has been validated and b) the covering period has been reached.**

For any issues or questions about your project progress report, please email **projects@eurostars-eureka.eu**

## The content of the project progress report

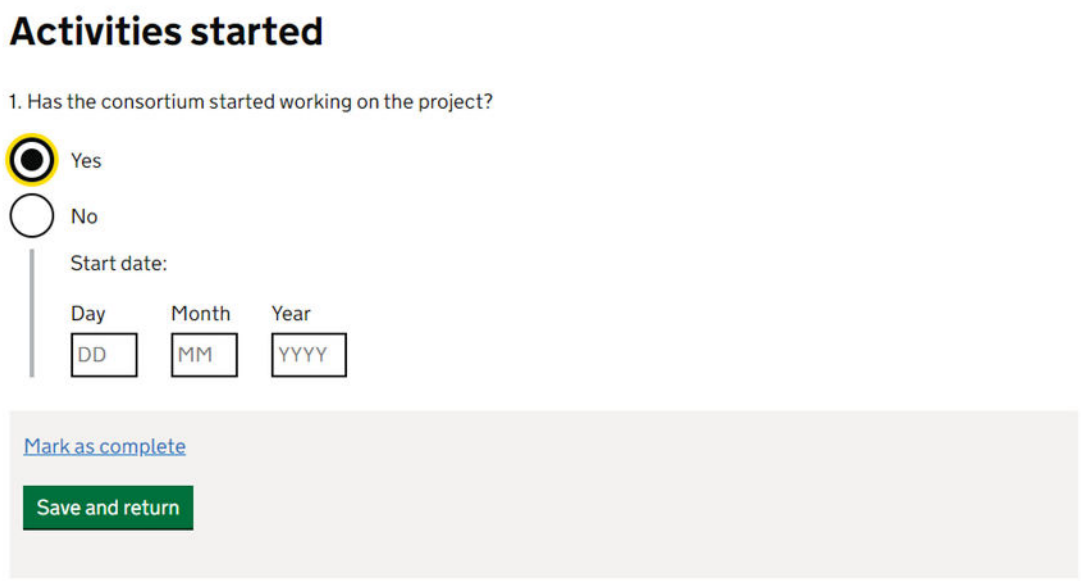
Once you have clicked on a report, you will then see its content as follows, including your project number, acronym and the reporting period:



## Part 1: Information about your consortium

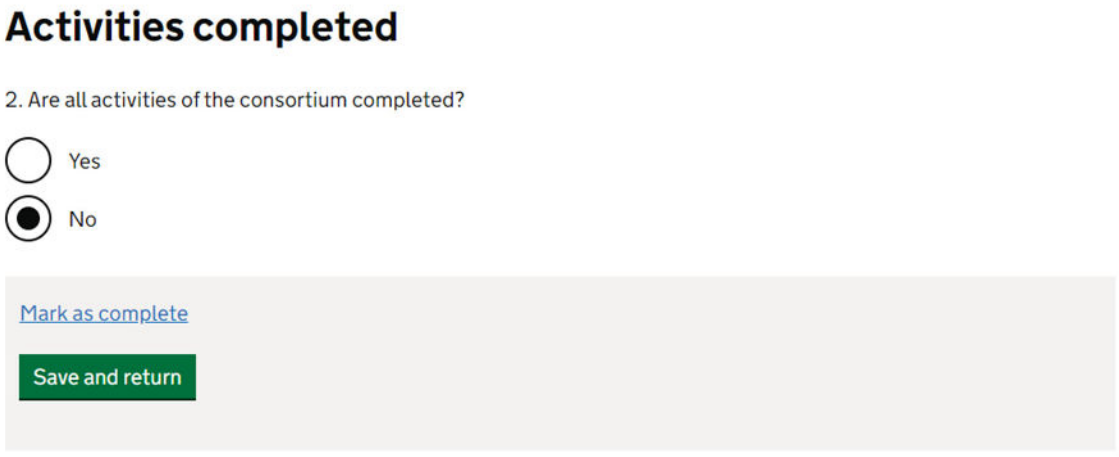
### 1) Has the consortium started working on the project?

Answer this question with either "Yes" or "No". If "Yes", add your project's start date.[1]




### 2) Are the activities of the consortium completed?

Answer this question with either "Yes" or "No". If "Yes" (i.e., all consortium partners have finished their project activities in the global working plan), add your project's end date[2]. When you answer "Yes", each partner will also have access to their end of project report.

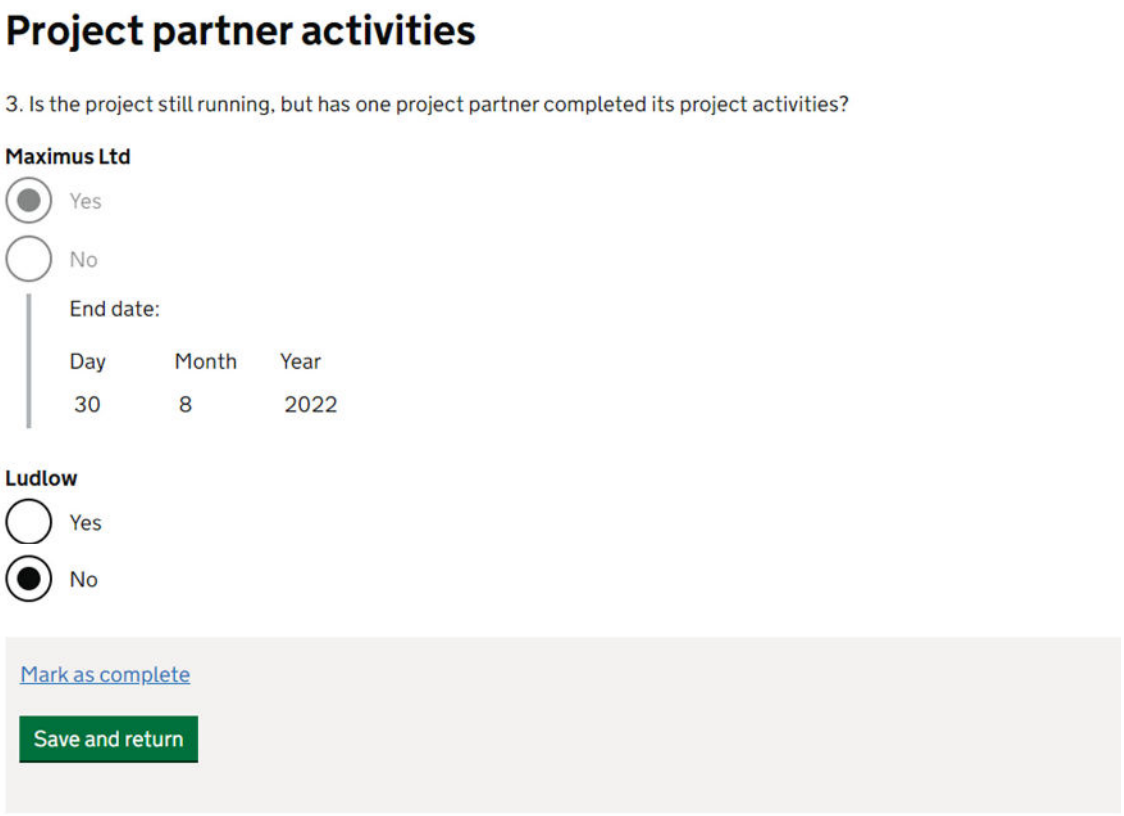



[1] *The dates each partner agrees on with their national funding body must be in line with the official project dates (as indicated in your Consortium Agreement) or agreed on following a request for change. If one partner starts to work on the project before the official project start date, please contact the Eureka Secretariat, as you may need to request to change dates.*

[2] See above.

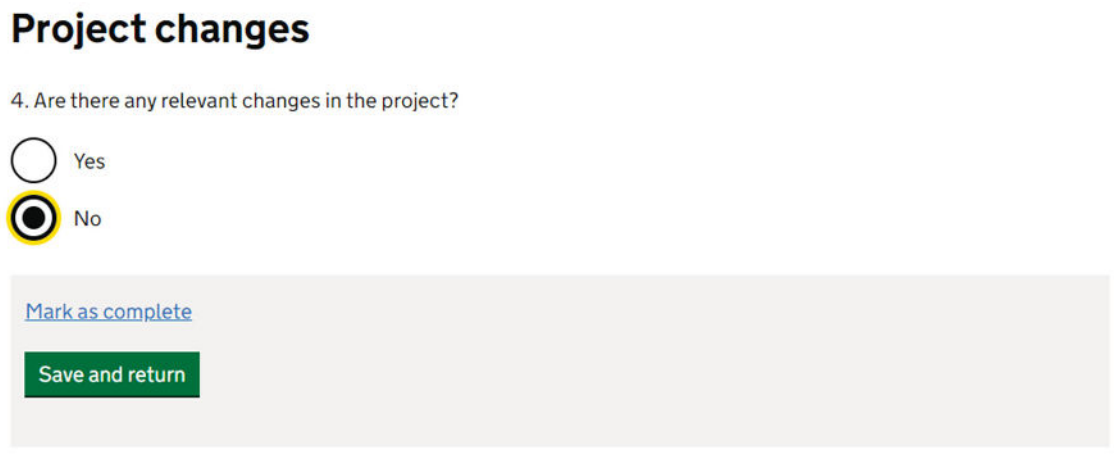
3) Has a project partner completed its project activities?

The main partner must answer either “Yes” or “No” on behalf of each partner. If “Yes”, add the date the organisation finished their project activities. When you answer “Yes”, the partner that has finished their project activities will also have access to their end of project report.




4) Are there any relevant changes in the project?

Answer this question with either “Yes” or “No”.



If “Yes”, select one or more of the following options:

a) Deviation in the project planning

If you answer “Yes” in this field, answer “Yes” or “No” to the following sub questions. If you answer “Yes” to any of these, the main partner must submit a request for change:

i. Is the project currently running behind schedule?
ii. Have the milestones and/or deliverables planned for this reporting period been achieved?
iii. Will this delay affect the overall timeline of the project?

## Project changes

4. Are there any relevant changes in the project?

- (●) Yes
- ( ) No

4.1. Deviation in the project planning

- (●) Yes
- ( ) No

4.1.1. The project is currently running behind schedule

- (●) Yes
- ( ) No

4.1.2. Milestones and/or deliverables planned for this reporting period have not been achieved

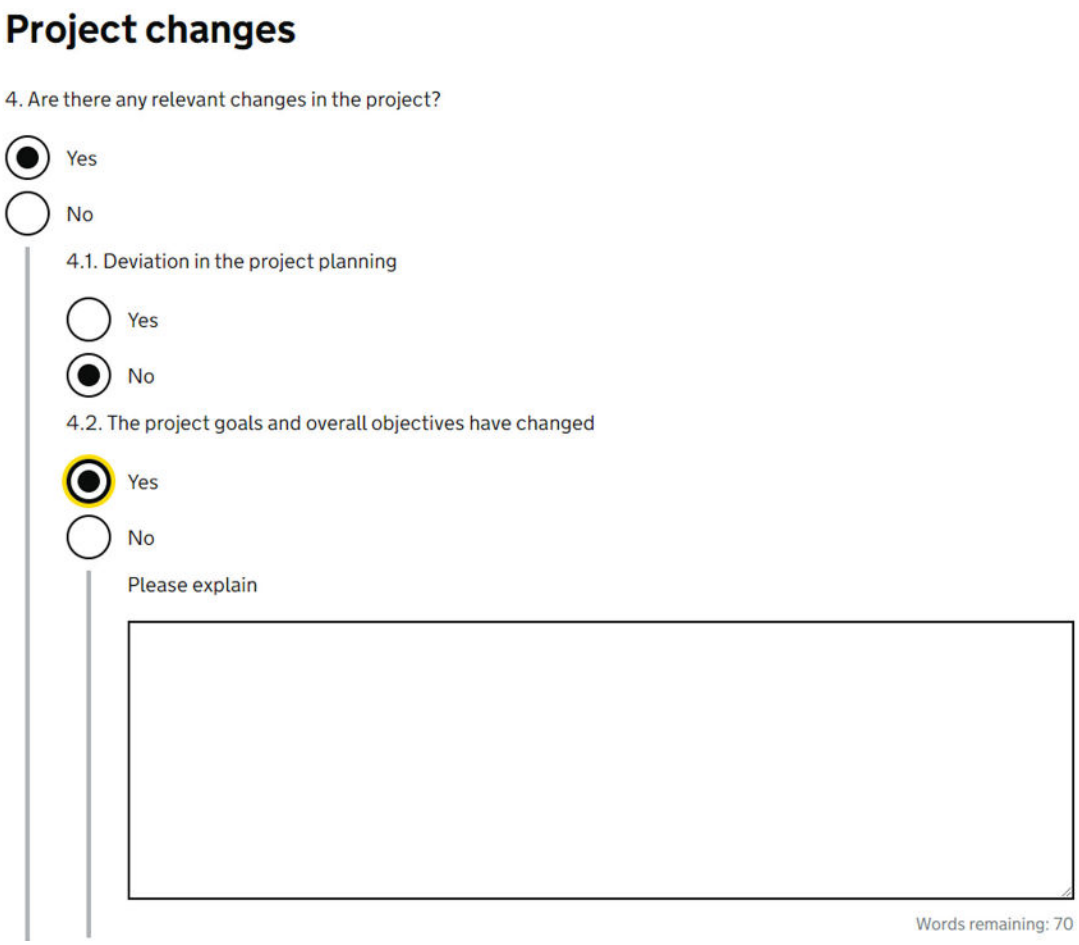
- (●) Yes
- ( ) No

4.1.3. Will this delay affect the overall timeline of the project?

- ( ) Yes
- ( ) No

4.1.4. If Yes, please explain the deviation in the project planning

b) The project goals and overall objectives have changed. If "Yes", please explain.




c) The composition of the consortium has changed.

If you answer "Yes" in this field, please select one of the following options:

i. Withdrawal of one of the participants.
ii. Addition of one participant.
iii. Replacement of one participant.
iv. The legal status of one of the partners has changed.

4. Are there any relevant changes in the project?

- (●) Yes
- ( ) No

4.1. Deviation in the project planning

- ( ) Yes
- (●) No

4.2. The project goals and overall objectives have changed

- ( ) Yes
- (●) No

4.3. The composition of the consortium has changed

- (●) Yes
- ( ) No

if Yes, please select one of the following options

- (●) Withdrawal of one of the participants. If YES, which partner? (please refer to the relevant partner section in Part 2 of this report)
- ( ) Addition of one participant
- ( ) Replacement of one participant. If YES, which partner? (please refer to the relevant partner section in Part 2 of this report)
- ( ) The legal status of one of the partners has changed. If YES, which partner? (please refer to the relevant partner section in Part 2 of this report)

d) Another organisation has taken over the role as main partner (coordinator) of the project. If "Yes", please explain.

4.4. Another organisation has taken over the role as main partner (coordinator) of the project

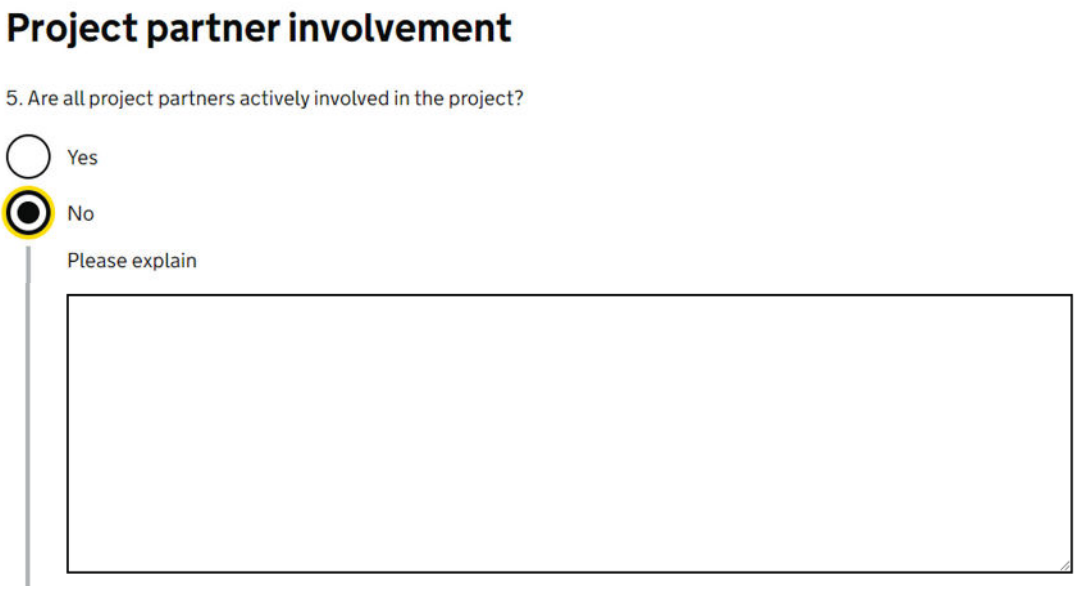
- (●) Yes
- ( ) No

Please explain

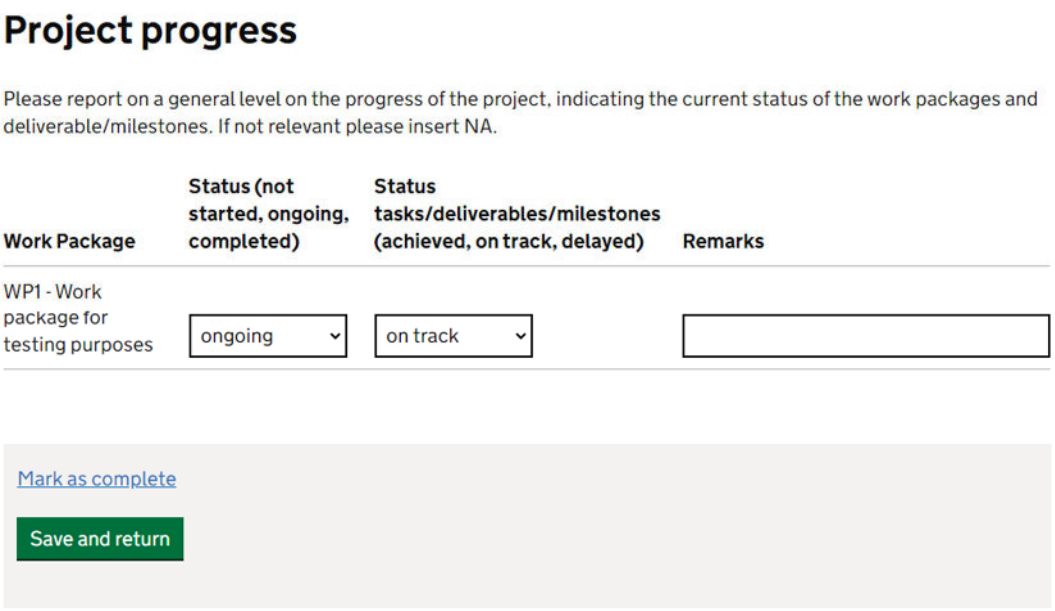
e) There has been a shift in activities between the partners. If "Yes", please explain.

5) Are all project partners actively involved in the project?

Answer this question with either "Yes" or "No". If "No", explain your answer.



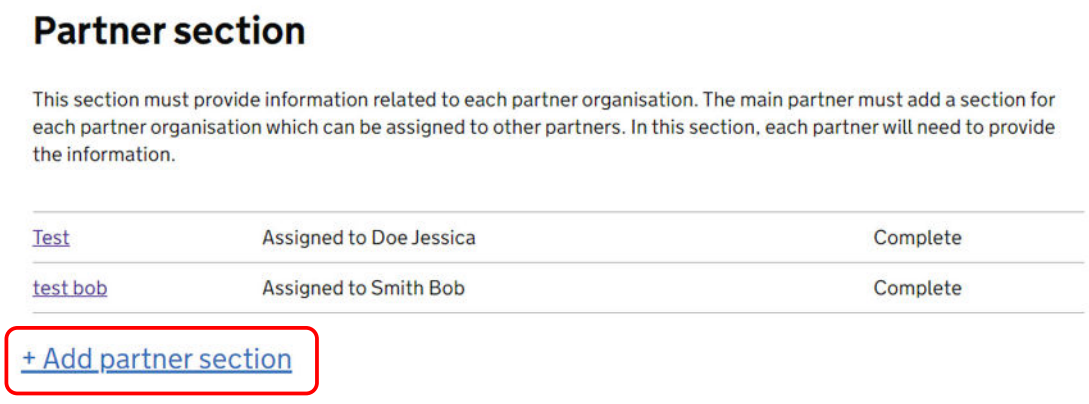

6) Please report on a general level on the progress of the project, indicating the status of the work packages and deliverables/milestones. If not relevant, please insert NA.




Part 2: Information about the partners

**The main partner must generate this section for the other partners.** He must then also assign it to each relevant partner. This means that this section will only be seen by the partners if the main partner has first created it in the report and assigned it to them. Each partner section can be either completed by the main partner or by the relevant assigned partner.

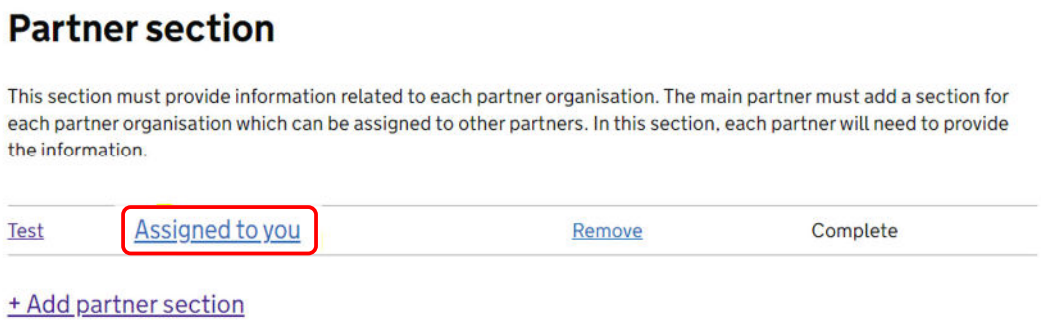
To create a partner section, the main partner should click on "Partner section" and then on "+ Add partner section":



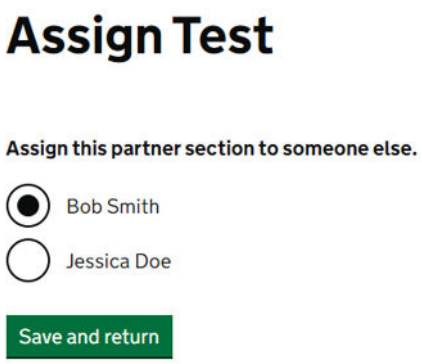

**Please note that the main partner should add a section for each of the project partners participating in the project, including a section for the main partner itself[3].**

[3] If one of the partner sections is missing, the main partner will not be able to submit. Example: your consortium is composed of A, B and C. A is the main partner. In the PPR, partner A needs to create three sections: one for each partner (A, B and C). In case the main partner creates only two sections for partner B and C, the system will prevent the PPR to be submitted.

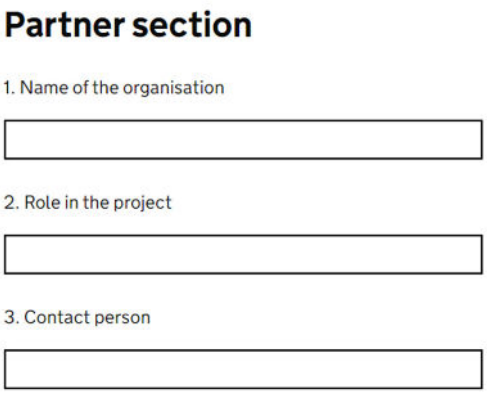
To assign a partner section to another, the main partner should click on the section between the "Name of the section" and "Remove", highlighted here:




The main partner will then see the following screen:




Once created, a partner section will show: 1. the names of each partner, 2. their role in the project and 3. their contact person.




It will also show the following sections 4, 5, 6 and 7:

4. Did any relevant changes to the project occur in your organisation during the reporting period?

Answer this question with either “Yes” or “No”. If “Yes”, select one or more of the following options:

a) The legal status of my organisation has changed.

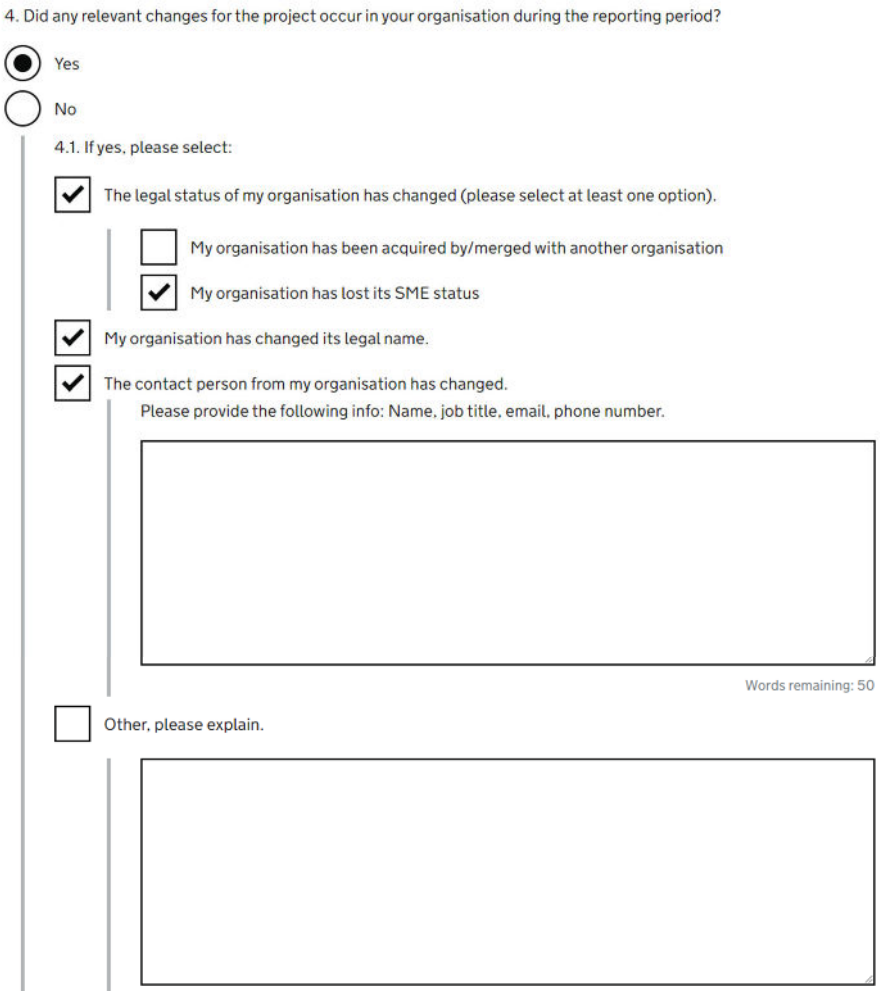
If you answer ”Yes” in this field, please select one of the following options:

i) My organisation has been acquired by/merged with another organisation.
ii) My organisation has lost its SME status.

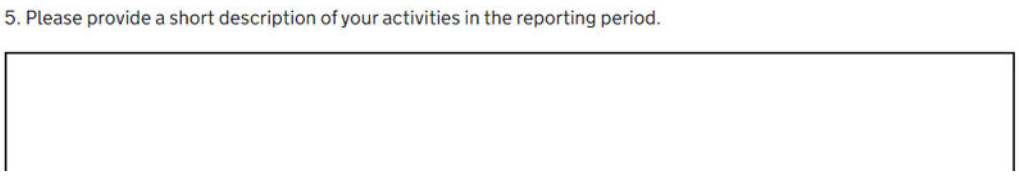
b) My organisation has changed its legal name.
c) The contact person from my organisation has changed.

If you answer “Yes” in this field, please provide the new contact person’s name, job title, email address and phone number.

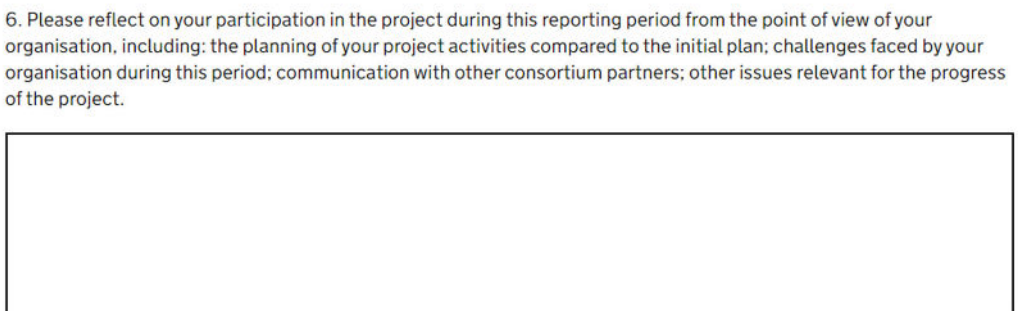
d) Other. Please explain.



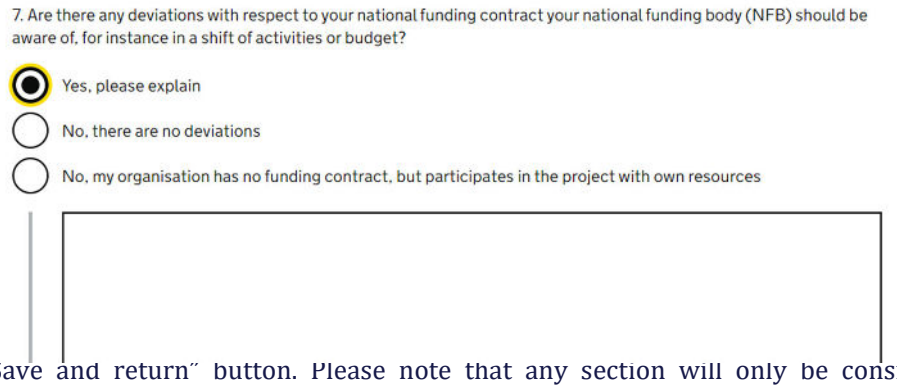
5. Please provide a short description of your activities in the reporting period.



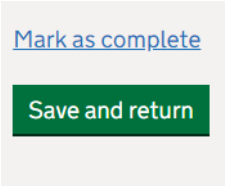

6. Please reflect on your participation in the project during this reporting period from the point of view of your organisation, including:
    - The planning of your project activities compared to the initial plan.
    - Challenges faced by your organisation during this period.
    - Communication with other consortium partners.
    - Other issues relevant for the progress of the project.




7. Are there any deviations with respect to your national funding contract your national funding body should be aware of? For instance, a shift of activities or budget?
    a. Yes. Please explain.
    b. No, there are no deviations.
    c. No, my organisation is not bound by a funding contract but participates in the project with its own resources.



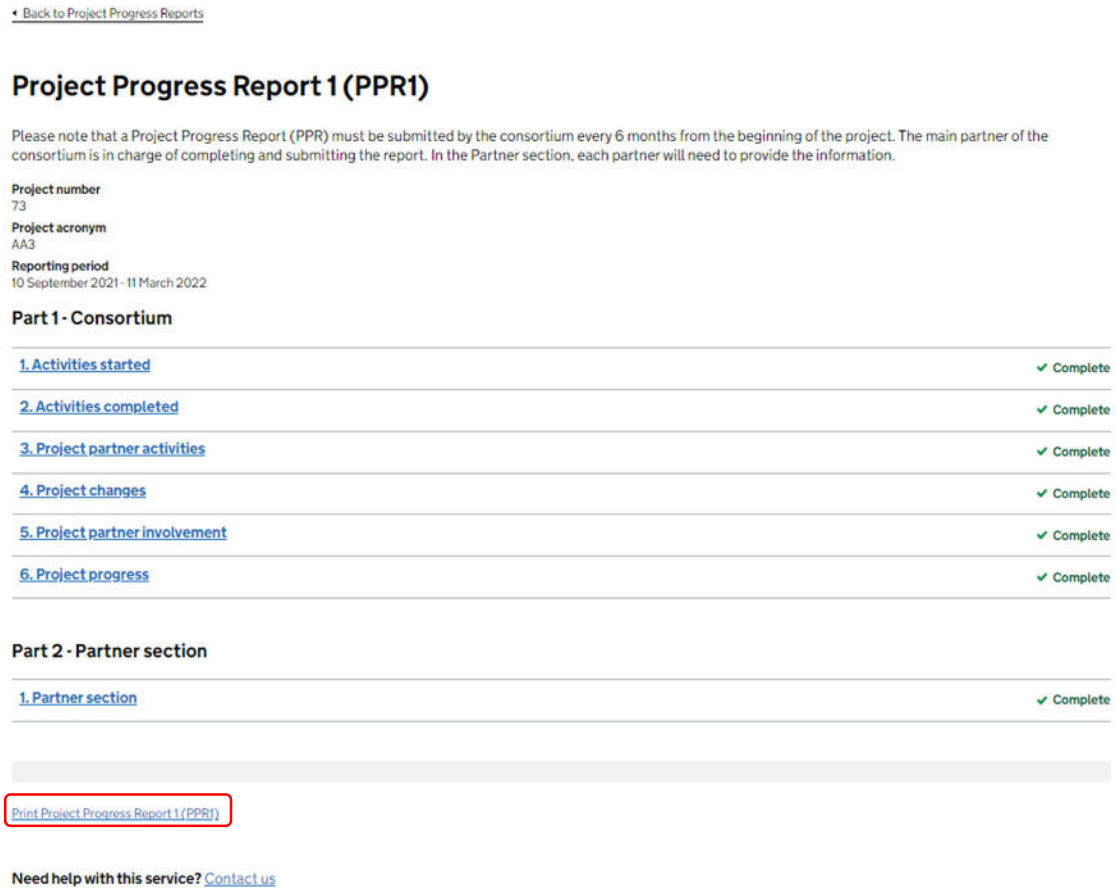

As a remi te it later via the "Save and return" button. Please note that any section will only be considered as completed once you have clicked on the button "Mark as complete".




Once every field and section have been filled in and marked as complete, the main partner needs to login to the PMP, go to the PPR page and click on the "Submit" button.

## Print

For your own records, it is possible to print or save as .pdf the copy of your project progress report.




## Notifications

Once the covering period has been reached, all participants in the project will be notified via email when the project progress report will be available. The email will contain a link to access the

project progress report on the platform. The consortium will have 4 weeks to fill in the relevant information.

All participants in the project will receive reminders if the report will not be completed in time.

Please note that failure to deliver the project progress report can have negative consequences for the public funding of the project.

## Information security

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 recording data on in-house and 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 Network, Avenue de Tervueren 2, 1040 Brussels, Belgium.