

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 Network 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

Version 1.8

HISTORY OF CHANGES		
Version	Publication date	Changes
Version 1	April 2022	Original version
Version 1.1	June 2022	Addition of logos
Version 1.2	August 2022	Title changes
Version 1.3	September 2022	Revision of "How to request a change via our project platform" section
Version 1.4	February 2023	Addition of screenshots on p.10-12
Version 1.5	June 2023	Addition of screenshots on p.11-15
Version 1.6	December 2023	Addition on redress request procedure process for RMC p. 16 - 17
Version 1.7	June 2024	Clarification RMC p. 4 Addition of maximum length of the redress request p. 17
Version 1.8	February 2026	New login process



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 Changes that make your project ineligible will not be approved and your project may be withdrawn from the programme.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.



Changes to your consortium:

- Inclusion of a new participant
- Withdrawal of an existing participant
- Change of the main partner

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.



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.

While submitting and signing a request for change form, the Main partner must attest that all the participants in the project have been made aware of and agreed on the changes proposed.

In case of disagreement within the consortium members, the ESE will set a deadline for participants to try to reach an agreement. In case no agreement is found by the set deadline, the ESE will proceed with the termination of the project by the removal of the Eureka label, which might lead to the withdrawal of public funding.

For some *legal changes*¹, you must submit a Commitment and Signature form² 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 declaration³ 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.

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.



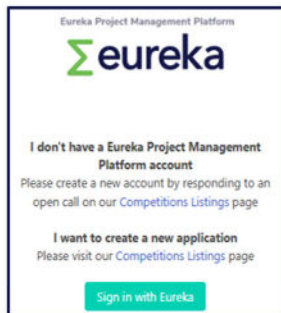
Communicating the decision:

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

How to request a change via our project platform

- You can access the PMP via the following URL: <https://myeurekaproject.org/>.
- 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.



Sign in to the platform by entering your email address. A verification code 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, 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”

Consortium agreement	Completed
Project costs	
Request change	
Project team	
Project Progress Reports (PPR)	

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

Type	Address	City	Country
Innovative SME	Address line 1, 1234AB	Brussels	BEL - Walloon

Phone number	Year of Registration	VAT Number	Website
0316637637	1980	035666464	

Organisation participants

Full name	Email	
Bob Smith	bob.smith@test.test	Main applicant

[Add person to Maximus Ltd](#)

[Change main applicant](#)


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



Consortium agreement	Completed
Project costs	
Request change	
Project team	
Project Progress Reports (PPR)	

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

Project changes



Change dates	Add request
Change organisation details	Add request
Change main organisation	Add request
Change budget/work packages	Add request
Change consortium composition	Add request
Change - other	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

Organisation name	Organisation type
Maximus Ltd	Innovative SME

Do you want to change the legal name of your organization?

- ☐ 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
<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>

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

[◀ Back to request changes](#)

Change dates

Current project start date: 20 June 2022
Current project duration (months): 36

Do you want to change the project start date?

☐ No

☒ Yes

Day Month Year
DD MM YYYY

Do you want to change the project duration?

☐ No

☒ Yes

New project duration in months

0

Explain your change dates request (mandatory):

Words remaining: 70

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

Project Costs								
Maximus Ltd								
Work Package	Person Months	Personnel costs (€)	Overhead (€)	Travel (€)	Materials (€)	Other (€)	Sub contracting (€)	Total (€)
Work package 1 for testing purposes	1.0	10000	350	200	1000	8200	6500	26250
	1.0	10000	350	200	1000	8200	6500	26250
Work package 2 for testing purposes	1.0	10000	350	200	1000	8200	6500	26250
	1.0	10000	350	200	1000	8200	6500	26250
Work package 3 for testing purposes	1.0	10000	350	200	1000	8200	6500	26250
	1.0	10000	350	200	1000	8200	6500	26250
Total	3.0	30,000	1,050	600	3,000	24,600	19,500	78,750

- o 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:

Words remaining: 500

If you want to change the consortium composition:

- o 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

- o to remove/withdraw current participant, add request for **“Change consortium composition”** and indicate which participant should be removed

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

Since when the project partner stopped working on the project?

Day Month Year

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?

- o to include/add new participant, follow the steps:

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

Add a partner organisation

You must invite one person from the organisation. Please note that the partner organisation will have access to the project only once the request for change is approved.

Organisation name

Person's full name

Email

Invite partner organisation

[Cancel](#)

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.

Invited organisations (pending)

Marketino

Organisation participants

Full name	Email
Sara Follow	sara.follow@marketino.com

[Resend invite](#) [Remove](#)

- (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.

Save

By submitting the present request for change, the main partner attests that all participants have been made aware of and agree to this project change request.

Submit

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

Change dates			
# of change request	Submitted on	Status	Validated on
1	8 June 2023	REJECTED	8 June 2023
2	8 June 2023	PENDING	

Change organisation details			
[Add request](#)			
# of change request	Submitted on	Status	Validated on
1	7 June 2023	APPROVED	7 June 2023



Monitoring redress request procedure

Redress requests

If your change request was rejected and you believe this was due to a procedural mistake during the evaluation of your request, the consortium can submit a redress request.

A redress request can only be based on procedural grounds, with clear evidence of the reasons for complaint.

“Procedural grounds” refers to a failing in the way the request for change was processed. You may submit a request for redress if you think that:

- there has been a failing in the procedure that may have affected the result of your request for change.

The redress procedure is not meant to call into question the judgment made by the National Funding Bodies or the technical judgment.

The redress request must relate to a specific project and must be submitted within 15 days of receiving the results of the change request evaluation.

How to submit a redress request

Please be aware: You need to inform us in advance of your intention of sending a redress request by sending an email to projects@eurostars-eureka.eu. In the subject line, please write your project ID number, acronym and “we intend to send a redress request”. In the interest of procedural efficiency, please attach a PDF copy of your redress letter to this email.

Redress requests can be submitted:

- By the leader of the consortium or;
- By the project partner directly concerned by the result of the request for change
- By **registered mail**.
- Within **15 days** from the communication of the results.

Your redress request must:

1. state your project ID number and acronym,
2. be written in English,
3. include a clear description and evidence of the procedural grounds for complaint,
4. have a maximum length of 5000 characters including space (around 3 pages). In case the length exceeds this limit, only the reason contained in the first 5000 characters will be considered,
5. be signed by a person who can act as legal representative of the organization submitting the redress request,
6. be sent to:



Eurostars Redress Committee
Eureka Network
Avenue de Tervueren 2
1040 Brussels
BELGIUM

We will only consider one redress request per change request. We will not consider redress requests that do not comply with the above requirements.

Review by the Redress Committee

All redress requests are treated confidentially.

The Redress Committee will review the case and will recommend an appropriate course of action.

The Redress Committee's role is to ensure a coherent legal interpretation of such requests, and equal treatment of participants.

The Redress Committee will not call into question the scientific or technical judgment or the assessment from the National Funding Bodies. It will verify that the procedures were followed correctly.

The Redress Committee may conclude that:

- There is not adequate evidence to support your complaint and no follow-up action is required.
- There is evidence to support your complaint, but no follow-up action is required.
- There is evidence to support your complaint and follow-up action is recommended.

You will receive the conclusions of the Redress Committee within 30 days of the request for redress deadline. If a definitive response cannot be given at that stage, this reply will indicate when a response will be provided.



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 Network, Avenue de Tervueren 2, 1040 Brussels, Belgium.