

## User guidelines

### Eureka application platform



### Network Projects and Globalstars

Helpdesk: [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org)

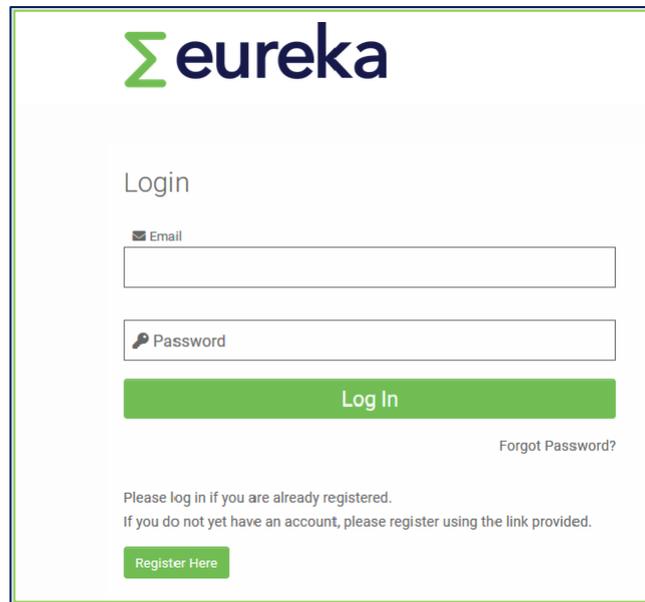
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## 1. Pre-submission checklist

- ✓ The main partner must fill out and submit a single application for the project on behalf of all partners in the consortium.
- ✓ Your application must meet all eligibility criteria for the funding opportunity.
- ✓ All partners must complete and submit a **partner form** as well as a signed **Co-Signature form** before the application is submitted. Partner forms and Co-Signature forms submitted by partners must be approved by the main partner.
- ✓ The main partner must submit a **GANTT chart** (pdf format) in the **quality and efficiency of the implementation** section.
- ✓ The main partner must submit other documents (if required) as **annexes** at the bottom of the **Overview** section. These will be outlined in the call for projects text available on our website: <https://www.eurekanetwork.org/open-calls/>
  
- ✓ **Save** your application regularly.
- ✓ **Save and Validate** your application to check for missing mandatory fields.
- ✓ Check the instructions and question marks (tool tips) below/next to the sections/questions to help you complete your application.
- ✓ Only documents in **pdf format** can be uploaded.
- ✓ To continue working on an open application, return to the dashboard, and click on **In Progress** under **My Applications**.
- ✓ You must have at least two completed **partner forms** in your application to be able to submit.
- ✓ All partners with completed partner forms will appear in the **Overview of the Consortium** table (in the **Overview** section of the application form).
- ✓ After you have submitted your application, you will no longer be able to make changes. However, **before the call for projects deadline**, you can request to re-open your submitted application by emailing [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org).

## 2. Sign up or login: <https://eureka.smartsimple.ie>



The screenshot shows the Eureka login interface. At the top is the Eureka logo. Below it is the heading "Login". There are two input fields: "Email" with an envelope icon and "Password" with a key icon. A green "Log In" button is positioned below the password field. To the right of the button is a link for "Forgot Password?". Below the button, there is a message: "Please log in if you are already registered. If you do not yet have an account, please register using the link provided." At the bottom left, there is a green "Register Here" button.

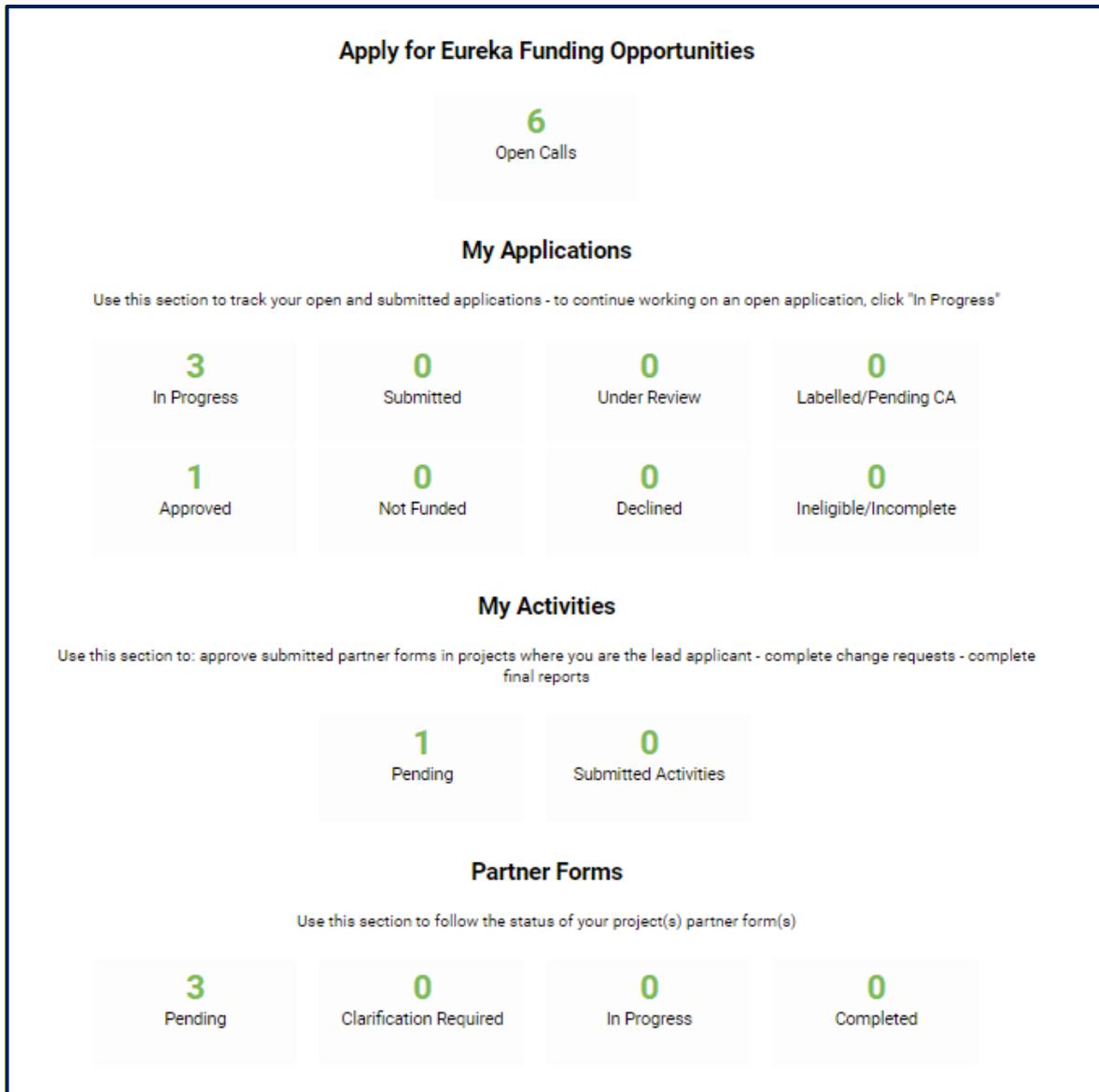
- Not yet registered? Click on **Register Here**.
- Already registered? Enter your email and password and **Log In**.
- Forgot your password? Click on **Forgot Password?** and follow the instructions.

### **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.

### 3. Overview of your dashboard

View of your dashboard when you login:



#### 4. [MAIN PARTNER] Selecting a funding opportunity

Click on **Open Calls** on your dashboard. You will see a list of ongoing calls for projects:

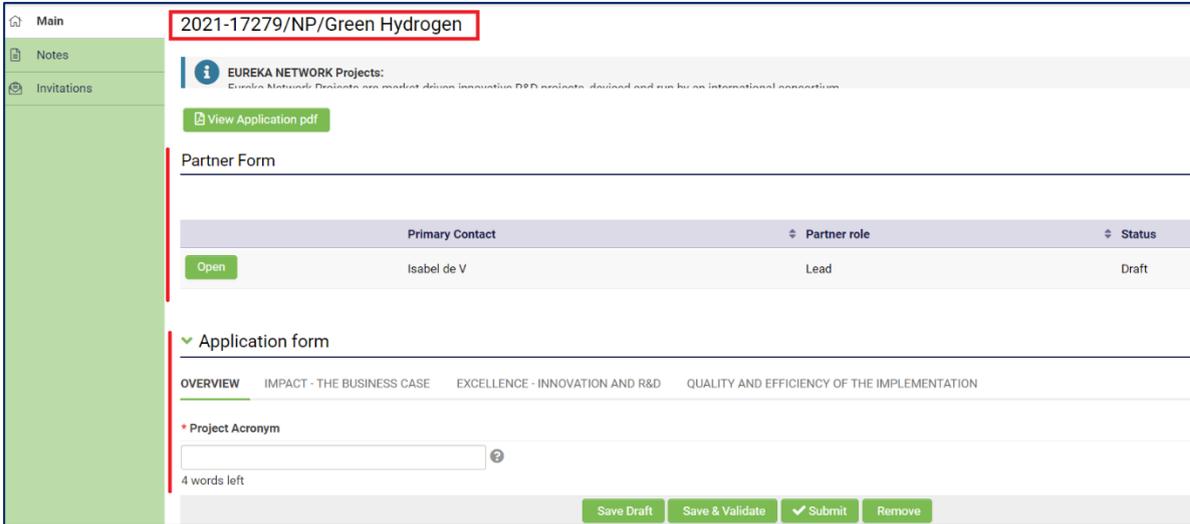
Open Calls				
Application Type	Call	Details	Deadline	
<a href="#">Apply Now</a>	Network Projects	South Korea - France call for projects BILAT_KR_FR_1	<a href="https://www.eurekanetwork.org/open-calls/france-korea-2021-FR-KR_call_1.pdf">https://www.eurekanetwork.org/open-calls/france-korea-2021-FR-KR_call_1.pdf</a>	31/08/2021 18:00
<a href="#">Apply Now</a>	Network Projects	Korea – Spain Call for EUREKA joint R&D projects BILAT_KR_ES_2	<a href="https://www.eurekanetwork.org/open-calls/south-korea-spain-call-1-2021-KR-ES_call_2.pdf">https://www.eurekanetwork.org/open-calls/south-korea-spain-call-1-2021-KR-ES_call_2.pdf</a>	31/08/2021 18:00
<a href="#">Apply Now</a>	Network Projects	Austria – Spain Call for Eureka joint R&D&I projects BILAT_AT_ES_1	<a href="https://www.eurekanetwork.org/open-calls/austria-spain-2021-AT-ES_call_1.pdf">https://www.eurekanetwork.org/open-calls/austria-spain-2021-AT-ES_call_1.pdf</a>	15/09/2021 23:59
<a href="#">Apply Now</a>	Network Projects	Turkey – Spain Call for EUREKA joint R&D&I projects BILAT_TR_ES_1	<a href="https://www.eurekanetwork.org/open-calls/spain-turkey-2021-TR-ES_bilateral_call_2021.pdf">https://www.eurekanetwork.org/open-calls/spain-turkey-2021-TR-ES_bilateral_call_2021.pdf</a>	03/11/2021 20:00
<a href="#">Apply Now</a>	Network Projects	Green Hydrogen Call for Eureka joint R&D projects Green Hydrogen	<a href="https://www.eurekanetwork.org/open-calls/greenhydrogen-2021-Green_Hydrogen_NP_Call_2021_updated.pdf">https://www.eurekanetwork.org/open-calls/greenhydrogen-2021-Green_Hydrogen_NP_Call_2021_updated.pdf</a>	05/11/2021 17:00
<a href="#">Apply Now</a>	Network Projects	Open call for Network projects applications. The call for Network projects is open for applications all year round. Access national funding for your international collaborative R&D projects using our simple flexible programme. OPEN CALL	<a href="https://www.eurekanetwork.org/open-calls/network-projects-all-year">https://www.eurekanetwork.org/open-calls/network-projects-all-year</a>	31/12/2021 23:59

Select the funding opportunity you want to apply for by clicking on **Apply Now**. Please make sure you choose the correct funding opportunity, as you cannot transfer your information between applications.

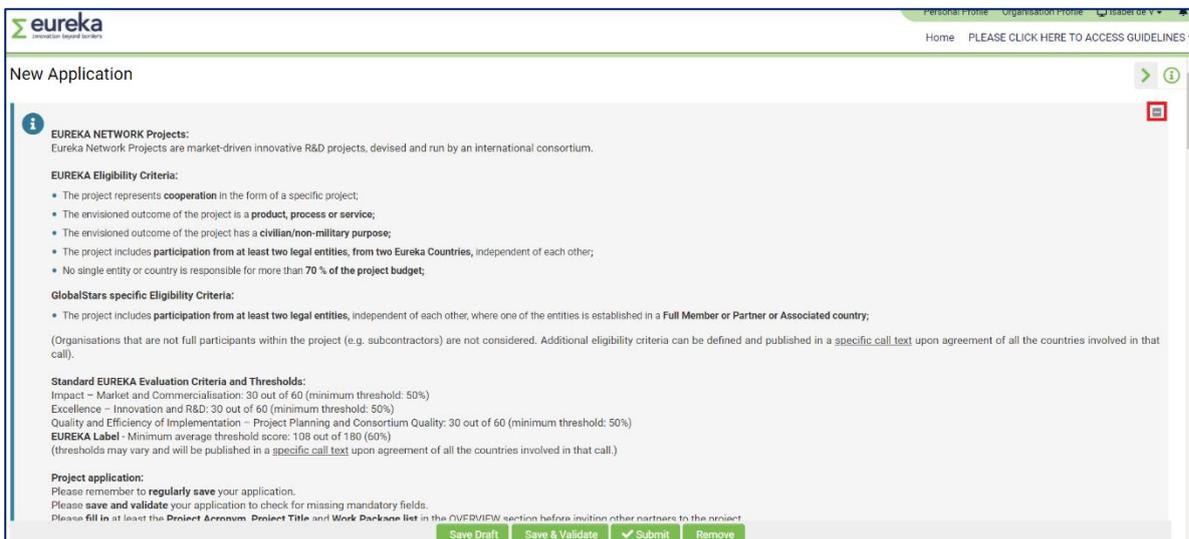
If you are applying to a national call, select **Open call for Network projects applications**.

You will be given an empty application form:

First, click on **Save Draft**. A call ID number will be assigned to your application and your partner form will be created.



Before you start completing your application, click to display the instructions and read them carefully.



**Important**

Be careful not to create more than one application for the same call for projects. You can check if you already have other applications open from your dashboard (under **My Applications, In Progress**).

To delete duplicate applications, click on **Remove**.



## 5. [MAIN PARTNER] Completing your application

Fill out the required information for each of the four different sections:

2021-17280/NP/Green Hydrogen

OVERVIEW   IMPACT - THE BUSINESS CASE   **EXCELLENCE - INNOVATION AND R&D**   QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

↑   ↑   ↑   ↑

Information about the technological developments to be undertaken in the project in comparison with existing technologies.

**\* What is the method/approach/research hypotheses you will use?**

### Overview/the Pitch

As partners complete their individual work package tables, the system will automatically add the different cost categories (**Number of Person Months, Personnel Costs, Overheads, Travel, Materials, Other, Subcontracting** and **Overall Budget (€)**) in the **Overview** section. Click on **Save Draft** to refresh the page and your information will update.

The **Overview of the Consortium** table will also be updated automatically as partners complete their partner forms. This table summarises the main information for each partner: **Partner Name, Organisation Name, Organisation Country, Organisation Type, Role** (lead or partner), **Partner Total** (budget contribution) and partner % **Contribution** to the overall project budget.

2021-17280/NP/Green Hydrogen >

OVERVIEW   IMPACT - THE BUSINESS CASE   EXCELLENCE - INNOVATION AND R&D   QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

€0.00 ⓘ

**\* Overall Budget (€)**

This information will be made public in case the project is approved.

€96,700.00 ⓘ

**Overview of the Consortium**

This information will be made public in case the project is approved.

Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution
Isabel de V	1990	Belgium		Lead	€72,000.00	74%
Tuomas		Finland	Large Company	Partner	€24,700.00	26%

test

**Work package list**

As indicated by the main partner

### Work Package List

Click on **Open Work Packages** at the bottom of the **Overview** section. Add as many rows as needed by clicking on the **+** button. Fill out all the fields and click on **Save**. This table will be displayed in the partner forms, and it will serve as a reference for your partners to list their tasks in the project.

Please note: Your **Overall budget, Overview of the consortium** and **Project short summary** will be made publicly available if your project is approved.

**2021-17279/NP/Green Hydrogen**

**OVERVIEW**   IMPACT - THE BUSINESS CASE   EXCELLENCE - INNOVATION AND R&D   QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

**Overview Budget (€)**

This information will be made public in case the project is approved.

**Overview of the Consortium**

This information will be made public in case the project is approved.

Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution
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**Work Package List**

As the project main partner, you must define the work packages' structure. Your project partners will refer to this table when listing their tasks in the project.

**Open Work packages**

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader	Other Participants
WP 1/ Coordination and	Coordination of project activities, ensuring that the work programme objectives,	16/08/2021	12	1980	X
WP2 / Long-term multi-di	Collect, manage, and integrate all kinds of useful data for monitoring...	16/08/2021	5	Granl	1980 X
WP 3 / ...	...	dd/mm/yyyy	0	...	X

**+**

**Save Close**

**Impact – the business case**

**Excellence – Innovation and R&D**

**Quality and efficiency of the implementation**

Attach a Gantt diagram of your **Work Packages** in pdf format with clearly identified leaders for each work package.

## 6. [MAIN PARTNER] Inviting partners to your application

Once you have created your application, you can invite other organisations. Multiple project partners can be invited to a single application. Your application must have a minimum of one main partner and one invited partner.

Before inviting other partners to the application, you must have completed your **Project Acronym**, **Project Title** and **Work Package List** in the **Overview** section.

1. Click on **Invitations** on the left-hand menu bar.
2. Click on the + icon to create a new invitation. Fill in your project partner's details and assign them with a role (partner).
3. Then, click on **Invite**.
4. Your partner(s) will receive an email with your invitation.

Your partner may need to check their spam/junk mail folder.

2021-17279/NP/Green Hydrogen

If you remove an invitation that has already been accepted, please inform [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org) in order to remove the automatically created partner form. Please mention application number and name of the removed partner.  
Before inviting other partners to the project, please make sure you have filled in at least the Project Acronym (OVERVIEW), Project Title (OVERVIEW) and WP table (QUALITY AND EFFICIENCY OF THE IMPLEMENTATION)

Prefix	First Name	Last Name	Email	Role	Status
Mr	Tuomas	Wallin	tuomaswallin@granl.fi	Partner	Draft

+ →

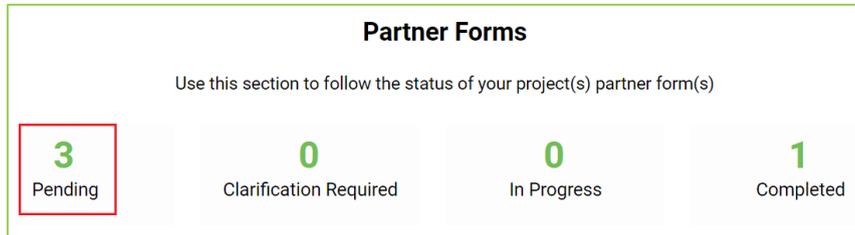
Save Invite

If you have multiple applications open in the platform, be careful to invite your partners to the correct one.

To cancel an invitation, click on the X icon. If the partner has already accepted the invitation before you cancel it, they will still be able to fill in their partner form and send it to you (main partner) for revision. In this instance, please contact [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org) to request that their partner form is deleted from your application.

## 7. [MAIN PARTNER] Completing your partner form

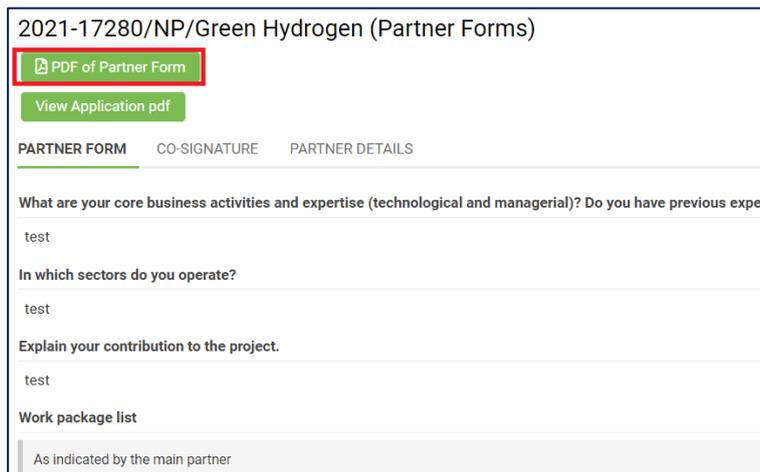
As the main project partner, you must also complete a partner form. You can access your own partner form from the dashboard. In the **Partner Forms** section, click on **Pending**.



You can also access your partner form from the application’s main window:



You can download a pdf of your partner form at any time.



For more information on how to complete your partner form, check section 11 in this document. The only difference between your form and other partners’ is that the main partner doesn’t have to approve their own partner form.

## 8. [MAIN PARTNER] Reviewing partner forms

When one of your project partners submits their partner form, a new **Pending** item will show up on your dashboard under **My Activities**.

### My Activities

Use this section to: approve submitted partner forms in projects where you are the lead applicant - complete change requests - complete final reports

1  
Pending

0  
Submitted Activities

As the main partner, you need to open and review the form (partner form and co-signature sections).

### Pending

x Q 1-2 of 2 < >

#	Application ID	Activity Type	Status	Created Date	Deadline Date
1	2021-17279/NP/Green Hydrogen	Partner Forms	Submitted to Main	11/08/2021 13:01	<span style="border: 2px solid red; padding: 2px 5px; color: white; font-weight: bold;">Open</span>

- **Send for clarifications** if there are parts of the form that are unclear (please specify what revisions are needed in the revisions tab first).
- **Approve** if the form is filled out correctly and no revisions are needed.

#### 2021-17279/NP/Green Hydrogen (Partner Forms)

View Application
PDF of Partner Form
View Application pdf

PARTNER FORM
CO-SIGNATURE
REVISIONS
PARTNER DETAILS

What revisions are needed?

← BACK

Send For Clarifications
Approve

When all the partners have accepted their invitations and completed their partner forms, they will be listed in the **Overview** section (**Overview of the Consortium**) of your application form.

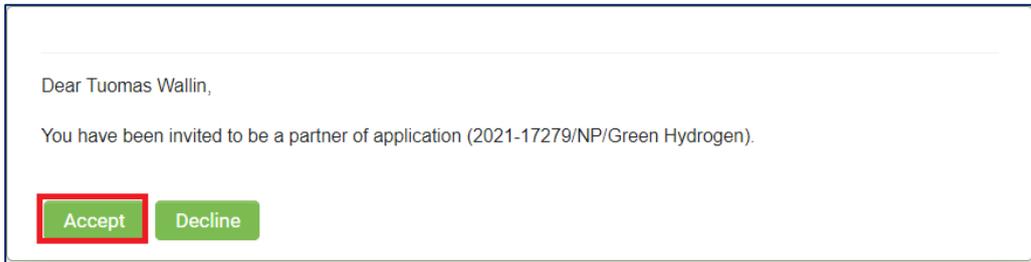
## 9. [MAIN PARTNER] Submitting the application

Once all partner forms (including your own) are completed, the application form filled out and you have double checked everything against the instructions, click **Submit**.

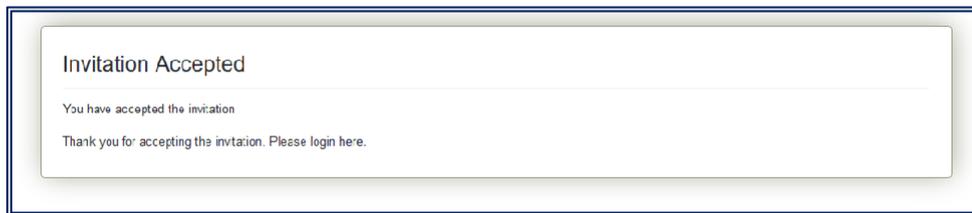
After you have submitted your application, you will no longer be able to make changes. However, **before the call for projects deadline**, you can request to re-open your submitted application by emailing [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org).

## 10.[INVITED PARTNER] **Accepting the invitation**

When you have been invited to participate as a partner in a project, you will receive an email notification. Follow the instructions in the email and you will be directed to the platform, where you can **Accept** or **Decline** the invitation.



When you accept the invitation, click on **login here**. You will be asked to login to the platform.



## 11.[INVITED PARTNER] Completing your partner form

All project partners must complete a partner form.

Once you are logged in, click on **Pending** under the **Partner Forms** heading.

### Partner Forms

Use this section to follow the status of your project(s) partner form(s)

<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <span style="font-size: 24px; color: green; font-weight: bold;">1</span>                  Pending             </div>	<div style="display: inline-block;"> <span style="font-size: 24px; color: green; font-weight: bold;">0</span>                  Clarification Required             </div>	<div style="display: inline-block;"> <span style="font-size: 24px; color: green; font-weight: bold;">1</span>                  In Progress             </div>	<div style="display: inline-block;"> <span style="font-size: 24px; color: green; font-weight: bold;">0</span>                  Completed             </div>
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You will see the project applications you have been invited to complete. To fill in your partner form, click on **Open**.

### Pending

x Q 1-1 of 1 < >

#	Application ID	Activity Type	Primary Contact	Organization	Project Acronym	Status	Created Date	
1	2021-17279/NP/Green Hydrogen	Partner Forms	Isabel de V	1980	TEST	Draft	11/08/2021 13:01	Open

First, click on **Save Draft**. Then, complete the form and work package table (click **Add Budget Detail**). To add more work packages, click on the **+** icon. As you save the budget information, this will be added to the budget details table automatically. Please use the **Work Package List** completed by the main partner as a guideline.

#### 2021-17279/NP/Green Hydrogen (Partner Forms)

**PARTNER FORM**
CO-SIGNATURE
PARTNER DETAILS

Please use the numbering convention .. For example, task 1.2 would be the second task from work package 1.  
 WP1 / Coordination and Project Management  
 1.1. Consortium Management  
 1.2. Technical Management  
 1.3. Project Administration

test

249 words left

\* Will you subcontract any work?  
 Please Selec v

\* Enter the person hours and full cost associated with your participation in this project

Add budget details

#### Budget Details

Work Package Name	Person months	Personnel costs (€)	Overheads (€)	Travel (€)	Materials (€)	Other (€)	Subcontracting (€)	Total
WP 2	2	€25,000.00	€5,000.00	€2,000.00	€1,500.00	€0.00	€0.00	€33,500.00

Main Partner Budget

Save Draft
Send To Main
NEXT >

**eureka**  
innovation beyond borders

Instructions go here.

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader	Other Participants
WP 1 / Coordination and Project Management	Coordination of project activities, ensuring that the work programme objectives, milestones and deliverables are met in a timely manner. 1.1. Consortium management 1.2. Technical management 1.3. Financial management	16/08/2021	12	1980	
WP2 / Long term multi disciplinary monitoring	Collect, manage, and integrate all kinds of useful data for monitoring.	16/08/2021	5	Grail	1980
WP 3 / ...	-	16/09/2021	2		

Work Package Name	Person months	Personnel costs (€)	Overheads (€)	Travel (€)	Materials (€)	Other (€)	Subcontracting (€)	Total
WP 2	2	€25,000.00	€5,000.00	€2,000.00	€1,500.00	€0.00	€0.00	€33,500.00
								€0.00
								€0.00
	2	€25,000.00	€5,000.00	€2,000.00	€1,500.00	€0.00	€0.00	€33,500.00

Save Close

Once you have filled out your partner form, go to the **Co-Signature** tab:

1. Fill in the full name, title and company position of the person legally authorised to represent your organisation.
2. Click **Save Draft**. This information will be added to the co-signature document.
3. Download the **co-signature document** as a pdf file and **sign it**.
4. Upload your signed **co-signature document** (in pdf format) to the dedicated space.
5. Click on **Send to Main**.

2021-17279/NP/Green Hydrogen (Partner Forms)

PARTNER FORM **CO-SIGNATURE** PARTNER DETAILS

Please click "Save Draft" before downloading your Agreement.  
Please then Sign It and Upload it to the field provided

\* Name  
Tuomas

\* Title  
Wallas

\* Company Position  
Director for Innovation and Development

Agreement Document  
Download Co-Signature Document

\* Upload Co-Signature Document  
?

BACK Save Draft Send To Main

At this point, one partner form will be listed as **In Progress** on your dashboard.



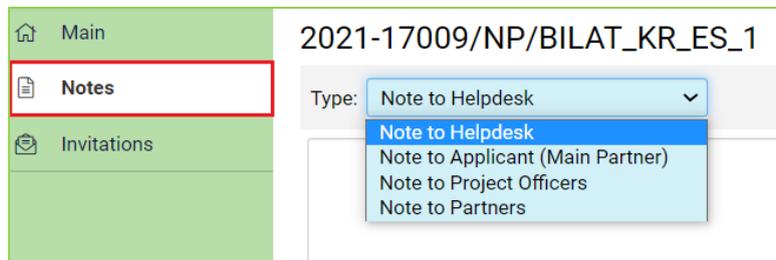
The main partner will review your partner form. If the main partner asks you to clarify something from your partner form, a **Clarification Required** item will show up on your dashboard under **Partner Forms**.



If this is the case, make the necessary changes and click on **Re-Submit**.

## 12. Notes functionality

The **Notes** section lets you communicate about your project application. You can send notes to the helpdesk, the project applicant (main partner), your project officer from your national office or your project partners.



You can access the **Notes** section from the left-hand menu bar. To send a note:

1. Click on the + icon, which will open a text box.
2. Select the receiver of the note from the drop-down titled: **Notes Type**.
3. Write your note.
4. Click on **Save** to send your note. The receiver will get an email notification.

### 13. Evaluation

Once your application has been submitted, it will be evaluated. The evaluation will be performed by **National Project Coordinators (NPCs)** from national funding bodies. Nothing is required from you at this stage, but you could receive messages from your NPC if they need additional information.

When your application has been evaluated, it will either be **labelled** or **declined**, depending on whether your evaluation score is above the necessary threshold or not. If your application is declined, your NPC will contact you directly. If your application has been labelled, you will be notified by email.

Labelled projects undergo a financial status check by the NPCs.

#### Financial status check

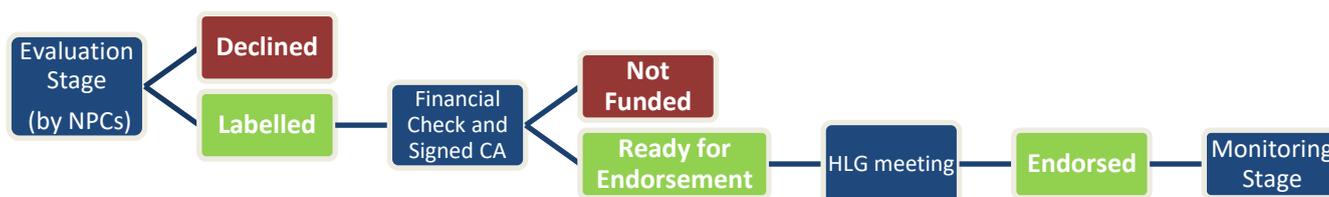
This check will be carried out if funding for your project is confirmed in each participating country. Contact your NPC to find out if you will receive national public funding for your project.

If you are declined funding and/ or you cannot self-fund your project costs, the application will be given a **not-funded** status.

If public funding has been confirmed for all partners in your project consortium and/ or partners who have not received public funding can self-fund their part of the project, your application will move to the **ready for endorsement** status. The main partner must send a signed **Consortium Agreement** must be sent to your NPC for the project to be **ready for endorsement**.

All applications that are ready for endorsement will be submitted to Eureka’s High-level Representatives group (HLG), who will acknowledge the Eureka label (resulting from a positive evaluation score) and endorse the project, giving it **endorsement** status. This is done in HLG meetings that take place every three to four months (typically in January, March, June and October).

Once your project has been endorsed, we will monitor its progress.



## 14. Information security and confidentiality

**Information released into the public domain by the Eureka Secretariat on confirmation of project funding.**

The results for R&D activities should be published in the manner agreed on between the participants in their project consortium agreement.

The Eureka Secretariat reserves the right to use any project as a case of study or success story to publicise the programme and the benefits of collaborative working. Moreover, if you think that your project could be a success story, do not hesitate to inform [projects@eurekanetwork.org](mailto:projects@eurekanetwork.org).

Publicity material should be agreed on with consortium members before release.

### Data Protection Act

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

The information that project participants provide will be used for monitoring all aspects of their project. This will include recording on the in-house and Eureka-contracted processing computer and management information systems.

The information will be shared with relevant Eureka national funding body offices.

In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of the Eureka Secretariat and in improving business processes.

Any queries on issues relating to data protection should be addressed to the Eureka Association, Avenue de Tervueren 2, 1040 Brussels, Belgium.