User guidelines

Eureka application platform

eureka
innovation beyond borders

Network projects and Globalstars

Helpdesk: projects@eurekanetwork.org

Table of Contents

1. Submission summary

[MAIN PARTNER] Selecting a funding opportunity and creating your application

- The main partner must create an application.
- Click on **Save Draft** to be assigned an ID number.
- A partner form for the main partner to complete will be created automatically.
- The main partner can invite other partner organisations to join the application. Invited partners receive an email and accept or decline the invitation. If they accept, a partner form is created for them to complete.

[MAIN PARTNER] Completing your application

1. Fill out all questions.
2. Click on **Submit.**
3. Upload your completed co-signature form:
    1. Go to the **Co-signature** tab.
    2. Fill in the contact details of the person legally authorised to represent your organsation.
    3. Click on **Save Draft**.
    4. Download the co-signature form as a pdf file.
    5. Physically or digitally sign the document.
    6. Upload the signed document.
    7. Click on **Submit**.

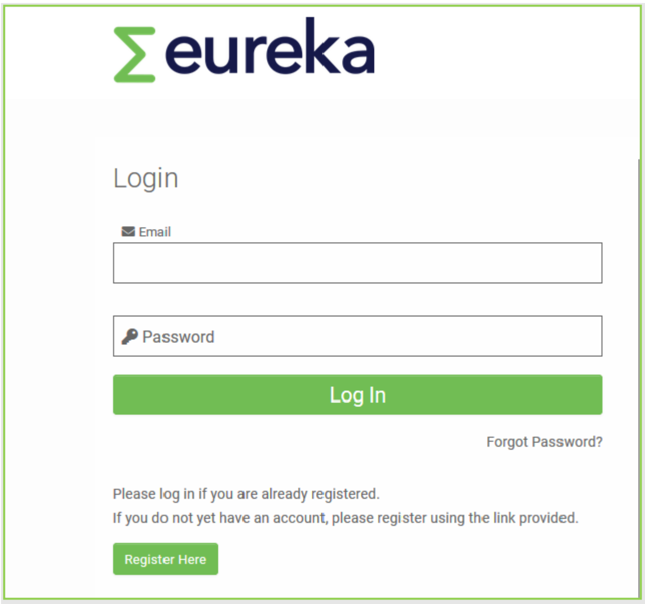
[INVITED PARTNER] Completing your part of the application (partner form)

4. Fill out all questions.
5. Click on **Send to Main** to allow the main partner to approve your partner form.
6. The main partner must check the other partners' partner form(s). If they have been completed correctly, the main partner must click on **Accept**.
7. Invited partners will receive an email asking them to upload their completed co-signature form:
    1. Go to the **Co-signature** tab in your partner form.
    2. Fill in the contact details of the person legally authorised to represent your organsation.
    3. Click on **Save Draft**.
    4. Download the co-signature form as a pdf file.
    5. Physically or digitally sign the document.
    6. Upload the signed document.
    7. Click on **Submit**.
8. The invited partner will then become an active partner in the application.

[MAIN PARTNER] Submitting your application

9. Check all questions have been filled out correctly.
10. Check partner forms have been completed (i.e. signed co-signature form uploaded and marked as **Complete**).
11. Click on **Save and Validate.** If no error message appears and you are 100% sure that all information is correct (budget, duration, work packages, etc.), click on **Submit**.

2. Accessing the platform: https://eureka.smartsimple.ie



- Not yet registered? Click on **Register Here.**
- Already registered? Enter your email and password and **Log In**.
- Forgot your password?
    1. Click on **Forgot Password?**
    2. Enter your email address.
    3. You will receive an email with instructions on how to reset your password.

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

When you log in to the platform, you will see your dashboard:

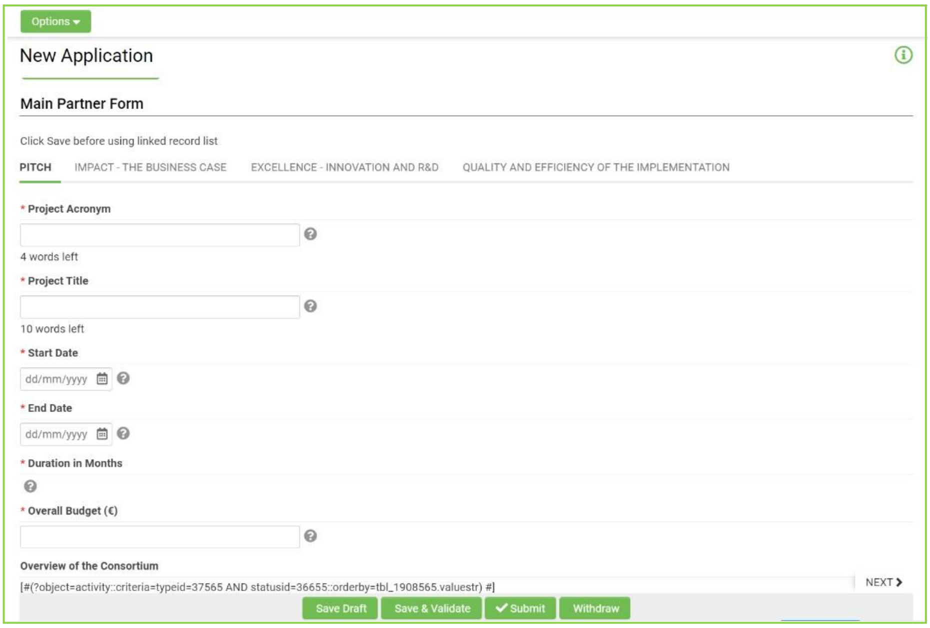
- **Please click on Funding Opportunities to apply** shows you the number of available funding opportunities.
- **My Applications** tracks the status of your application(s).
- **My Activities** tracks your pending or submitted tasks.
- **Partner Forms** tracks the status of your partner form(s).

4. [MAIN PARTNER] Selecting a funding opportunity and creating your application

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

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.

You will be given an empty application form labelled **Main Partner Form**:



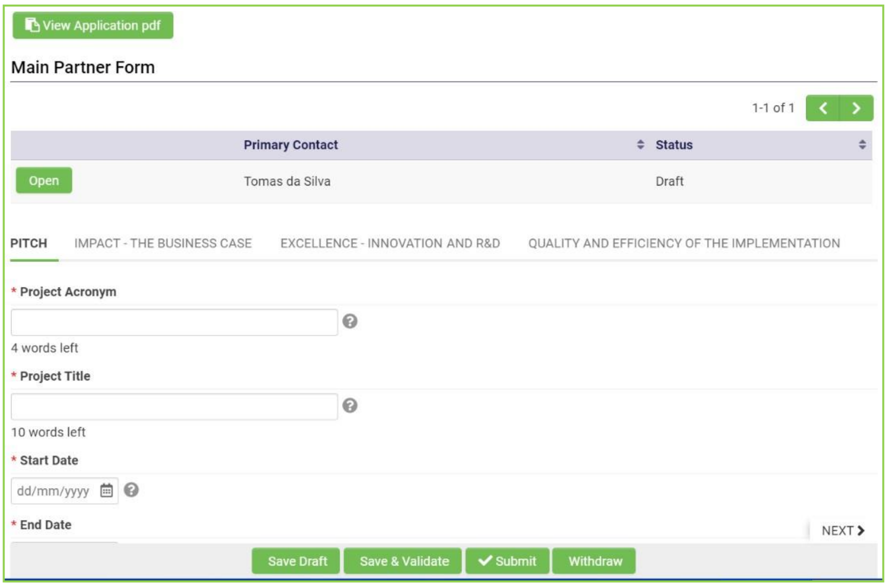
First, click on **Save Draft** for a call ID number to be assigned to your application. Remember to click on **Save Draft** regularly.

Important
Do not create more than one application for the same funding opportunity. You can see if you already have other applications open from your dashboard (under **My Applications**, **In Progress**).

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

5. [MAIN PARTNER] - Completing your application

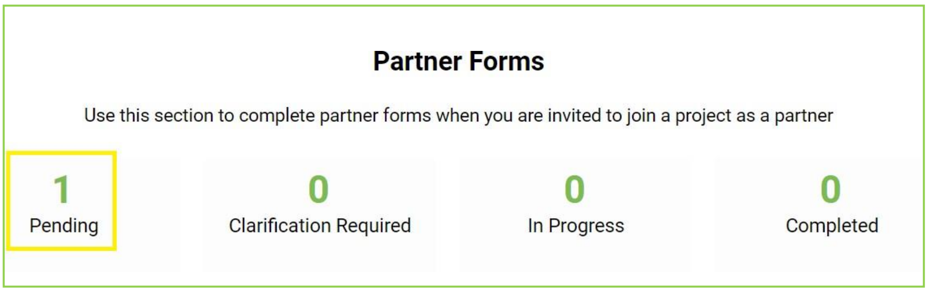
In the **Main Partner Form**, fill out the required information for each of the four different sections (**pitch**, **impact – the business case**, **excellence – innovation and** R&D and **quality and efficiency of the implementation**).

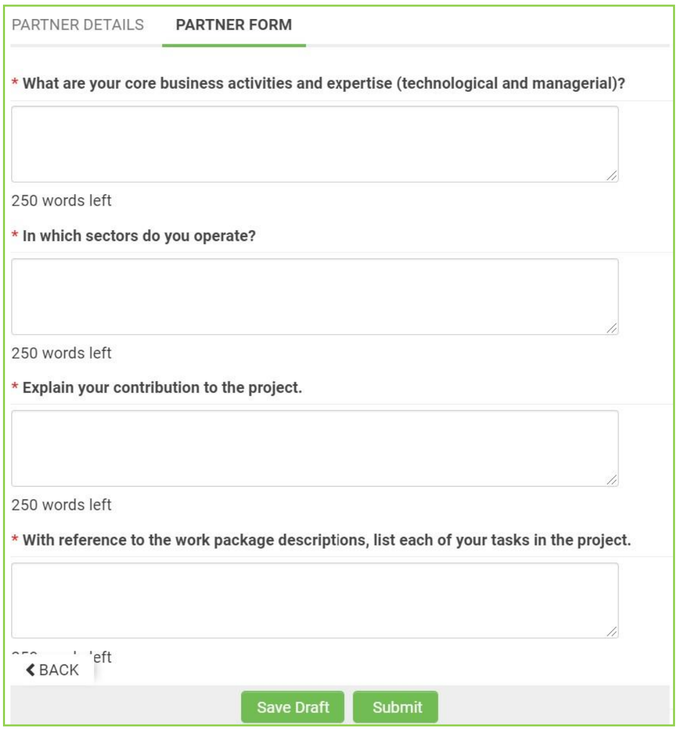


- **Pitch:** Present your project in less than one page. In this section, you will answer questions that provide key information about the project (what, why and how) and the project partners (the country they are based in and contact details).
- **Impact – the business case:** Describe the main output of your project and explain how results will be commercialised, taking competitors into consideration.
- **Excellence – innovation and R&D:** Outline the technological developments you will undertake in your project and compare these with existing technologies.
- **Quality and efficiency of the implementation:** Explain how your project will be managed and describe the added value of international collaboration.

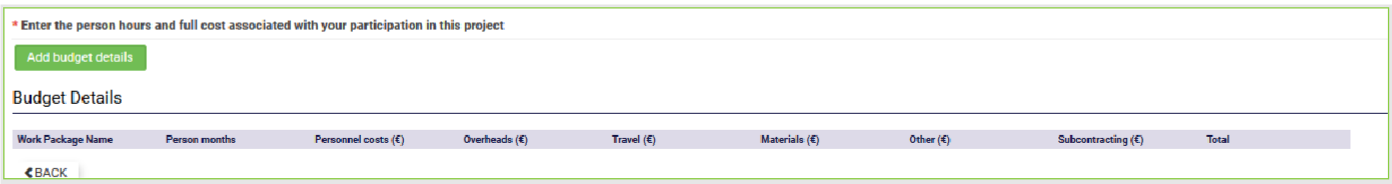
Completing your partner form

As the project's main partner, you must also complete a partner form. Open this form from the dashboard, under **Partner Forms** and click on **Pending.**





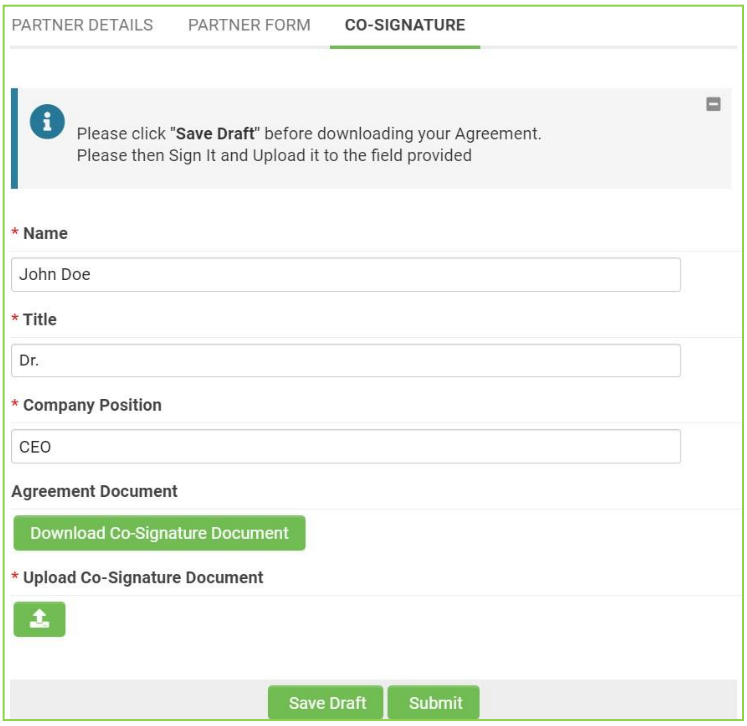
First, click on **Save Draft**. Then, complete the work package table, adding details by clicking on **Add Budget Detail**. To add more work packages, click on the **+** icon.



Once you have filled out the form, click on **Submit,** and your co-signature form will become available.

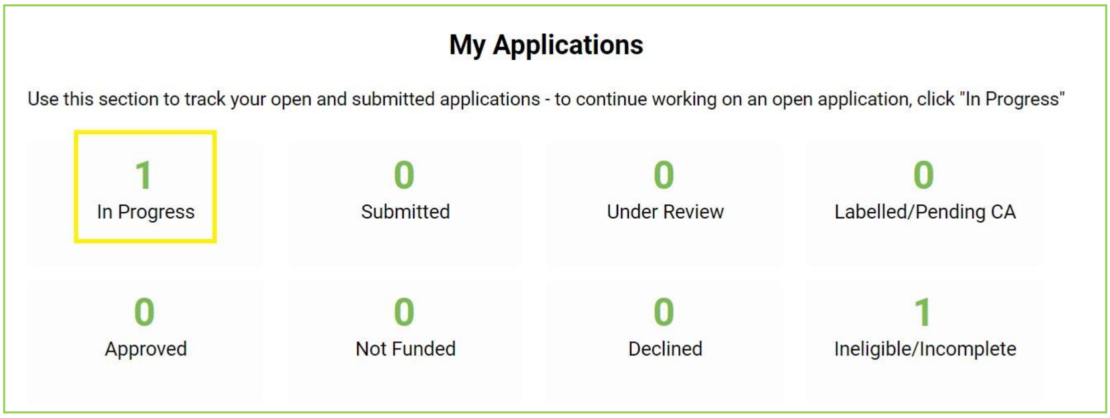
Co-signature form

Every partner must complete and sign a co-signature form.



1. Fill in the name, title and function of the person legally authorised to represent your organisation.
2. Next, click on **Save Draft**.
3. Download your co-signature form as a pdf file. Sign the form physically or digitally.
4. Upload the signed form.
5. Click on **Submit**.

To continue working on an open application, return to the dashboard, and click on **In Progress** under **My Applications.**

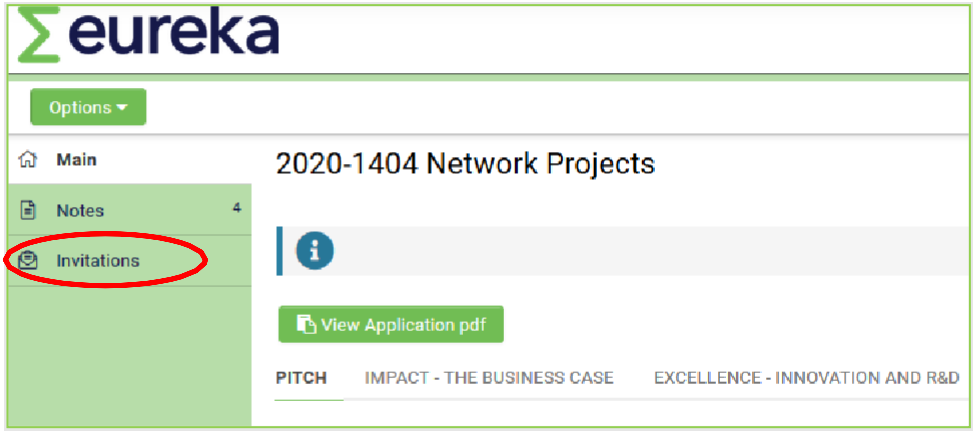


Important
Save your application (click on **Save Draft**) regularly to make sure you don't lose any of your changes.
To see the changes you have made, you must click on **Save Draft** (e.g. for end date to months calculations).

All dates must be formatted DD/MM/YYYY

6. [MAIN PARTNER] Inviting partners to your application and reviewing partner forms

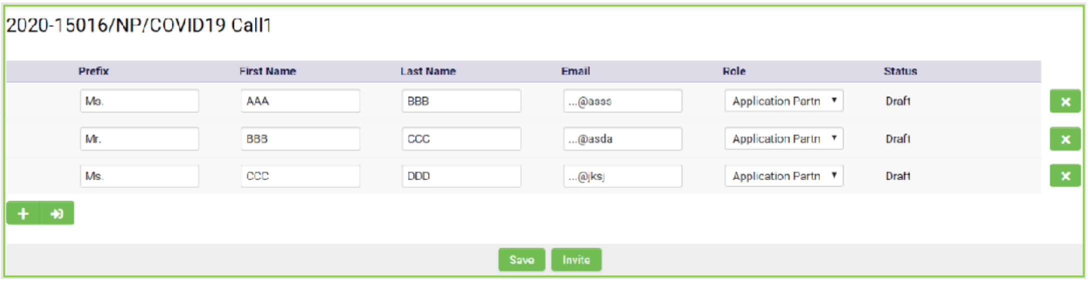
Once you have created your application, you can invite other organisations to the platform. Multiple project partners can be invited to a single application.



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.
3. Then, click on **Invite**.
4. Your partner(s) will receive an email with your invitation.

Make sure to double check your application number before sending the invitation. (This is important when you have multiple applications on the platform).

To delete an invitation, click on the **X** icon.



2020-15016/NP/COVID19 Call1

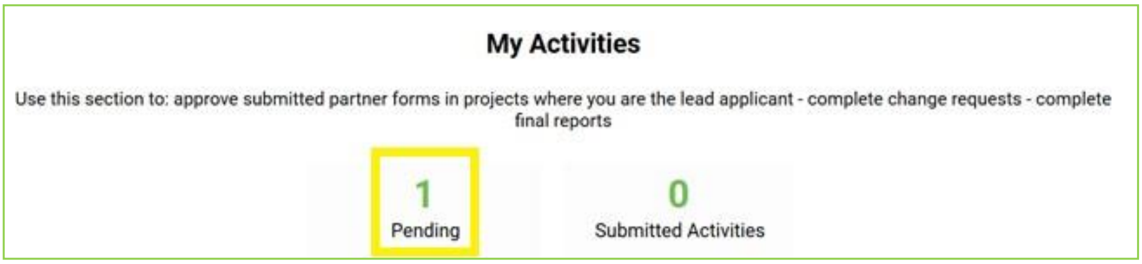
Prefix	First Name	Last Name	Email	Role	Status
Ms.	AAA	BBB	...@asss	Application Partn	Draft
Mr.	BBB	CCC	...@asda	Application Partn	Draft
Ms.	CCC	DDD	...@jksj	Application Partn	Draft

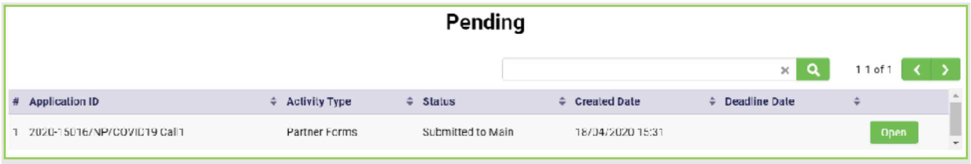
Save Invite

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

Reviewing partner forms

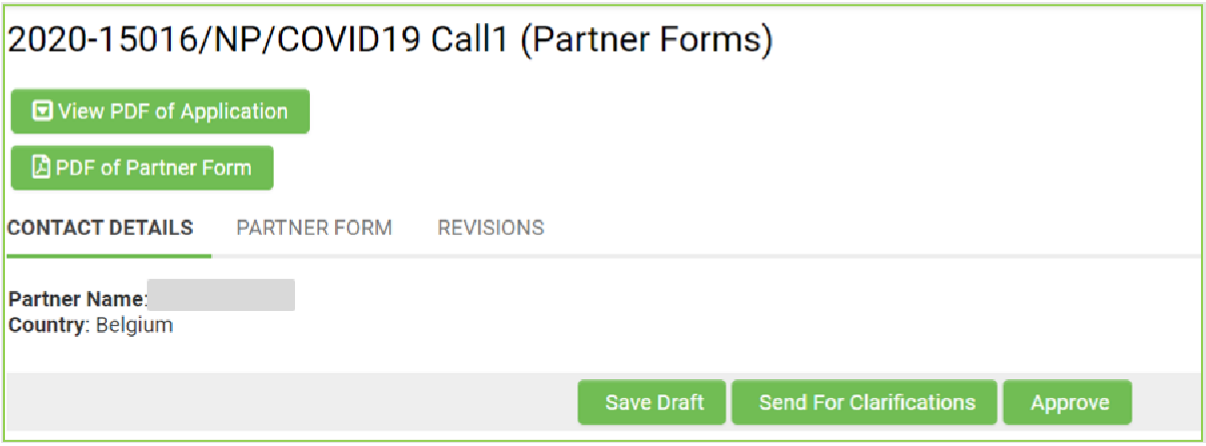
When one of your project partners submits their partner form, a new **Pending** item will show up on your dashboard under **My Activities**.





As the main partner, you need to open and review the form(s).

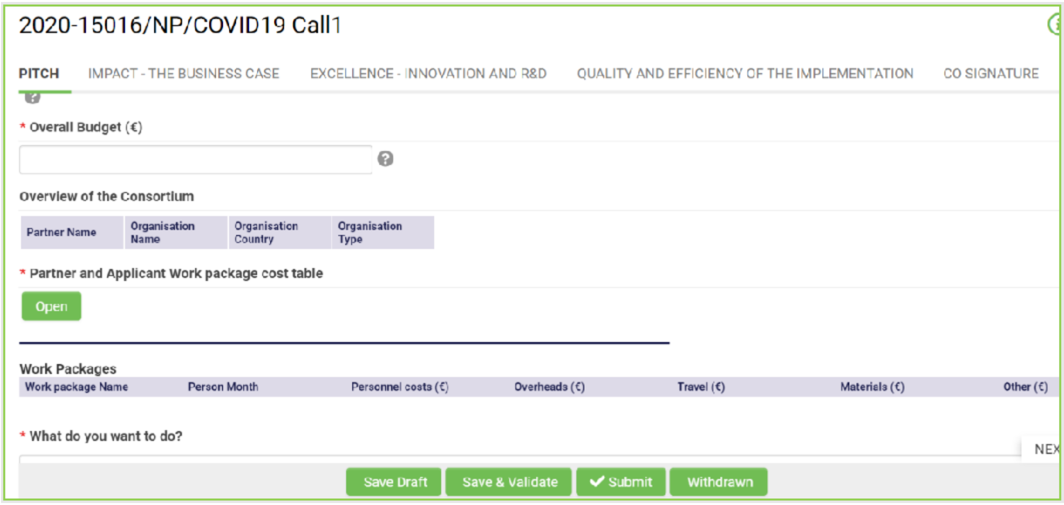
- **Send for clarifications** if there are parts of the form that are unclear.
- **Approve** if the form is filled out correctly and no changes are needed.
- **Save Draft** to ensure no information is lost.

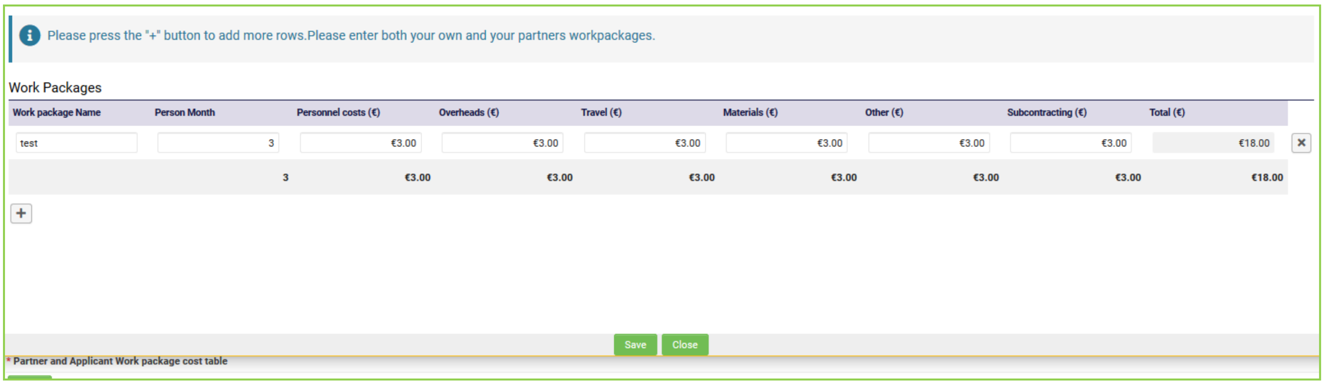


7. [MAIN PARTNER] Filling in the application work package table (pitch section)

When all partners have completed their individual work package tables, the main partner must calculate and complete the work package table for the whole project. For each work package, add up the costs stated by all partners, including the main partner, and insert the total amounts.

To do this, open your application (in the **pitch** section), then click on **Open** to reveal the partner and applicant work package table.



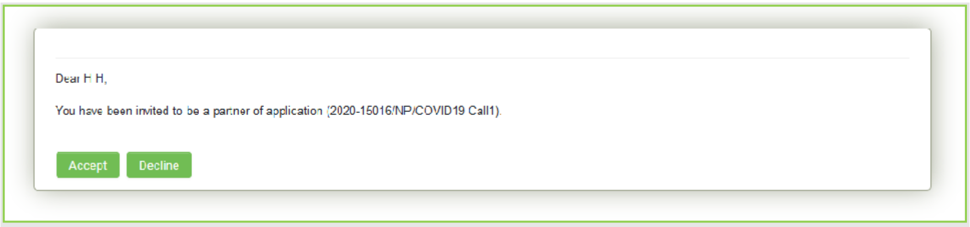


To add a work package, click on the **+** icon.

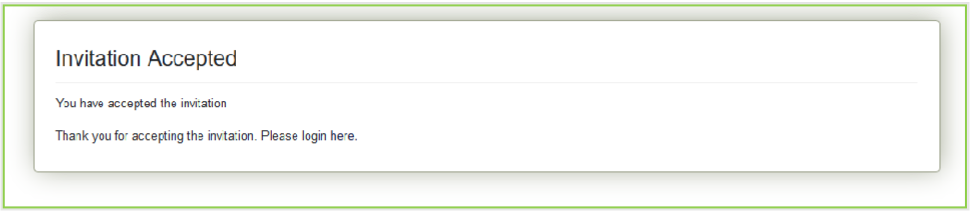
To remove a work package, click on the **X** icon.

8. [INVITED PARTNER] Completing your part of the application (partner form)

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.



Once you are logged in, click on **Pending** under the **Partner Forms** heading at the bottom of your dashboard.

You will see the project applications you have been invited to complete. To fill in your partner form, click on **Open**.

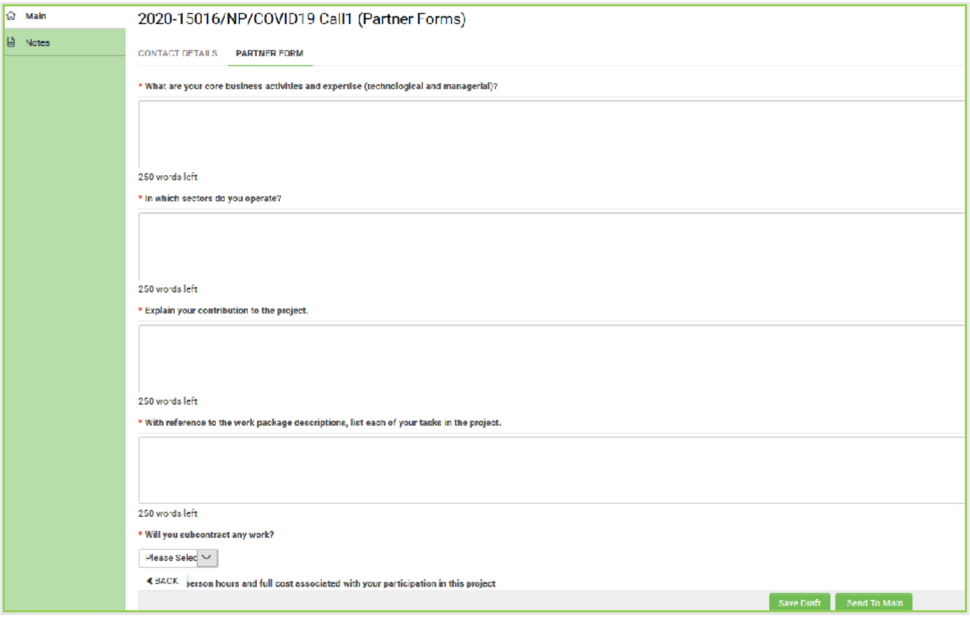
Pending

1-1 of 1

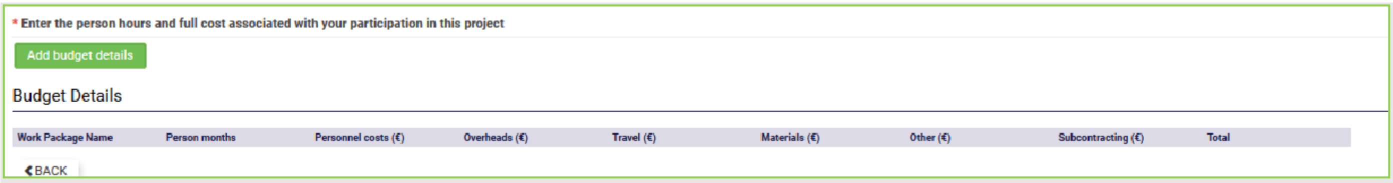
#	Application ID	Activity Type	Primary Contact	Organization	Project Acronym	Status	Created Date	
1	2020-15016/NP/COVID19 Call1	Partner Forms	Isabel de V	1980	AAA	Draft	18/04/2020 15:31	Open

Completing your partner form

All project partners must complete a partner form.



First, click on **Save Draft**. Then, complete the work package table, adding details by clicking on **Add Budget Detail**. To add more work packages, click on the **+** icon.



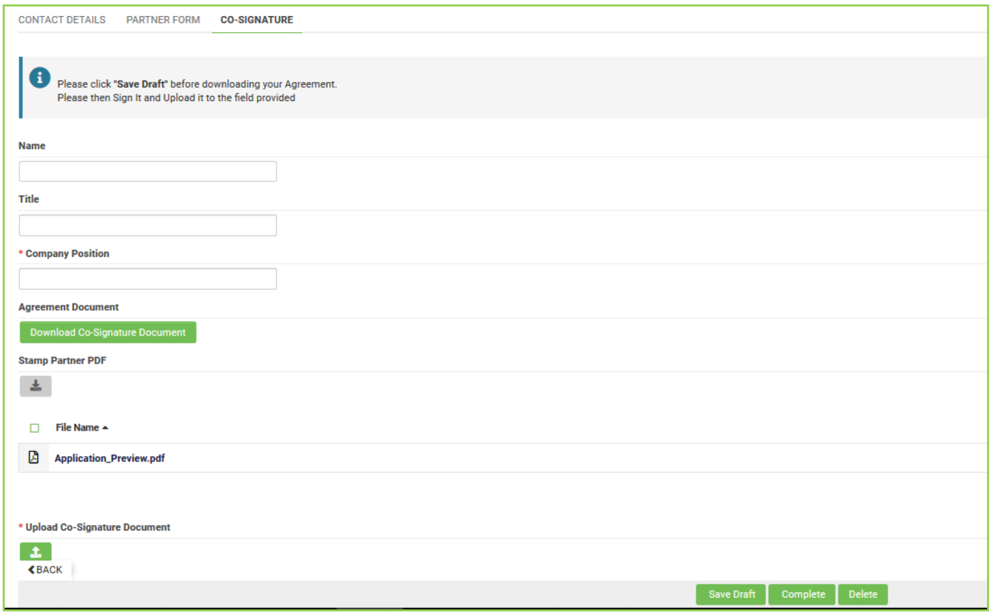
Once you have filled out your partner form, click on **Send to Main** to allow the main partner to review and approve it. The main partner can ask for clarifications if the information you have included is not clear.

Important
Save your application (click on **Save Draft**) regularly to make sure you don't lose any of your changes. To see the changes you have made, you must click on **Save Draft** (e.g. for end date to months calculations).

All dates must be formatted DD/MM/YYYY

Co-signature form

You will receive an email when your partner form has been approved by the main partner. When they have approved your partner form, you will be able to see your co-signature form. Every partner must complete and sign a co-signature form.

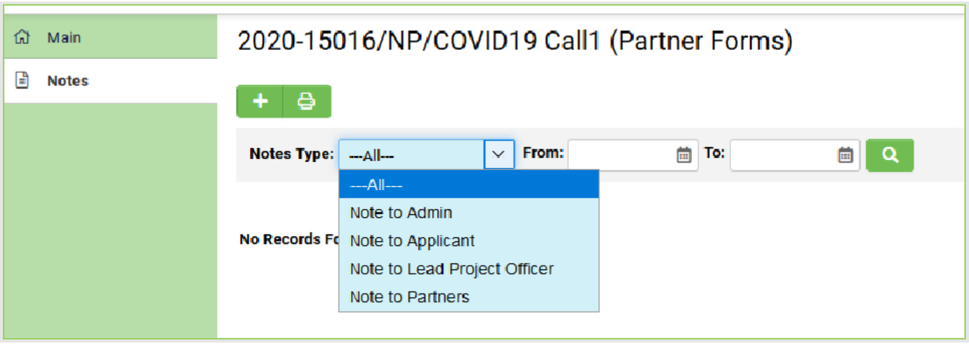


1. Fill in the name, title and function of the person legally authorised to represent your organisation.
2. Next, click on **Save Draft**.
3. Download your co-signature form as a pdf file. Sign the form physically or digitally.
4. Upload the signed form.
5. Click on **Submit**.

Important
You must click on **Complete** to be able to submit the full project application.

9. Communicating between parties (notes)

The **Notes** section lets you communicate about your project application. You can send notes to admin, 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.

10.[MAIN PARTNER] Submitting your application

Checklist:

- ✓ Your application meets all eligibility criteria for the funding opportunity.
- ✓ Your work package table in the **pitch** section of your application is complete. Make sure that the amount of funding requested is equal to the total work package costs.
- ✓ You have uploaded:
  - A GANTT chart in the **quality and efficiency of the implementation** section (mandatory for the main partner).
  - Other documents required for the funding opportunity (added as annexes to the **pitch** section). If other documents are required, these will be outlined in the call for projects text available on the Eureka website: https://www.eurekanetwork.org/open-calls/
  - Co-signature forms (mandatory for all partners). The main partner should ensure all partners have completed their part of the application and uploaded their signed co-signature forms.

Click on **Save & Validate** before submitting your application to see whether you have completed all the required steps.

If there is information missing, an error message will appear. Click on the message to be redirected to the field that contains the error (e.g. a text box including too many characters where the text needs to be shortened).

If there is no error message, click on **Submit**.

Important
After you have submitted your application, you will no longer be able to make changes.

Before the deadline, you can request to re-open your submitted application by emailing projects@eurekanetwork.org.

11. 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 self-funding the project is not possible, 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. A signed **Consortium Agreement** must be submitted to projects@eurekanetwork.org by the main partner for your 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.