

Welcome to your project platform www.myeurekaproject.org

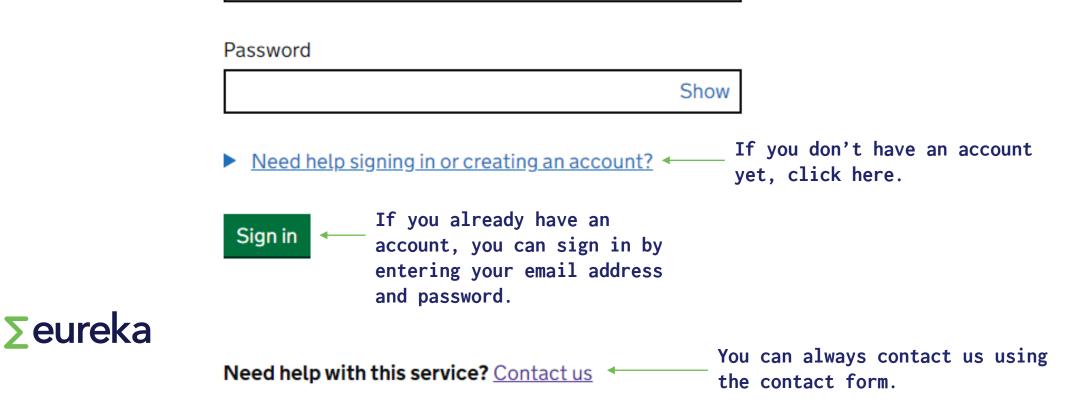
✓ It's online

- It's collaborative (you and your partners can together complete the application form)
- \checkmark Create an account for your organisation and enter your own project costs
- ✓ Check the eligibility of your project
- ✓ Validate your application
 - Please note: You <u>cannot</u> submit an application with incomplete sections, including mandatory annexes.
- ✓ It's continuously being improved
 - ✓ Some screenshots in this document may become obsolete, but the logic of the features will remain the same.



Eureka Project Management Platform **Sign in**

Email address



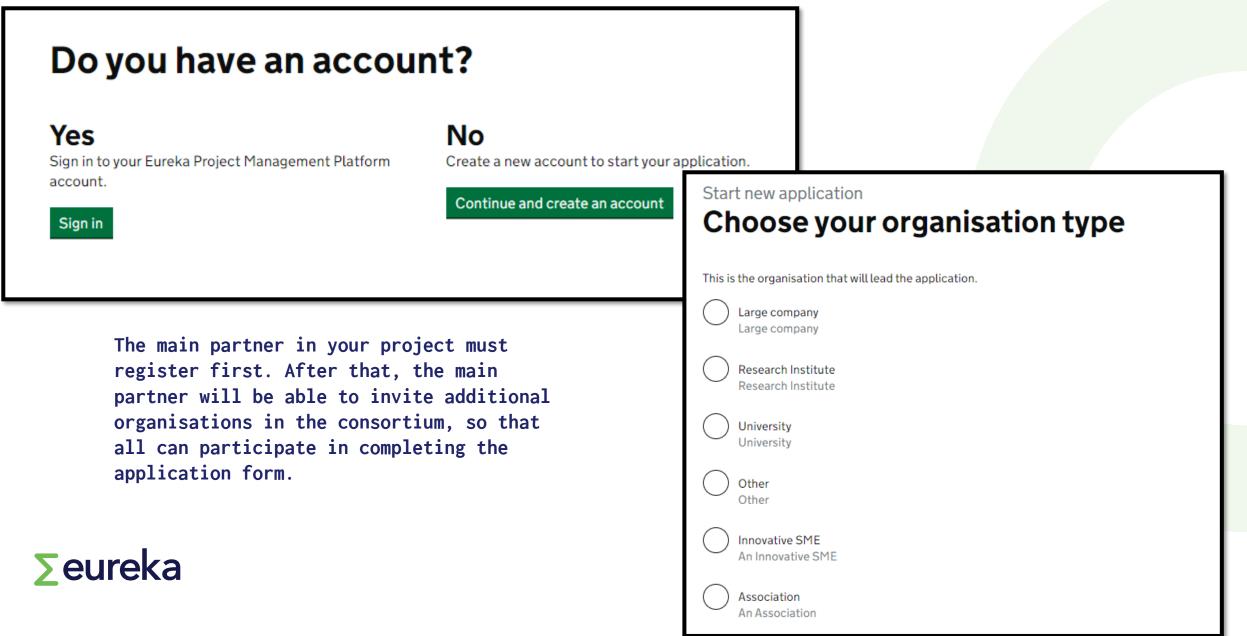
Search for funding opportunities

	Eureka							
Search for open and upcoming calls.	Innovation calls Filter competitions	9 calls						
Once you have chosen your call, start a new application.	Keywords	Call opens: Su Call closes: W	en call for inno unday 19 March ednesday 29 M all has not yet o	2023 Centr 1arch 2023 1	al European		cts and services of tomorrow e (CET)	
		Summary	<u>Eligibility</u>	<u>Scope</u>	<u>Dates</u>	How to apply	Supporting information	
∑eureka		Descript Funding				open call for innov ad services of tomo	ation projects to stimulate the ne rrow	w
Zeuleka		Funding	type					

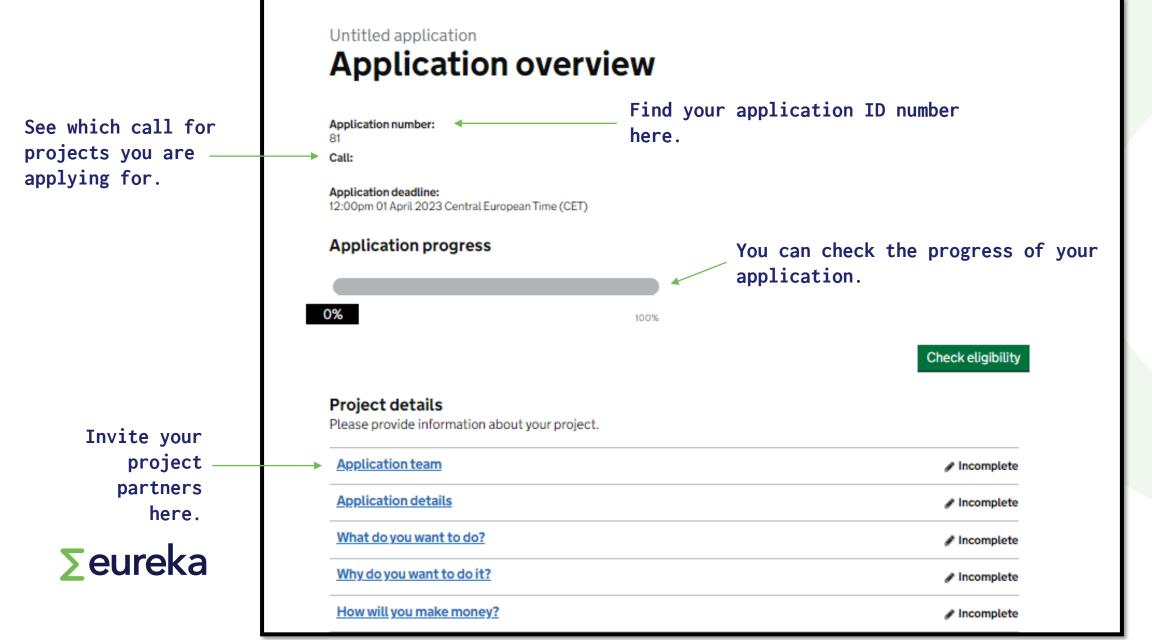
Search for ope and upcoming calls.

Once you have chosen your call, start a new applicatio

Create your account



The application form



Inviting project partners

Application team

These are the organisations that will work together on the project. You can invite people from these organisations to help you with the application. They can invite other people from their own organisation.

Microbiotix (Main)

Organisation details

Туре	Address		Country	organisation. Once you
Innovative SME			BEL - Flemish Region	invitation, they will
Phone number		Year of Regist	tration	inviting them to regis platform.
Organisation participants				
Full name	Email		Main applicant	
Add person to Microbiotix	>			
Add a partner organisation		Full name	Email	Invite to application Remove
> eureka				

You can add a person to a participating organisation. Once you have sent the invitation, they will receive an email inviting them to register to the platform.

Inviting project partners

Application team

These are the organisations that will work together on the project. You can invite people from these organisations to help you with the application. They can invite other people from their own organisation.

Microbiotix (Main)

Organisation details

Туре	Address	Country	inviting them to register t
Innovative SME		BEL - Flemish Region	platform.
Phone number	Year of Re 2019	gistration	
Organisation participants		Untitled application Add a partner orga	anisation
Full name	Email	You must invite one parage from the experientiation	
Add person to Microbiotix		You must invite one person from the organisatio	JN.
Add a partner organisation		Person's full name Email	
∑eureka		Invite partner organisation <u>Cancel</u>	

You can add a partner organisation to the consortium. Once you have sent the invitation, they will receive an email inviting them to register to the platform.

Answering a question

Application questions	Click here to assign this question to another project partner.
These are the questions which will be marked by the assessors. 1. Impact - Results of the project Assigned to you	✓ Incomplete
O losses at Time to mende the discovery solution along the second	act - Results of the project
Describe i results of	• Results of the project individually each product, process and service that will be developed by the project, starting with the main the project. hould I include in the results of the project section? There are tips in the platform about how to answer questions.
Seureka	complete Keep an eye on your
	word count.

Eligibility check

You can run an automatic computer check to check the eligibility of your project application.

Applicatior	overview		
Application number:			
12			
Call: Eurostars 3 Open Call			
Application deadline: 12:00pm 20 March 2023 Central E	uropean Time (CET)		
Application progress			
4%	100%		
4%	100%		
4%	100%	Check elig	gibility
	100%	Check eli	gibility
Project details		Check eli	gibility
		Check elig	gibility

Eurostars 3 Open Call Eligibility criteria

The following is the eligibility criteria for call Eurostars 3 Open Call.

You must satisfy all of these conditions to be eligible for this call.

🗙 Ineligible	idget: At least 50% of the total budget for SMEs from irostars countries (excluding subcontracting).
✓ Eligible	onsortium leader: from a Eurostars country.
✓ Eligible	vilian applications: project has an exclusive focus on <i>r</i> il purpose.
✓ Eligible	ndget: No single country is responsible for more than 1% of the budget.
✓ Eligible	onsortium: at least two Eurostars countries involved.
🗸 Eligible	onsortium: at least two independent entities.
✓ Eligible	onsortium leader: Innovative SME.
✓ Eligible	iration: the project duration is a maximum of 36 onths or fewer.
	onths or tewer.

Please note: The automatic check is designed only to provide support to applicants, it does not validate that your project application is eligible. Always doublecheck by other means as well that your project complies with the eligibility criteria (e.g., through manual calculations).



Declarations

Declarations

SME declaration

Commitment and signature

Each organisation in your consortium must upload a commitment and signature form.

SMEs in your consortium must also upload an SME declaration.

🖋 Incomplete

Eurostars Application Opened Commitment and signature

Commitment and signature

Please complete and submit the Commitment and signature form.

Download the Commitment and signature form template

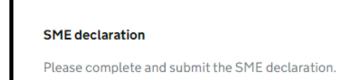
test-commitment-signature-form.pdf

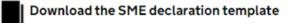
Upload your completed Commitment and signature form Your upload must be no larger than 10MB

What is a Commitment and signature form?

No file currently uploaded.

Upload





test-sme-declaration-form.pdf

Eurostars Application Opened

SME declaration

Upload your completed SME declaration Your upload must be no larger than 10MB

What is a SME declaration?

No file currently uploaded.

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reate a work package	Edit this work package
Eurostars Application Opened Work packages Click here to assign a work package to another	Work package name Work package summary
Please add and complete the information about your work packages. Work package for testing Assigned to you	Work package start time(Month) Work package duration(Months)
Purposes + Add work package	Work package milestones and outcomes
Only the main partner can add a work package. Once added, the work package can be assigned to another project partner.	Work package tasks
Please note: All partners must insert their individual costs for every work package.	

Insert your project costs

Eurostars Application Opened Your project finances

Finances

Only members from your organisation will be able to see a breakdown of your finances.

Please complete your project finances.

<u>four project costs</u>	Provide the Only your organ finances.				nbers of you	ur organisatio	n can acces	s and edit your p	roject
<u>/our funding</u>	Work Package	Person Months	Personnel costs (€)	Overhead (€)	Travel (€)	Materials (€)	Other (€)	Sub contracting (€)	Total (€)
_	WP1 / Work package for testing purposes	0.0	0	0	0	0	0	0	0
∑eureka	Total	0.0	0	0	0	0	0	0	0

All partners must insert their individual project costs in each work package.

Insert your project costs

Eurostars Application Opened Your project finances

Finances

Only members from your organisation will be able to see a breakdown of your

Please complete your project finances.

Your project costs

Your financial information

Your funding

Each partner must provide their financial information. This is visible only to them.

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Your financial information

Financial overview

1 This information is mandatory for all organisations that are NOT 100% public funded.

Details relating to your organisation finances.

Section	Financial year 1	Financial year 2
Start date of the financial report	Month Year MM YYYY	Month Year MM YYYY
End date of financial report	Month Year MM YYYY	Month Year MM YYYY
Date the financial report was submitted to national authorities	Month Year	Month Year MM YYYY
Headcount (number of people)		
Number of FTEs		
Number of FTEs dedicated to R&D		
Annual turnover (in euros)		
Annual turnover dedicated to R&D (in euros)		
Balance sheet total (in euros)		

Review your application

	🖌 Complete
n	✓ Complet
	✓ Complet
	✓ Complet
	🗸 Complet
	✓ Complet
	✓ Complet
Assigned to you	✓ Incomplet
	✓ Complet
	✓ Complet
<u>ts</u>	 Complet
	<u>Assigned to you</u>

- The platform will validate your application. All fields must be "marked as complete" to be able to submit.
- Allow plenty of time to review your submission.
- ✓ Submit before the deadline.

Submission

You will not be abl Submit application	e to make changes to your application or resubmit after this	s point.	information in the form a correct before submitting your application. Changes the form are not allowed after the application is submitted.	g s to
		Declarations	Open all	
		Commitment and signature	✓ Complete 🕇	
		SME declaration	✓ Complete +	
	This is your final chance to make changes to the application after this point. Are You will not be able to access the application after this point. Are Yes, I want to submit my application Cancel		oplication or resubmit after this point.	
∑eureka		Submit application		

Make sure that all the

Next steps

Eurostars Application Overview Test Application status

Application submitted

Application number: 13 Your application for the competition 'Eurostars 3 Open Call' was submitted on 20 Apr 2021 at 3:32pm Central European Time (CET)

View application Print application

What happens next?

Assessment process

Once the call submission deadline is reached your application will be sent for assessment. This is subject to the fulfilment of the eligibility criteria. The evaluation process follows these steps:

- All eligible applications will be assessed by at least 3 independent experts selected from the Eureka Expert
 Database. The evaluators will score each question and provide feedback to justify those scores
- The Legal and Financial Viability Check is performed by the National Funding Bodies on a participant basis to
 determine whether every consortium partner is eligible for funding. This Legal and Financial Check is performed in
 parallel to the technical evaluation.
- During this step, the National Funding Bodies maybe require additional information to their national applicants. Please check your email regularly.
- The Independent Evaluation Panel will evaluate the proposals and establish a Ranking List that will determine which
 projects are recommended for funding.
- The Ethics Panel does not give scores to projects, but elaborate an Ethics Report that might require you to submit
 additional documentation before or during the implementation of the project to ensure that you comply with the
 ethics standards set up under Horizon Europe.

The main project partner will receive an email to confirm that the application has been submitted.

All partners may view or print the submitted application at any time.



Dashboard

You can access your application at any time by opening your dashboard.

EUREKA Project Mana Dashboard Profil	agement Platform le Sign out
Applications	
Applications in progress	
Eurostars Application In Assessment 1 Application number: 30 Call: Eurostars 3 In Assessment Call	Awaiting assessment Application submitted
Untitled application (start here) Application number: 80 Call: Performance Test Open Call	710 days left 0% complete Deadline 1 Apr 2023

