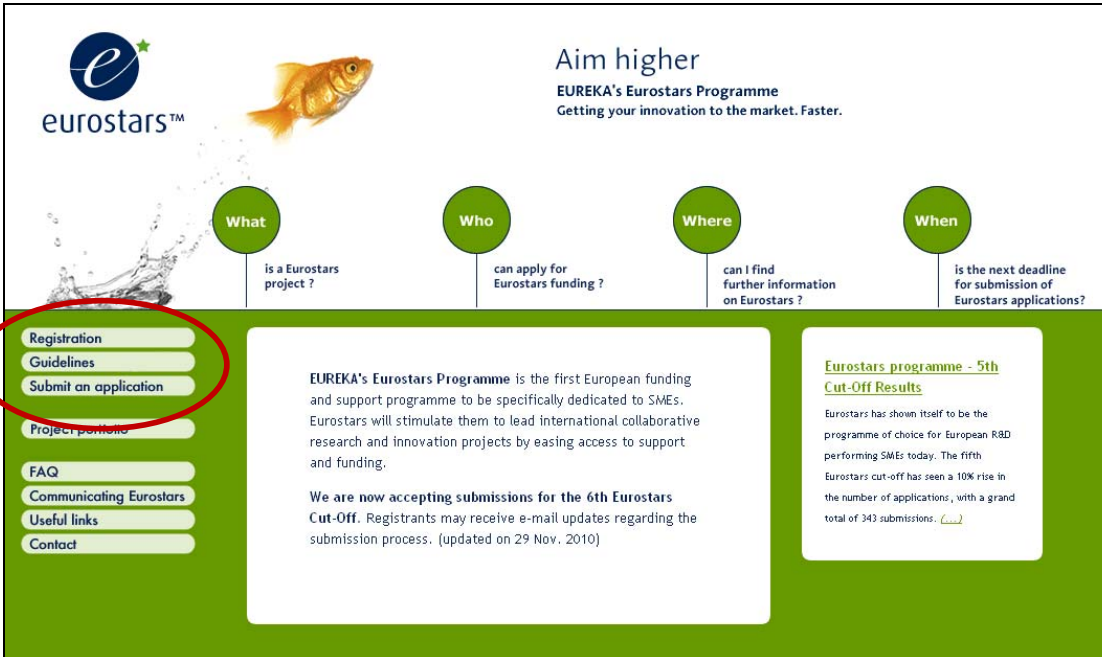


1. Overview of the Eurostars Home Page



The screenshot shows the Eurostars Home Page. At the top left is the Eurostars logo. To its right is a goldfish jumping out of water. Further right is the text 'Aim higher EUREKA's Eurostars Programme Getting your innovation to the market. Faster.' Below this are four green circles with the questions: 'What is a Eurostars project?', 'Who can apply for Eurostars funding?', 'Where can I find further information on Eurostars?', and 'When is the next deadline for submission of Eurostars applications?'. On the left side, there is a vertical menu with buttons for 'Registration', 'Guidelines', 'Submit an application', 'Project portfolio', 'FAQ', 'Communicating Eurostars', 'Useful links', and 'Contact'. The 'Registration', 'Guidelines', and 'Submit an application' buttons are circled in red. The main content area has a green background and contains two white boxes. The left box describes the EUREKA's Eurostars Programme as a funding and support programme for SMEs. The right box is titled 'Eurostars programme - 5th Cut-Off Results' and mentions a 10% rise in the number of applications.

Registration

In order to be able to submit a Eurostars project application or to download the relevant documents, the applicants need to register themselves by clicking on 'Registration'. Only one project application form can be submitted per registration. If an applicant wishes to submit more than one project application form in a single cut-off, it is required that the applicant re-registers the appropriate number of times.

Guidelines for applicants

In these guidelines it is explained which information is requested and how a Eurostars project application form should be completed. A complete description and instructions are given for all of the different stages in the process.

Submit an application

After the applicants have registered themselves, they can download an empty Eurostars project application form by clicking on this button. Other documents such as the skeleton of a consortium agreement, the guidelines for applicants and the checklist for the creation of a consortium agreement can also be obtained here. First the applicants must submit their project application form. Afterwards they have the opportunity to submit the other requested documentation.

FAQ: Frequently Asked Questions

Here the applicants can find important information about the different aspects of the Eurostars Programme.



Submitting a Eurostars project application Guidelines

Communicating Eurostars

Here you can find a series of tools and documents which have been developed to help explain and promote the Eurostars Programme within your organisation and among your colleagues and customers. You can save them on your desktop for quick reference, print out copies to have on hand, or forward them electronically to your colleagues. These tools and documents are in continuous development and are constantly being updated.

Useful links

Here the applicants can find links to EUREKA, FP7 and the definition of an R&D performing SME adopted by the European Commission.

Contact

For any further information or requests concerning the Eurostars Programme, the applicants can send an e-mail to the e-mail address provided.



2. Completion of the registration form



Registration

Registration is a fast, simple procedure that is required before you can access the necessary documents to be able to submit an electronic application for Eurostars or to be informed of important updates of Eurostars Rules (mainly national rules for funding) between your registration date and the dead line for proposal for submitting.

On successful completion of the registration process you will be provided with a password, as well as details of the Eurostars contact in your home country, by e-mail. The national Eurostars office will in turn be advised of the interest you have expressed in the Eurostars Programme that permit it to come back to you in the view to anticipate all national aspects of Eurostars of, if available, to offer you some help in building your proposal.

If the confirmation e-mail is not received within a few minutes, please retry the procedure. [EUREKA Secretariat](#)

Step 1 I am registering as

select a username *

Username1

sign name to use when submitting an application

Title * Last Name * First Name *

Mr Example EG

Function *

Project Manager

website *

www.eurostars-eureka.eu

Company *

EUREKA Eurostars

Company Registration Code *

123456789

Local registration Code of the company

Organisation Type *

Large company Research Institute University Government, Admin. R. and D. Performing SME Other

Phone Number *

+32 2 777 8950

Registration

Registration is a fast, simple procedure that is required before you can access the necessary documents to be able to submit an electronic application for Eurostars or to be informed of important updates of Eurostars Rules (mainly national rules for funding) between your registration date and the dead line for proposal for submitting.

On successful completion of the registration process you will be provided with a password, as well as details of the Eurostars contact in your home country, by e-mail. The national Eurostars office will in turn be advised of the interest you have expressed in the Eurostars Programme that permit it to come back to you in the view to anticipate all national aspects of Eurostars of, if available, to offer you some help in building your proposal.

If the confirmation e-mail is not received within a few minutes, please retry the procedure. [EUREKA Secretariat](#)

Step 1 I am registering as **Step 2** Short Summary of the Project **Step 3**

I am registering as Leader

Short Summary of the Project

(max. 1500 characters, including white spaces)

This is an example summary of a potential application is less than 1500 characters.

Technology Area of the Project

AGROFOOD TECHNOLOGY

Potential Partners

Organisation Name	Country	Type
EG Partner 1	DE/BAW	sel. SME
EG Partner 2		

Registration

Registration is a fast, simple procedure that is required before you can access the necessary documents to be able to submit an electronic application for Eurostars or to be informed of important updates of Eurostars Rules (mainly national rules for funding) between your registration date and the dead line for proposal for submitting.

On successful completion of the registration process you will be provided with a password, as well as details of the Eurostars contact in your home country, by e-mail. The national Eurostars office will in turn be advised of the interest you have expressed in the Eurostars Programme that permit it to come back to you in the view to anticipate all national aspects of Eurostars of, if available, to offer you some help in building your proposal.

If the confirmation e-mail is not received within a few minutes, please retry the procedure. [EUREKA Secretariat](#)

Step 1 I am registering as **Step 2** Short Summary of the Project **Step 3**

You have reached the end of the registration procedure.

If you have filled in all the necessary information, enter the security code below and click on "Finish".



3. GENERATE A NEW IMAGE

enter the security code as it is shown above

skv

Immediately afterwards the applicant receives confirmation and an e-mail containing a password is sent to the registered e-mail address.

An account has been requested. An email will be sent to applications@eurostars-eureka.eu.
The national point of contact for your country is:

Mr. Robert Verbruggen
avenue Louise 231
1050 Brussels

email: verr@belspo.be
fax: +32 2 230 59 12
phone: +32 2 238 34 18

Mr. Paul Van Snick
Rue Engeland, 555
1180 Brussels

email: pvansnick@irsib.irisnet.be
fax: +32 2 600 50 42
phone: +32 2 600 50 27

Mr. Danny Van Steenkiste
Ellipsgebouw - Koning Albert II-laan 35 box 16
1030 Brussels

email: dvs@iwt.be
fax: +32 2 432 43 99
phone: +32 2 432 42 17

Dr. Baudouin Jambe
Place de la Wallonie 1, bât III
5100 NAMUR

email: baudouin.jambe@spw.wallonie.be
fax: + 32 81 33 46 21
phone: +32 81 33 45 41

Submit an application

To submit a Eurostars application, please follow these steps

1. In order to receive the application form you first need to [register](#).
If you have already received your username and password please login below.
2. Download the application form
3. Fill in the form and submit it on this site
4. Upload the annexes (yearly accounts, draft consortium)

> [download the skeleton of the consortium agreement](#)

> [download the guidelines for applicants.](#)

> [download the checklist for the creation of a consortium agreement](#)

select a username

password

Submit Query

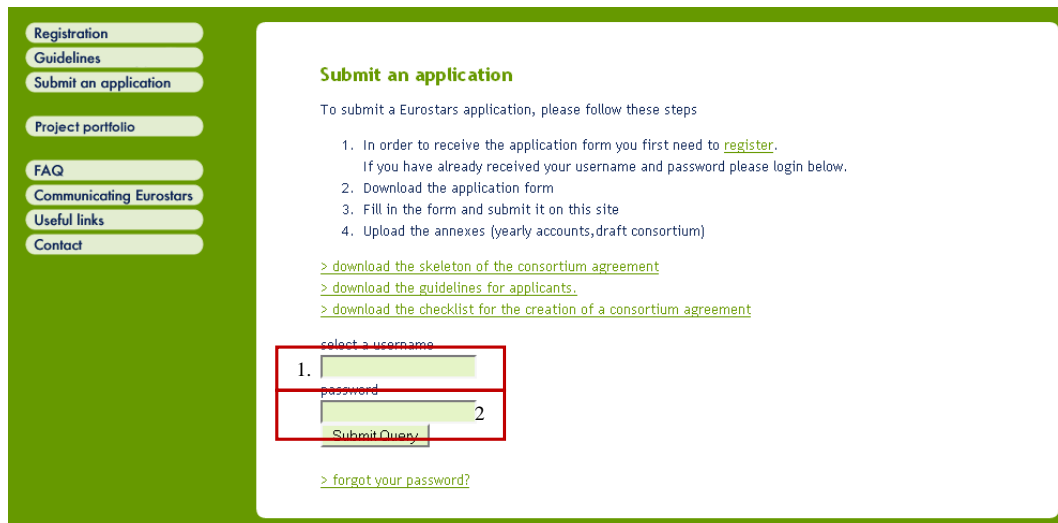
> [forgot your password?](#)

Submitting a Eurostars project application Guidelines

If all fields are correctly completed, an e-mail (see example below) with a password will be sent to the submitter.



3. Applying for Eurostars application form



Submit an application

To submit a Eurostars application, please follow these steps

1. In order to receive the application form you first need to [register](#).
If you have already received your username and password please login below.
2. Download the application form
3. Fill in the form and submit it on this site
4. Upload the annexes (yearly accounts, draft consortium)

[> download the skeleton of the consortium agreement](#)
[> download the guidelines for applicants.](#)
[> download the checklist for the creation of a consortium agreement](#)

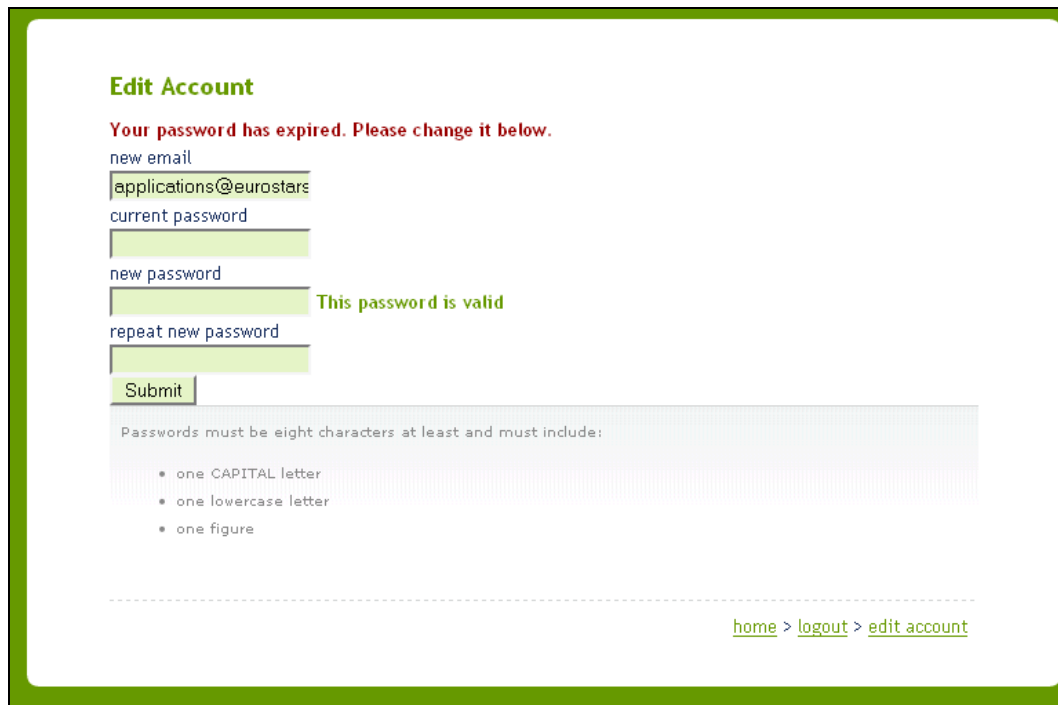
select a username
1.
password
 2

[> forgot your password?](#)

The applicants need to fill in:

1. the username which they have used in the registration form.
2. the password which they have received by e-mail.

After logging in for the first time, the system will ask the applicants to change their password.



Edit Account

Your password has expired. Please change it below.

new email

current password

new password
 This password is valid

repeat new password

Passwords must be eight characters at least and must include:

- one CAPITAL letter
- one lowercase letter
- one figure

[home](#) > [logout](#) > [edit account](#)

Account successfully updated

Submit an application

[> Download an empty project application form now](#)

Please ensure you have downloaded the latest version of the project application form (v. 7.2)

[> Download the Eurostars skeleton for consortium agreement](#)

[> Download the Eurostars guidelines for applicants](#)

[> Download the checklist for the creation of a consortium agreement](#)

1. Open the [application form you downloaded](#) from the Eurostars website using the [latest version of Adobe Acrobat Reader available](#). Compatibility with Adobe Reader 8 (and higher), on Linux, Mac O.S and Windows XP has been checked.
2. A special feature allows you to save the form with Acrobat Reader only, so you may share completion between several people over a period of time.
3. An explanation is given in the [Eurostars Guidelines](#).
4. Unless otherwise stated, the information you enter in the application form is published and publicly available. If a particular field is marked as CONFIDENTIAL, this means that access to the information within it is only available to EUREKA National Project Coordinators (NPC) from the involved countries, the EUREKA Secretariat project administration, the funding agencies of those countries, the two technical experts assessing the application and members of the Independent Evaluation Panel who will rank the application.
5. All fields need to be completed unless marked as OPTIONAL.
6. When you have completed your application, it must be uploaded through this website.
7. An automatic mail to confirm receipt of your application will be sent to the email address indicated by you. This will happen within 24 hours of submission. If you do not receive confirmation, please inform us by [email](#).
8. An application is only considered as complete when the completed form is accompanied by the required annexes (see [Eurostars Guidelines](#) for details).

Check if your acronym is still available

Upload your project application form

[home](#) > [logout](#) > [edit account](#)

4. Forgotten your password

Submit an application

To submit a Eurostars application, please follow these steps

1. In order to receive the application form you first need to [register](#).
If you have already received your username and password please login below.
2. Download the application form
3. Fill in the form and submit it on this site
4. Upload the annexes (yearly accounts, draft consortium)

> [download the skeleton of the consortium agreement](#)
> [download the guidelines for applicants.](#)
> [download the checklist for the creation of a consortium agreement](#)

select a username

password

> [forgot your password?](#)

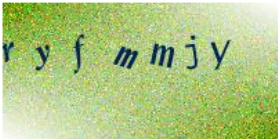
If needed, the applicants can request a new password through this link.

The following screen will appear:

Request new password

select a username

E-mail Address



> [generate a new image](#)

enter the security code as it is shown above

Submitting a Eurostars project application Guidelines


After all fields have been correctly completed, the following screen appears informing the applicants that an e-mail containing a new password will be sent to the registered e-mail address.

A new password has been generated and sent to you by email

Request new password

select a username
Username1

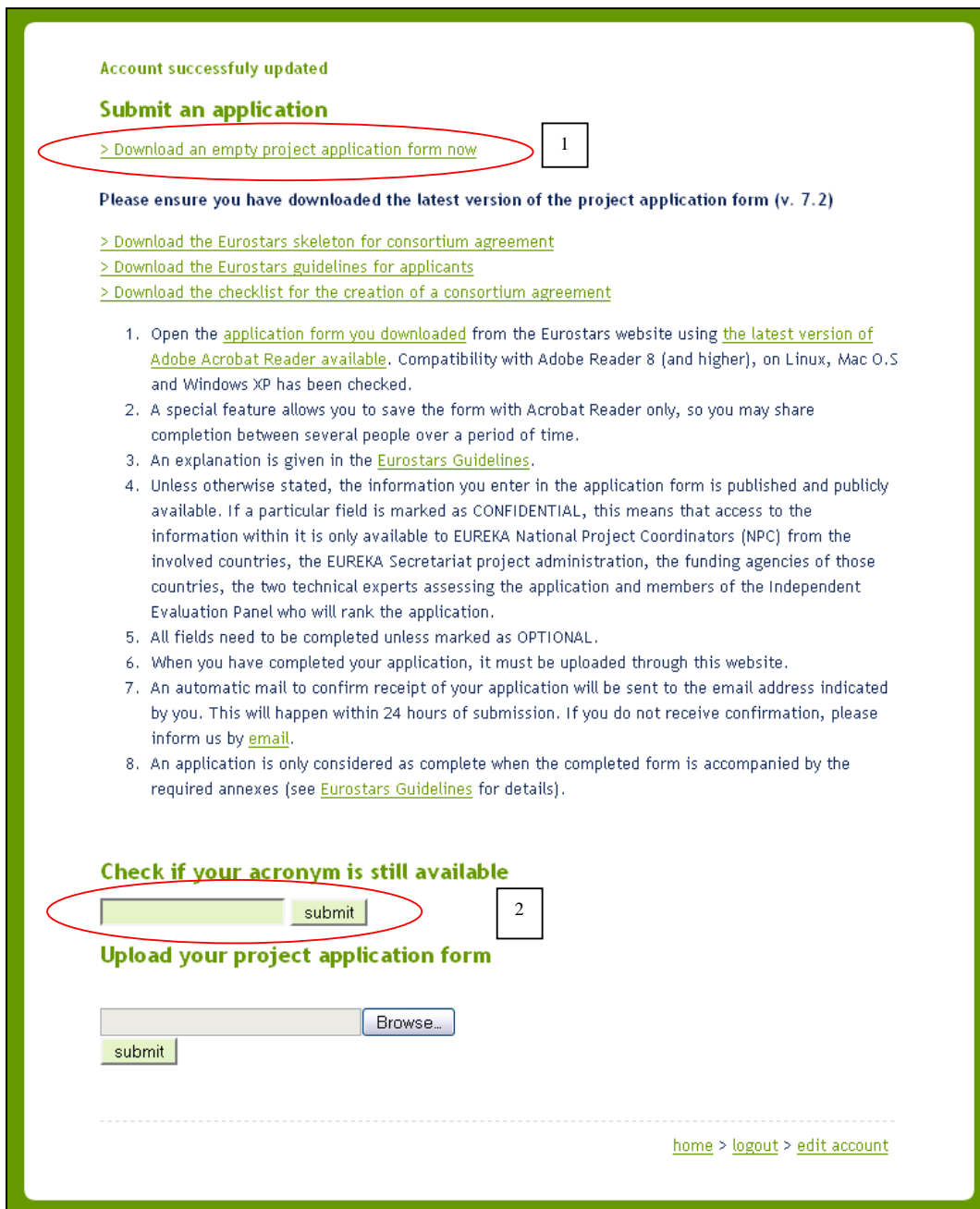
E-mail Address
applications@eurostars



> [generate a new image](#)

enter the security code as it is shown above
ryfmmjy

5. Downloading an application form



The screenshot shows a web interface for submitting an application. At the top, it says 'Account successfully updated'. Below that is a section titled 'Submit an application' with a red oval around the link '> Download an empty project application form now' and a box containing the number '1'. Underneath, it says 'Please ensure you have downloaded the latest version of the project application form (v. 7.2)' and lists three download links: 'Download the Eurostars skeleton for consortium agreement', 'Download the Eurostars guidelines for applicants', and 'Download the checklist for the creation of a consortium agreement'. A numbered list of 8 instructions follows, detailing the use of Adobe Acrobat Reader, confidentiality, and submission requirements. Below the list is a section 'Check if your acronym is still available' with a red oval around a text input field and a 'submit' button, and a box containing the number '2'. Underneath is a section 'Upload your project application form' with a text input field, a 'Browse...' button, and a 'submit' button. At the bottom right, there are links for 'home > logout > edit account'.

In order to download an empty application form the applicants need to:

1. Click on 'Download an empty project application form now'. The applicants need to save the form, which they can then fill in and save as they proceed.
2. The acronym of a project application is important. Acronyms are unique; therefore the applicants need to check the availability of the acronym before submitting the application.

6. Uploading your application form

Account successfully updated

Submit an application

[> Download an empty project application form now](#)

Please ensure you have downloaded the latest version of the project application form (v. 7.2)

[> Download the Eurostars skeleton for consortium agreement](#)
[> Download the Eurostars guidelines for applicants](#)
[> Download the checklist for the creation of a consortium agreement](#)

1. Open the [application form you downloaded](#) from the Eurostars website using [the latest version of Adobe Acrobat Reader available](#). Compatibility with Adobe Reader 8 (and higher), on Linux, Mac O.S and Windows XP has been checked.
2. A special feature allows you to save the form with Acrobat Reader only, so you may share completion between several people over a period of time.
3. An explanation is given in the [Eurostars Guidelines](#).
4. Unless otherwise stated, the information you enter in the application form is published and publicly available. If a particular field is marked as CONFIDENTIAL, this means that access to the information within it is only available to EUREKA National Project Coordinators (NPC) from the involved countries, the EUREKA Secretariat project administration, the funding agencies of those countries, the two technical experts assessing the application and members of the Independent Evaluation Panel who will rank the application.
5. All fields need to be completed unless marked as OPTIONAL.
6. When you have completed your application, it must be uploaded through this website.
7. An automatic mail to confirm receipt of your application will be sent to the email address indicated by you. This will happen within 24 hours of submission. If you do not receive confirmation, please inform us by [email](#).
8. An application is only considered as complete when the completed form is accompanied by the required annexes (see [Eurostars Guidelines](#) for details).

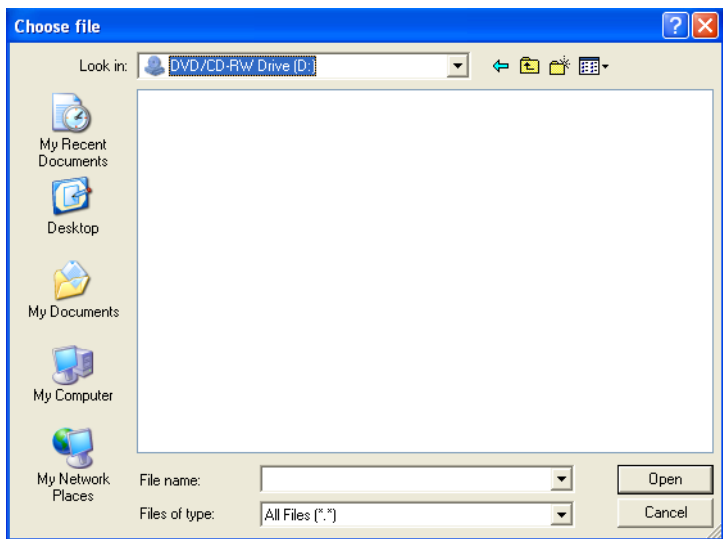
Check if your acronym is still available

Upload your project application form

[home](#) > [logout](#) > [edit account](#)

Submitting a Eurostars project application Guidelines

Applicants need to click on 'Browse' in order to select their fully completed project application form from their local files.



Once selected, please click on 'Open'.
The name of document path is filled in.

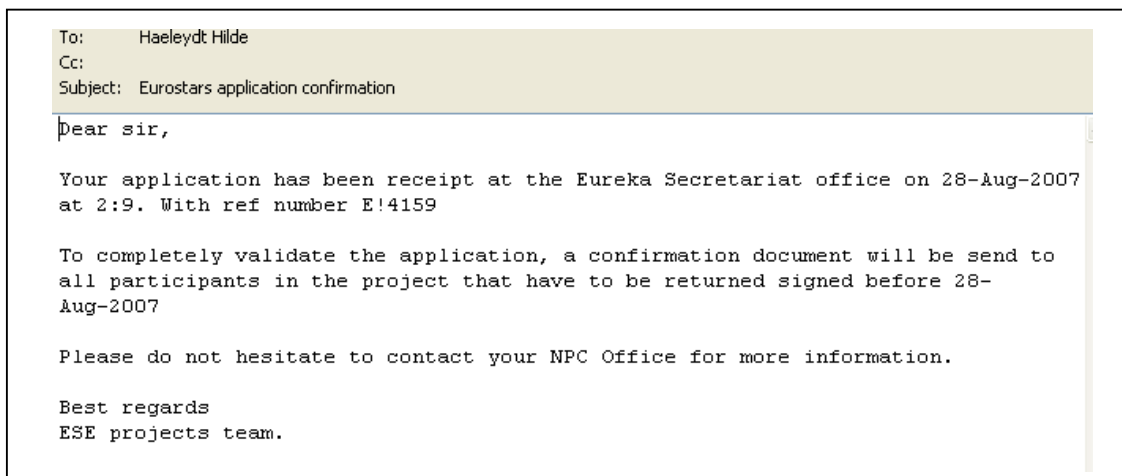
O:\T\750_ Browse...

Now applicants can click on 'Submit' to send the project application to the EUREKA Secretariat.

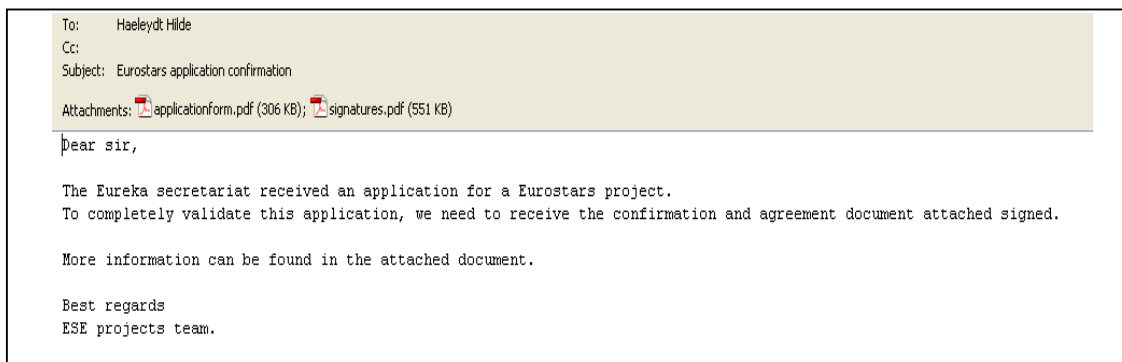


Submitting a Eurostars project application Guidelines

An e-mail is sent to each participant with the Eurostars application confirmation and the allocated Eurostars number.



After the cut-off date the EUREKA Secretariat will send the 'commitment and signature documents' to all participants by e-mail. This document must be completed, signed and returned to the EUREKA Secretariat before the date prescribed in the e-mail.



7. Uploading annexes

To complete a Eurostars project application, applicants need to upload the following annexes for each participant before the cut-off date:

- Yearly financial accounts
- Draft consortium agreement

Applicants also have the possibility to upload one annex of about 5 pages which is not mandatory. This is useful for applicants to give more information about the project application (pictures, graphs, diagrams...).

Annexed documents should preferably be in Portable Document Format (pdf). The size of each annexed document must not be bigger than 10MB.

The form has been successfully uploaded

Upload an annex document

Application Form

Annexes:

annex document

Browse...

annex type

Accounts

participant

Mühlbauer AG

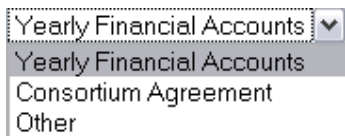
submit

How to proceed?

1. Applicants need to select the relevant file from their computer by clicking on 'Browse'.



2. After that they have to select the annex type from the drop list.
The following selection appears:

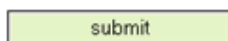


3. Afterwards the relevant participant from the drop list needs to be selected.

participant



4. Finally the applicants need to click on submit.



Submitting a Eurostars project application Guidelines

Applicants have the possibility to check which annexes have already been uploaded.

The annex has been successfully uploaded

Upload an annex document

Application Form

Annexes:

- Consortium_Agreement.pdf
- fiat_IT.pdf
- signatures.pdf
- Aalberts_eng.pdf
- Tate-Lyle-sign.pdf

annex document

Browse...

annex type

Signatures

participant

Hologram. Industries

submit

8. Updating the project application

Upload an annex document

Application Form

Annexes:

- prjapp.xml

annex document

annex type

 ▼

participant

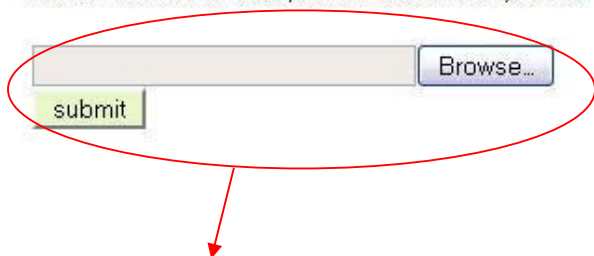
 ▼

Update your application

You can update your application by simply re-loading an application form before the cut-off date.

The previous information is completely replaced by the new one.

A confirmation of the update will be send by eMail.



The applicants can update their project application by re-submitting the project application form with the modified information. The applicants have this option until the cut off dead line.