



Aim Higher

# EUROSTARS

Funding excellence  
in innovation

Guidelines for completing  
an application



January 2017  
Version 4.0



This document provides applicants with an overview of the online application form and information on how to complete the various sections.

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## Important things to know

### Eurostars is a competition

Eurostars is a competitive application process. You and your partners are in direct competition with all of the other applications. Only the very best applications will successfully navigate the various stages and receive public support.

### We expect you to do your homework

There are lots of sources of information about Eurostars. One of the best is our network of NPCs. They are available to give you advice about the process and explain the rules.

You should know what your maximum grant might be, what the eligible costs are, and what documents you need to send us.

While partnerships and projects are acceptable within Eurostars as long as they comply with all of the eligibility criteria, this is not a guarantee that they are eligible to receive funding.

All funding given to approved projects is managed by the Eurostars countries according to their national funding rules and procedures. The eligible costs and amount of funding are dependent on the countries involved in the project. It may therefore vary between Eurostars countries.

<http://www.eurostars-eureka.eu>

### Experts can only form opinions based on the content you provide

You may have the best idea in the world, but if you:

- > are not clear
- > lack detail
- > fail to be convincing
- > fail to be concise (to the point)

you will lose your reader and you will not be successful.

Innovators have ideas. Innovative entrepreneurs can explain and sell their ideas to others.

## Later changes to the form, to the concepts, to the plan or to the themes are not permitted

Once submitted the application cannot be edited.

Factual information about an applicant organization such as phone number, e-mail address, or contact person may be corrected or updated, but it will take time and not give a good impression of you. Revisions to other sections of the application form are not permitted and requests to do so will be rejected.

## Sharing of knowledge and exploitation rights

If your project is approved for funding, we have a number of requirements that you must meet. One of them is the completion of a consortium agreement. This legal document must be signed by all parties and submitted to the Eurostars team in Brussels within 12 weeks of the letter of approval.



Any promise of funding or support is dependent on an agreement being properly completed. It is also dependent on the fact that the descriptions and clauses within it are consistent with the application that has been evaluated.

There is an expectation that the broad ideas and themes in the application form (particularly those concerning existing IPR, access rights, exploitation, IPR division and profit sharing) are carried forward into the final consortium agreement. We do not require the formal details to be identical – we are not concerned if one partner's share of the sales revenue drops from 8 percent to 6.5 percent. We are concerned that the partner, identified as profiting from sales in the application form, continues to profit directly from sales. If not, then as with any other deviation from the project plan, the eligibility for funding may not be assured, and the project risks rejection.

More information can be found in the relevant guidelines.

## Application documents

Applications must be made using the online application form, accessed through the secure section of the [Eurostars website](#). Documents cannot be submitted via any other means.

An application must contain:

### Application Form

The on-line application form is divided into a number of sections. All boxes in every section must be completed.

If a text box is not applicable to your organization (e.g. you do not have a fax machine) enter 'N/A'.

If a number field is not applicable (e.g. you are a start-up company and did not have any turnover last year) enter the number zero '0'.

Failure to enter data in every box may prevent you from submitting the application.

The typeface, font size and colour are predetermined and cannot be changed.

English is the only accepted language for completing the form.

## Character limits

The space given in each field of the form is limited to a fixed number of characters. You must restrict the content of your response in each of the fields to the space provided.

Unless otherwise stated, the character limit for each text field is set to 2000 characters. Fields with different limits will have the information shown next to the field concerned e.g. (500 character limit). Spaces and line breaks are counted towards the character limit.

## Financial annexes

Each participant should submit up to 2 financial reports.

- › your annual financial report corresponding to your last full accounting year, even if it has not yet been submitted to the national authorities.
- › your annual financial report corresponding to the financial year prior to the one mentioned above.

Only organizations which are 100 % publically funded (underwritten by a national state, e.g. universities, hospitals, etc.) do not have to supply these documents.

If no financial reports can be submitted (for example, for a start-up company), a business plan may be submitted.

These documents may be in the national language.

### Why should you send a financial report?

Countries have very strict rules about how they spend public funding.

You often need to prove that you have the capacity to undertake your part of the project, and that the levels of risk to public funds are acceptable in order to be given any support.

This can be facilitated by a financial report, a business plan, or other relevant information (information on venture capital investment, bank loans...)

In many countries the information given in an official financial report is the primary source for calculating your capacity to provide the private funding that you need, and whether support can be given.

If you do not provide the information that is suggested, or recommended by your NPC,

- › you may not fulfil the national requirements,
- › be considered high risk, and
- › may ultimately make yourself ineligible for public support.

Contact your NPC to discuss your current financial situation and what documents you need.

## What type of organization are you?

	What financial annexes should you submit?		
	Financial report Year -2	Financial report Year -1	Business Plan
SME (start-up, no accounts)	-	-	Y
SME (started last year, one closed account, not submitted or submitted)	-	Y	Y
SME (closed accounts for two or more years)	Y	Y	-
Large company	Y	Y	-
Research Centre (private)	Y	Y	-
University (private)	Y	Y	-
University (100% publically financed)	-	-	-
Hospital (100% publically financed)	-	-	-
Research Centre (100% publically financed)	-	-	-

You have the option of including one additional annex:

Illustrations, graphics and Gantt charts cannot be included in the application form. You may submit these and additional information as one PDF document accompanying the application form.

It should be written in English and be a maximum of 10 pages in length and 10 MB in size.

## Glossary

**Application:** all documents necessary for a Eurostars application (i.e. the Eurostars application form and all required and optional annexes).

**CET, Central European Time:** is observed in the Central European Time zone. Central European Standard Time (CET) is 1 hour ahead of Greenwich Mean Time (GMT+1).

**CEST, Central European Summer Time:** Summer (Daylight-Saving) Time is observed in Central European Time (CET), where the time is shifted forward by 1 hour; 2 hours ahead of Greenwich Mean Time (GMT+2).

**Eligible costs:** costs that are considered eligible in the project for which a financial contribution can be obtained. They may vary from country to country.

**Full-time equivalency (FTE):** is a measure of worker involvement in an activity. A company with 10 full-time employees has an FTE of 10, while a second company of 10 half-time employees will only have an FTE of 5.

**Legal entity:** an officially-recognised (registered) organisation in the host country.

**National Funding Body (NFB):** the organizations designated by each Eurostars country to administer funding at national level. Each national funding body financially supports its own participants in approved projects according to the applicable national funding rules.

**National Project Coordinators (NPC):** representatives who act as the direct contact with project participants and potential participants in each country. NPCs facilitate the setting-up and running of projects and are responsible for national and international support and follow-up.

**Product:** the outcome or result of the project. It may be an actual product, or it may be a service or a process.

**Public entity:** national or international public-sector body, or bodies governed by private laws with a public service mission.

**R&D:** research and development

**R&D&I:** research, development and innovation

**R&D-performing SME:** the target group for Eurostars. A full definition is available within the [Guidelines for Eligibility](#).

**Work package:** each Eurostars project is built up by work packages. These are coherent clusters of activities or tasks, that together are meant to realise a part of the project's overall objectives. All work packages together include 100% of the work defined by the project scope and captures all deliverables – internal, external, interim – in terms of the work to be completed. The overall structure of the project and the interdependency between the individual work packages should be described separately.



## To do list

01. Check if your organization is eligible to receive funding.
  - > Speak to your NPC about all available options.
02. Complete all sections of the application form.
03. Ensure that each organization has the correct status (P30, page 23).
04. Ensure that all contact details are correct (P17, page 20).
05. Upload financial annexes (P40, page 27).
06. Upload annex to project if needed.
07. Double-check content – proof reading is the cheapest way of making your application better.
08. Check your application form is complete.
09. Check your application is eligible (refer to [Guidelines for Eligibility](#)).
10. Submit!

Once you have successfully submitted your application you will receive an email confirmation with your project number. This number should be kept safe and be referenced in every communication with us.

In addition to this email, each contact person of the consortium will be invited to register in the project management platform, myEUREKA. On this platform, you will have access to all project related information and documentation, as well as to all the different tasks you are required to perform in regards to your project.

On myEUREKA, each organization in the project is assigned a unique commitment and signature form (COMMITMENT AND SIGNATURE TASK). You must complete and return this document through myEureka, within 7 days after submitting your project.

If you declare yourself to be an SME you must complete the appropriate sections of the [EC's SME declaration](#). The completed declaration should be returned to us by uploading it in myEureka within 7 days after submitting your project (SME DECLARATION TASK).

Failure to submit this declaration will result in your project being rejected. See P30 for more detailed information.

## Explanations

### Section 1 - The pitch

(Answers to questions 1, 2, 3, 6 and 7 will be made public, as will the total project cost.)

01

PROJECT TITLE

/ 100 character limit

Enter a title for your project. e.g. Microsphere conjugates for blood-glucose monitoring.

02

PROJECT ACRONYM

/ 25 character limit

Pick an acronym by which your project will generally be known. e.g. GLU MU-Sphere.

03

WHAT DO YOU WANT TO DO? WHAT WILL YOU DELIVER?

/ 500 character limit

04

WHY DO YOU WANT TO DO IT?

/ 500 character limit

05

HOW WILL YOU MAKE MONEY?

/ 500 character limit

06

SELECT TECHNICAL AREA

From the drop-down menu, pick the technological area that best matches your project. Stop when you get to the most appropriate category - you do not need to make a selection at every level.  
Give consideration to the fact that a gearbox for an electric car is not an environmental technology – it is most probably a manufacturing or transport technology.

07

SELECT MARKET AREA

From the drop-down menu, pick the market area that best matches your project. Stop when you get to the most appropriate category - you do not need to make a selection at every level.  
Give consideration to the fact that statistical software for clinical trials is not destined for the ICT market – it is most probably for the biomedical sector.

#### TOTAL COST

The total cost of the project. (The information displayed here is the sum of the data entered in the cost table (P29) for each respective organization).

## Section 2 - The business case

(Confidential)

08

WHAT IS THE PROJECT GOAL? WHAT WILL BE THE MAIN RESULT OF THE PROJECT?

Describe the concrete results expected at the end of your project (new products, prototype, process, IPR, etc.).

09

WHAT ARE YOU GOING TO SELL? TO WHOM AND HOW?

How will you convert your project result into a marketable product? Who will buy it? How will you actually generate revenue from the product?

10

WOULD YOU DEFINE THIS AS A NEW PRODUCT, AN IMPROVEMENT OF AN EXISTING PRODUCT, OR AN EXISTING PRODUCT ADAPTED FOR A NEW MARKET (OR A COMBINATION)? WHAT KIND OF DEVELOPMENT IS ENVISIONED? BREAKTHROUGH OR INCREMENTAL?

From the options available, define what your main product will be and briefly explain why. If it is a combination of several elements describe them all.

11

EUROSTARS FUNDING DOES NOT COVER ALL OF THE ELEMENTS IN THE PRODUCT DEVELOPMENT CYCLE. WITH REFERENCE TO YOUR BUSINESS PLAN, QUANTIFY THE FINANCES INVESTED TO DATE, THE PROJECT COSTS, AND THE FUTURE INVESTMENTS (YOUR OWN/OTHER RESOURCES) THAT WILL BE NECESSARY/REQUIRED FOR COMMERCIALIZATION.

/ 4000 character limit

12

DESCRIBE THE STEPS AND TIMELINE TOWARDS COMMERCIALIZATION AND BEYOND.

/ 4000 character limit

Following the end of the project, a description of the conversion of the project outputs to outcomes should be provided. This description should outline such things as the setting up of the necessary production processes, IP protection proposed and development of the sales network. Such an exploitation plan may be required by funding bodies.

13

HOW MANY MONTHS AFTER PROJECT COMPLETION WILL IT TAKE FOR THE MAIN PROJECT RESULT TO REACH THE MARKET (OR CLINICAL TRIAL)?

Enter the number of **months** between project completion and the anticipated market introduction of the main product.

In case of biotechnology, biomedical or medical projects, enter the number of months between project completion and the start of clinical trials.



Note: this information is used in the eligibility check. The figure will also be evaluated by the experts who will assess whether it is feasible.

**14** DESCRIBE THE COMMERCIAL STATE-OF-THE-ART WHICH IS AVAILABLE TODAY IN YOUR SECTOR.

What is the leading example of what is commercially available? What makes it the leader? You should demonstrate your knowledge and understanding of what is at the forefront of innovation in your sector.

**15** COMPETITION IN THE INDUSTRY: WHO ARE THE MAJOR PLAYERS IN YOUR TARGET MARKET? WHO DO YOU CONSIDER ARE YOUR DIRECT COMPETITORS? WHAT COMPETING PRODUCTS/SOLUTIONS ARE BEING DEVELOPED OR ARE ON THE MARKET?

**16** HOW IS YOUR PRODUCT DIFFERENT? WHY IS IT INNOVATIVE? HOW WILL IT BE POSITIONED WITH RESPECT TO THE COMPETITION?

**17** IDENTIFY THE POTENTIAL BARRIERS TO MARKET ENTRY AND DESCRIBE HOW EACH WILL BE OVERCOME.

/ 4000 character limit

These may include:

- > Regulatory
- > Standards and certification
- > Commercial
- > Competition (including IPR)
- > Quality
- > Pricing
- > Market acceptance

**18** DESCRIBE IN DETAIL THE CONSORTIUM'S CURRENT POSITIONING WITHIN THE TARGET MARKET?

Are you new entrants or well established with a network of existing suppliers and customers?

**19** WHAT LEVEL OF MARKET PENETRATION DO YOU EXPECT?

Estimate the potential market size and expected market share. Be realistic in your estimate and justify your reasoning.

**20** WHAT IS YOUR SALES FORECAST? JUSTIFY YOUR ANSWER.

**21** WHAT IS THE PROJECTED ANNUAL PROFIT OVER EACH OF THE FIRST 5 YEARS OF SALES?

You should try to report this in isolation from all other sources of revenue and costs. Only consider financial elements associated with participating in this project.

22

WHAT IS THE PAYBACK PERIOD FOR THE INITIAL INVESTMENT?

For the consortium as a single group, calculate how many years from the planned start of the project it will take for the profits generated by the product to match the total investments.

You should try to report this in isolation from all other sources of income and revenue. Only consider investments, turnover and profit associated with participating in this project.

## Section 3 - The project

(Confidential)

23

WHAT IS THE METHOD/APPROACH YOU WILL USE? WHY DID YOU CHOOSE THIS METHOD/APPROACH?

/ 4000 character limit

24

WHAT IS THE TECHNICAL CHALLENGE OF THIS APPROACH?

/ 4000 character limit

25

WHAT ARE THE RISKS OF THIS APPROACH? HOW WILL YOU REDUCE THESE RISKS? / 4000 character limit

Explain your risk analysis methodology. Describe which elements/steps of your project are considered risky and what those risks are. Clearly explain your strategy for minimising the risks and their impact.

26

WHAT OTHER METHODS/SOLUTIONS ARE AVAILABLE (BOTH TECHNICAL AND NON-TECHNICAL)? WHY IS YOURS BETTER?

/ 4000 character limit

State if there are any technological alternatives and mention the advantages or disadvantages compared to the technological developments envisaged in your project.

There may also be non-technical alternatives which could get the same job done.

27

ARE THERE ANY ETHICAL OR LEGAL ISSUES LINKED TO THIS APPROACH?

/ 4000 character limit

Ethics is an integral part of Eurostars from beginning to end. Applicants should therefore consider it to be an integral part of all of their projects and activities.

We take a particularly dim view of applicants that do not appropriately describe how their plans comply with any relevant ethics rules or practices set out in the applicable International, European and National legislation.

To help you to identify potential ethics issues, we advise you to read the ethics self-assessment guidelines provided for H2020:

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/ethics/h2020\\_hi\\_ethics-self-assess\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)

Please consider that ethics issues do not only arise in obvious fields (e.g. medical, animal and biotechnology research), but might occur in various areas of research including:

- > Collection, processing and transfer of personal data
- > Research involving non-EU countries
- > Environment, health and safety
- > Dual use / misuse
- > Etc.

Possible ethics concerns and the way you address them, should be described in this section. Any documentation suggested by the self-assessment guidelines should be uploaded as part of the project annex.

## Section 4 - The work packages

(Confidential with the exception of questions W1 and W2)

### W1 WHEN IS YOUR PROJECT EXPECTED TO START?

Enter the month and year you expect your project to start.

In your estimate, you should give consideration to the time needed to evaluate the project, for the consortium agreement to be finalized, and contract negotiations with your national funding body to be concluded. You should contact your [NPC](#) to get an indication of how long this process might take.

### W2 HOW MANY MONTHS WILL THE PROJECT TAKE TO COMPLETE?

Enter the duration of the project in months.



Note: this information is used in the eligibility check.

#### WORK PACKAGE COST TABLE

This gives a summary of the cost for each participant by work package and the total cost of the work package. (The information displayed here is calculated from the data entered in the cost table (P29) for each respective organization).

For each work package:

### W3 WORK PACKAGE NAME

Provide a name for each work package.

### W4 WORK PACKAGE SUMMARY

/ 4000 character limit

Describe its objectives, explain the technical approach to the work, clearly state the starting point and expected results.

What is the relationship between this work package and any preceding or subsequent ones?

GANTT DIAGRAMS ARE USEFUL FOR VISUALIZING THE OVERVIEW OF PROJECT ACTIVITIES. YOU MAY WISH TO INCLUDE ONE OF YOUR OWN AS AN 'OPTIONAL ANNEX'. FIGURE 1 IS AN EXAMPLE OF A GANTT CHART FOR GLU MU-SPHERE, A 24 MONTH PROJECT.

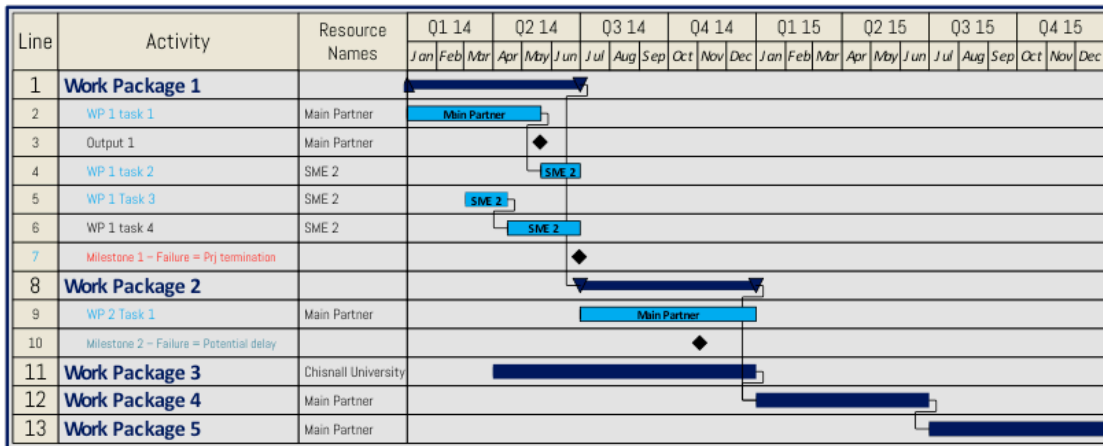


Figure 1: example of a Gantt chart for a 24 month project

It is divided into 5 work packages. Work packages 1 and 2 have been expanded to show their detail. Each work package has a number of tasks, milestones and outputs. Some of the milestones affect whether the project can continue or not.

## W5 WORK PACKAGE START TIME

State which month (calculated from the project start) each work package will begin given that:

The project starts at month 'zero' (project time elapsed = 0).

After 4 weeks, the project has been running for 1 month (project time elapsed = 1).

After 24 weeks, the project has been running for 5 months 2 weeks (project time elapsed = 5.5).

All eligible projects must be concluded by the end of month 36 (project time elapsed = 36). Therefore a work package cannot start in month 36.

- › In Figure 1: work package 2 can only start once work package 1 has been completed. Work package 1 starts in month zero and will take 6 months to complete. Work package 2 therefore has a starting time of month 6.
- › Work package 3 is not dependent on work package 1 and could start at any point before month 3; however it must be completed at the same time as work package 2 as work package 4 is dependent on both. Month 3 is the limit of the starting time.





## W6 DURATION OF WORK PACKAGE

Indicate the number of months required to complete each work package.

- › In Figure 1, work package 2 starts in month 6 and finishes in month 12. The duration is therefore 6.0 months.

## W7 MILESTONES AND OUTCOMES

Describe the milestones and outcomes. State clearly what type of outcome is expected (document/blueprint/software/system/hardware/...) as well as when you expect to have completed it.

For each you should:

- › Identify their place in the critical path of the overall project.
- › Indicate if it is a Go/No-go decision point – it may be that any failure cannot be overcome and the project may naturally come to a conclusion.
  - › In Figure 1, output 1 is the product of the work undertaken by the main partner in work package 1. This output is required before SME 2 can commence their assigned task.
  - › Milestones 1 and 2 have both been identified as a Go/No-go points. In the example, a failure at milestone 1 will result in project failure, however a failure at milestone 2 may not mean automatic failure, and may only result in a short delay.

## W8 TASKS

/ 10000 character limit

Field W4 (Work package summary) provides a broad summary of the activities; you are now required to present a list of the tasks being undertaken within each work package. Describe the role, the activities and the responsibilities of each organization in each of these work packages.

You should produce a list of tasks using the following template:

- › Task reference (WP1, task 1...)
- › Identify the organization performing the task (use the shortened names provided in P1).
- › Provide a general description of the task/activities.
  - › In Figure 1, each task is given a new reference.
  - › Each organization should have its own tasks. Tasks may feed into other tasks or be part of a large work package, but you cannot have two different organizations doing exactly the same task.
  - › Accurate referencing will allow you to cross reference with P26, and be the basis of the costs reported in the cost table (P29) for each respective organization.

## Section 5 - The consortium

(Confidential with the exception of questions 28 and 29)

### PARTICIPANT OVERVIEW

28

NAME OF EACH PARTICIPANT

/ 200 character limit

Enter the full (legal) name of your organization as it appears in national registers. Ensure that it is correct as this information will be used within the legal declaration that you will have to sign later.

29

IDENTIFY THE MAIN PARTICIPANT

One of the organizations must be chosen to be the project leader.



Note: the eligibility requirements dictate that the project leader must fulfil [certain criteria](#).

30

DESCRIBE THE PROJECT MANAGEMENT EXPERIENCE OF THE MAIN PARTNER.  
EXPLAIN HOW THEY WILL LEAD THIS PROJECT.

31

WHY WILL THIS PROJECT BENEFIT THROUGH THE COLLABORATION OF THE LISTED PARTICIPANTS?

Why is this particular group of organizations the most appropriate? What will each partner bring that is unique and is not within the capacities of the others?

### SHARING OF KNOWLEDGE AND EXPLOITATION RIGHTS

If your project is approved for funding, we have a number of requirements that you must meet. One of them is the completion of a consortium agreement. This legal document must be signed by all parties and submitted to the Eurostars team in Brussels within 12 weeks of the letter of approval.

Any promise of funding or support is dependent on an agreement being properly completed. It is also dependent on the fact that the descriptions and clauses within it are consistent with the application that has been evaluated.

There is an expectation that the broad ideas and themes in the application form (particularly those concerning existing IPR, access rights, exploitation, IPR division and profit sharing) are carried forward into the final consortium agreement. We do not require the formal details to be identical – we are not concerned if one partner's share of the sales revenue drops from 8 percent to 6.5 percent. We are concerned that the partner, identified as profiting from sales in the application form, continues to profit directly from sales. If not, then as with any other deviation from the project plan, the eligibility for funding may not be assured, and the project risks rejection.

More information can be found in the relevant guidelines.

**32** WHAT PRE-EXISTING KNOWLEDGE WILL BE BROUGHT TO THE PROJECT? WHO OWNS IT? WHO WILL HAVE AUTHORIZATION TO USE IT?

**33** WILL THE PROJECT'S RESULTS BE PROTECTED? HOW?

**34** HOW WILL THE PROJECT'S RESULTS BE DISTRIBUTED ACROSS THE CONSORTIUM? WHO WILL OWN THEM? WHO WILL BE ABLE TO EXPLOIT THEM?

**35** WHAT WILL HAPPEN IN THE EVENT OF A PARTNER LEAVING THE CONSORTIUM? HOW WILL ACCESS TO THE KNOWLEDGE AND RESULTS AS WELL AS THEIR OWNERSHIP BE AFFECTED?

## Section 6 - The participants

(Confidential with the exception of questions P1, P2, P3, P4, P5, P11 and P30)

### PRECISE IDENTIFICATION OF APPLICANT ENTERPRISE

The full name or business name of each organization is cross-referenced from question 28 into individual sections. For each, enter details as prompted by the fields.

**P1** SHORTENED ORGANIZATION NAME / 10 character limit

Choose a shorter name that will identify your organization within the project (3-5 characters is ideal).  
e.g. the EUREKA Secretariat which runs Eurostars is often shortened to ESE.

#### LEGAL ADDRESS

Enter the details of your organization as prompted by the fields. This must be the legally registered address for your organization. This information will be used within the commitment and signature form.

**P2** STREET

**P3** ZIP

**P4** CITY

**P5** COUNTRY

**P6** TELEPHONE

Remember to add the country code and remove any unnecessary zeroes.

#### OPERATIONAL ADDRESS

If the operating address of your organization is different to its legal address, enter the details as prompted by the fields. If the details are the same leave it blank.

**P7** STREET

**P8** ZIP

**P9** CITY

**P10** TELEPHONE

Remember to add the country code and remove any unnecessary zeroes.

**P11** WEB

If you have a website, enter the address of the homepage.

**P12** REGISTRATION/VAT NUMBER

This is so that we can correctly identify your organization.

You should\* supply the unique number/reference that was allocated to your organization by your country's national authorities. It should be unique to your organization and the format is dictated by national requirements.

Entering the wrong details or inconsistent information will cause the evaluation of your project to be delayed.

\*Large public entities (hospitals, universities) may not have a number. If so, enter 'N/A'.

**P13** NAMES AND TITLES OF THE PRINCIPAL DIRECTOR(S)

This is the Chairperson, Director-General or equivalent.

**P14** YEAR OF COMPANY REGISTRATION

Enter the year that your organization was registered in its host country.

**OPERATIONAL CONTACT PERSON**

Enter details of your organization's contact person as prompted by the fields. Remember, for the purposes of signing a legal declaration, the person acting as the official point of contact is not necessarily an authorized legal representative.

**P15** CONTACT PERSON

- a. First Name
- b. Family Name

**P16** THE CONTACT PERSON'S FUNCTION (JOB) WITHIN THE ORGANIZATION

**P17** EMAIL ADDRESS

Make sure that you enter this correctly. This is the main way we contact you.

**P18** DIRECT PHONE NUMBER

Remember to add the country code and remove any unnecessary zeroes. The phone number of the Eurostars team in Belgium would be entered as: +32 2 777 09 50.

## ABOUT YOUR ORGANIZATION

P19

WHAT ARE YOUR CORE BUSINESS ACTIVITIES AND EXPERTISE? IN WHICH SECTORS DO YOU OPERATE?

## YOUR FINANCES

P20

WITH REFERENCE TO YOUR ANNUAL REPORT, CLEARLY EXPLAIN YOUR CURRENT FINANCIAL SITUATION.

This will allow you to justify your capacity to perform your part of the project.

The information on the actual financial status of the applicants is included in the financial reports, but a summary must be provided in English. This is also an opportunity to explain activities in recent months if they are not covered in the financial report.

P21

EUROSTARS DOES NOT COVER 100% OF ANY PROJECT COSTS. WITH REFERENCE TO YOUR BUSINESS PLAN, EXPLAIN IN FULL HOW YOU INTEND TO FINANCE YOUR PART OF THE PROJECT. WHAT ARE YOUR SOURCES OF FINANCE? ARE THESE SECURED OR CONDITIONAL? WHAT ALTERNATIVES ARE AVAILABLE?

/ 4000 character limit

Depending on the national funding rules, a significant part of the activities might be financed by you, the participant. It is important for us to understand and know how you will cover these expenses.

## YOUR CURRENT R&D ACTIVITIES

P22

ANSWER THE FOLLOWING:

- k. State the number of R&D projects your organization is currently running/participating in.  
If the answer is zero, enter '0' in each of the other fields.
- l. How many Full-Time Equivalents do you allocate to these projects?  
This should include all FTE involvement in the project and not just those performing the R&D work itself (i.e. accounting/marketing/production should also be included).
- m. How many of these projects are subject to public funding?
- n. For these projects, what is the total value (€) of the public funding?

## YOUR EXPECTATIONS

P23

WHY ARE YOU PARTICIPATING IN THIS PROJECT? WHY ARE YOU GOING TO INVEST YOUR MONEY AND PERSONNEL IN IT?

It is important to know that your motivation goes beyond receiving public funding. What is your interest in the project and why are you inspired to participate?

**P24** WHAT IS THE ECONOMIC IMPACT THIS PROJECT WILL HAVE ON YOUR ORGANIZATION?

Quantify (in euro) and justify the economic impact you expect to create.

You should try to report this in isolation from all other sources of income and revenue. Only consider impact associated with the running and exploitation of this project.

Use whole numbers rather than percentage growth and ratios as these can be misleading.

**P25** WHAT IS THE EXPECTED EMPLOYMENT GROWTH AS A RESULT OF THIS PROJECT?

Quantify and justify the number of new FTE positions (and their level, e.g. assistants, project coordinators, managers) you expect to create.

You should try to report this in isolation from all other generators of employment. Only consider growth in relation to the running and exploitation of this project.

## YOUR ROLE AND COSTS

**P26** WITH REFERENCE TO THE WORK PACKAGE DESCRIPTIONS, LIST EACH OF YOUR TASKS IN THE PROJECT

With reference to field W8 tasks, provide a list of the reference numbers for the tasks which are allocated to your organization. This list of tasks and activities will be the justification for the costs that you enter in the cost table below (P29).

**P27** WILL YOU SUBCONTRACT ANY WORK?

**P28** DESCRIPTION OF SUBCONTRACTING

If the answer to question P27 is 'No' enter 'N/A'. If the answer is 'Yes' then:

- > List each activity and task you will subcontract to another organization.
- > Explain why are you subcontracting these activities and tasks? Why can they not be performed in-house?
- > If possible, mention who are you considering to employ as a subcontractor.



- > **Subcontracting between partners within the consortium is not permitted.**

**P29**

ENTER THE PERSON-MONTHS AND FULL COSTS ASSOCIATED WITH YOUR PARTICIPATION IN THIS PROJECT INTO THE TABLE.

Ensure that you use the correct units when filling in the table (euros or numbers).

You must reflect the true cost of the entire participation, not just the desired public subsidy.

All number entries must use the format 1234567.89

A single decimal point is permitted, however numbers should not use 'thousands separators', punctuation, letters or currency units. For example, one million one hundred euro and fifty cents should be written as '1000100.50'.

Cost table for each participant

	Person months	Personnel costs	Overheads	Travel	Materials*	Other	Subcontracting	Total
WP1	#	(€)	(€)	(€)	(€)	(€)	(€)	(€)
WP2	#	(€)	(€)	(€)	(€)	(€)	(€)	(€)
...	#	(€)	(€)	(€)	(€)	(€)	(€)	(€)
WP(n)	#	(€)	(€)	(€)	(€)	(€)	(€)	(€)
Total	#	(€)	(€)	(€)	(€)	(€)	(€)	(€)

\*Material, consumables, material depreciation costs

## WHAT TYPE OF ORGANIZATION ARE YOU?

**P30**

TYPE OF ORGANIZATION

a. choose between:

- > SME,
  - > autonomous enterprise
  - > partner enterprise
  - > linked enterprise
- > large company,
- > university,
- > research institute,
- > other



Aim Higher

b. If you are an SME, do you comply with the definition of '[R&D-performing SME](#)'?



Note: this information is used in the eligibility check.

Unsure if you are an SME? Take the test [here](#).

If you declare yourself to be an SME you must conform to the EC definition, available [here](#).

Furthermore, you must declare which type of SME you are; autonomous, partner or linked. Definitions of these organization types and how to apply the SME definition, can be found [here](#).

If you declare yourself to be an SME you must complete the appropriate sections of the [EC's SME declaration](#). The completed declaration should be returned to us by uploading it in myEureka within 7 days after the submission deadline (SME DECLARATION TASK). Failure to submit this declaration will result in your project being rejected.

The R&D-performing SME status will be confirmed after the submission deadline. The status will be given on the basis of the information provided in the subsequent table.

The criteria for becoming an R&D performing SME are presented here: [Guidelines for Eligibility](#)

#### DATA USED TO DETERMINE THE CATEGORY OF ENTERPRISE:

- \* Reference period for column 2: The financial report from your last complete and closed year. (Year-1)
- \*\* Reference period for column 1: The financial period immediately prior to that mentioned in column 2. (Year-2)





What type of organization are you?	What do you have to enter in the table for questions P31 – P39?		
	Column 1 Financial report Year -2	Column 2 Financial report Year -1	Special notes
SME (start-up, no accounts) You must still provide data.	P31-P33: leave blank P34-P39: Enter '0' in fields	P31: real value P32-P33: date expected (future) P34-P39: Enter predicted values	The data should be derived from a reliable estimate made in the course of the financial year. The estimations should be substantiated in your annexed business plan. For P33, provide the date you plan to submit the document to the national authorities.
SME (started last year, one closed account, not submitted or submitted)	P31-P33 leave blank P34-P39: Enter '0' in fields	P31-P32: real value P33: real date or expected date (future) P34-P39: Enter known values	You have closed one financial year. For P33, provide the date that the account was submitted, or the date that you plan to submit the document to the national authorities.
SME (closed accounts for two or more years)	P31-P39: Enter known values	P31-P39: Enter known values	-
Large company	P31-P39: Enter known values	P31-P39: Enter known values	-
Research Centre (private)	P31-P39: Enter known values	P31-P39: Enter known values	-
University (private)	P31-P39: Enter known values	P31-P39: Enter known values	-
University (100% publically financed)	P31-P33: leave blank P34-P39: Enter values if known, otherwise '0'	P31-P33: leave blank P34-P39: Enter values if known, otherwise '0'	Universities, hospitals or other publically financed organizations can be very large and it may not be possible to obtain realistic answers to the questions. It is often the case that the funding body administering Eurostars has a better understanding of the situation than the contact person of the organization. These questions may therefore be completed with 'zero' in the fields.
Hospital (100% publically financed)	P31-P33: leave blank P34-P39: Enter values if known, otherwise '0'	P31-P33: leave blank P34-P39: Enter values if known, otherwise '0'	
Research Centre (100% publically financed)	P31-P33: leave blank P34-P39: Enter values if known, otherwise '0'	P31-P33: leave blank P34-P39: Enter values if known, otherwise '0'	



Private entities which declare zero for all fields in column 2 may not be considered to be 'enterprises' and may be rejected.

	Column 1** Financial report Year-2	Column 2* Financial report Year-1
<b>P31</b> START DATE OF FINANCIAL REPORT	Select date	Select date
<b>P32</b> END DATE OF FINANCIAL REPORT	Select date	Select date
<b>P33</b> DATE THE FINANCIAL REPORT WAS SUBMITTED TO NATIONAL AUTHORITIES	Select date	Select date
<b>P34</b> HEADCOUNT	(# of people)	(# of people)
<p>State the number of employees within your organisation during the specified financial periods. The number of employees must cover full-time, part-time and seasonal staff and includes the following:</p> <ul style="list-style-type: none"> <li>&gt; Employees,</li> <li>&gt; Persons working for the enterprise being subordinated to it and considered to be employees under national law,</li> <li>&gt; Owner-managers,</li> <li>&gt; Partners engaged in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.</li> <li>&gt; Apprentices or students engaged in vocational training with apprenticeship or vocational training contracts are not included in the headcount. Nor do you include maternity or parental leave.</li> </ul>		
<b>P35</b> NUMBER OF FULL-TIME EQUIVALENTS EMPLOYED (NUMBER OF PEOPLE)	(# of people)	(# of people)
<p>State the number of FTEs within your organisation during the specified financial periods. Anyone who worked full-time within your enterprise, or on its behalf, during the entire reference year counts as one unit. Treat part-time staff, seasonal workers and those who did not work the full year as fractions of one unit.</p> <p> Note: this information is used in the definition of an SME.</p>		
<b>P36</b> NUMBER OF FULL-TIME EQUIVALENTS DEDICATED TO R&D (NUMBER OF PEOPLE)	(# of people)	(# of people)
<p>State the number of the FTEs declared in P35 that were dedicated to R&amp;D activities within your organisation during the specified financial periods.</p> <p> Note: this information is used in the definition of an R&amp;D-performing SME.</p>		

<p><b>P37</b> ANNUAL TURNOVER (IN EURO)</p> <p>State the turnover in euro of your organisation during the specified financial periods.</p> <p> Note: this information is used in the definition of an SME.</p>	(€)	(€)
<p><b>P38</b> ANNUAL TURNOVER DEDICATED TO R&amp;D EXPENDITURE (IN EURO)</p> <p>State the amount (in euro) of your annual turnover reinvested in R&amp;D expenditure on an annual basis within your organisation during the specified financial periods.</p> <p> Note: this information is used in the definition of an R&amp;D-performing SME.</p>	(€)	(€)
<p><b>P39</b> BALANCE SHEET TOTAL (IN EURO)</p> <p>State the balance sheet total (in euro) of your organisation during the specified financial periods.</p> <p> Note: this information is used in the definition of an SME.</p>	(€)	(€)

**P40** SEND THE FINANCIAL ACCOUNTS CORRESPONDING TO THE DATA IN COLUMNS 1 AND 2 AND UPLOAD THEM AS A SINGLE DOCUMENT.

Organizations which are 100 % publically funded do not have to supply this annex.

Unsure about which documents to upload? – See the explanation within the ‘Application documents’ section.

## Confidentiality

We aspire to be as transparent and open as possible. Eurostars is paid for by the tax payers of the participating countries. They have a right to know who they are giving money to and what you intend to do with it.

However, Eurostars is designed to support business. We know that too much openness can spell disaster for a company trying to be the first on the market. Some elements will automatically become public, but as a rule, the information you enter in the application form will be kept confidential.

A section or field identified as ‘PUBLIC’ will be displayed on our website and be available to all.

The remaining fields are considered 'CONFIDENTIAL', however content is still visible to certain individuals and organizations. The information will be available to:

#### ORGANIZATIONS

- › all organizations participating in a given project (this does not include subcontractors),
- › the offices of the National Project Coordinators and the associated Ministries from the involved countries,
- › the relevant funding bodies of the involved countries,
- › the EUREKA Secretariat,
- › the European Commission,
- › auditors of the above organizations,
- › organisations charged with analysing the effectiveness of Eurostars as a programme.

All employees of these organizations are subject to confidentiality clauses within their employment contracts.

#### INDIVIDUALS

- › the experts who will evaluate the application,
- › members of the Independent Evaluation Panel who will score and rank the application.
- › experts charged with analysing the effectiveness of Eurostars as a programme.

Experts and the Independent Evaluation Panel members are required to sign confidentiality agreements and to declare any potential conflict of interest. They are required to treat information contained within applications in the strictest confidence. They are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the evaluation themselves and not ask someone to evaluate the application in their place. They must not ask anyone to give another opinion of their work.

Applicants will have the opportunity to request that certain organisations or individuals are excluded from evaluating their application. Applicants may specify which entities should not be involved within the space provided in the commitment and signature form and in the 'exclude experts' box within the commitment and signature task.

Occasionally, we are asked to provide data for academic studies and scientific literature. Data is provided in an aggregate and anonymous manner, and the users are subject to the same confidentiality agreements as the experts evaluating the applications.

## Information Security

### Electronic submission of application documents

The electronic submission of applications uses https, which encrypts and decrypts the requests and information between the applicant's browser and the server to which applications are submitted, using a Secure Socket Layer (SSL). SSL allows an SSL-enabled server to authenticate itself to an SSL-enabled client and vice versa, enabling the machine to establish an encrypted connection.

### 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 applicants provide on the application forms will be used in the processing of all aspects of the relevant application. This will include recording on the in-house and the Eurostars-contracted Programme Manager's processing computer and management information systems and in the preparation of material for applicants and for use by the assessment panels. 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:  
EUREKA Secretariat, Rue Neerveld 107, 1200 Brussels.