



The Eurostars™ Programme

Funding excellence in innovation

Guidelines for Participants

September 2013
Version 2.5

The Eurostars Programme is a joint initiative of EUREKA and the European Community



This document provides the participants of an Approved Eurostars project with guidelines on their responsibilities and obligations to the Eurostars programme.

Further information on the Eurostars Programme is available at <http://www.eurostars-eureka.eu>

Questions or documents relating to the Eurostars monitoring can be sent to: projects@eurostars-eureka.eu

0. Changes from Version 2.4

Below is a list of changes in the content of this document when compared to its immediate predecessor.

	Page	Section	Change from version 2.4
1	12	4. How should the Eureka Secretariat be informed about a change to a project?	Sub-section “Important points to know before requesting a change for a project” replacing old sub-section: “Summary of the Eurostars eligibility criteria”
2	13	4. How should the Eureka Secretariat be informed about a change to a project?	Sub-section “How to declare a change to a project” replacing old sub-section “What documents are required to process the change?”

Contents

0. Changes from Version 2.3	3
1. Introduction	5
2. What are the participants' obligations once an application becomes an approved Eurostars project?	7
To initiate the project:.....	7
To execute the project:.....	8
3. Eurostars reporting at European level.....	8
The reporting process	9
4. How should the EUREKA Secretariat be informed about a change to a project?	11
Important points to know before requesting a change for a project	12
What types of changes can be considered?	12
Which are the steps of the process?.....	13
How to declare a change to a project?	13
5. Communicating Eurostars.....	15
Eurostars Success Stories	16
Information security and confidentiality	17

Welcome to the Eurostars Programme

1. Introduction

In these guidelines you will find information relating to the responsibilities and obligations of participants in the Eurostars Programme once a Eurostars project application has been 'approved' to become a Eurostars project.

What is an 'approved' Eurostars project?

Within four months of the cut-off deadline, the list of projects which have been earmarked for funding within the Eurostars framework will be released. Projects within this list will be 'approved' and have earned the right to be officially recognised as a Eurostars-labelled project.

There are a number of different obligations that must be complied with to maintain the Eurostars status of the project, independent of the funding status of the participants (funded through Eurostars programme or not funded through the Eurostars programme).

Details about these different obligations are presented in the following table.

The EUREKA National Project Coordinator (NPC) www.eurostars-eureka.eu/where.do and the EUREKA Secretariat (ESE) projects@eurostars-eureka.eu are available to offer advice and assistance during each phase of the project.

Small glossary of useful acronyms:

ESE: EUREKA Secretariat

NPC: National Project Coordinator

NFB: National Funding Body

CA: Consortium Agreement

PPR: Project Progress Report

	Milestones in Eurostars Programme	When?	What?	Who?	Links	Contact for information
PROJECT INITIATION	Results of project funding	Within four months of the cut-off date	Receipt of funding results letter	Each participant of the consortium receives the letter		www.eurostars-eureka.eu/where.do
	Contact NPC	Within ten working days of receipt of the letter with the funding results	Contact national NPC	Each participant of the consortium		www.eurostars-eureka.eu/where.do
	National registration for funding	After receipt of the letter with the funding results	Contact the National Funding Body (NFB) via NPC	Each participant of the consortium		www.eurostars-eureka.eu/where.do
	The final Consortium Agreement	Within 12 weeks of the funding results	Supply the final CA signed by all the participants to the ESE	The main participant of the project	https://www.eurostars-eureka.eu/guidelines.do	projects@eurostars-eureka.eu
PROJECT EXECUTION	Project Progress Reports (PPRs)	Twice yearly (in spring and in autumn) independently of the project start	Report about the technical progress of the project	Main participant must return the official form to the ESE	https://www.eurostars-eureka.eu/guidelines.do	projects@eurostars-eureka.eu
	Declaration of changes in the project	Any time once the project is approved	The ESE must be informed about any change of the project	Main participant informs the ESE	Click here	projects@eurostars-eureka.eu
PROJECT FINALISATION	Final report (FiR)	Report for completed projects	Final report - project's technical achievements and steps to follow	The ESE despatches the FiR	https://www.eurostars-eureka.eu/guidelines.do	projects@eurostars-eureka.eu
	Market Impact Report (MIR)	Annual reports after successful project completion	Report during the marketing phase of the product/process/service	The ESE despatches the MIR	https://www.eurostars-eureka.eu/guidelines.do	projects@eurostars-eureka.eu

2. What are the participants' obligations once an application becomes an approved Eurostars project?

To initiate the project:

Contact your EUREKA National Project Coordinator (NPC)

The EUREKA Secretariat (ESE) will send a letter to all participants with the funding results of the cut-off, within four months of the cut-off date. If a project has been earmarked for funding within the framework of an approved Eurostars project, all participants must contact their National Project Coordinator (NPC) within 10 working days of the date of receipt of the letter of funding results (see table).

Contact details for your NPC can be found at: www.eurostars-eureka.eu/where.do

National registration for funding

Each participant from the consortium must set up the national registration for funding, in accordance with national rules, in order to secure the committed funding. The National Funding Bodies (NFB) can be contacted via the NPC.

Supply a copy of the final consortium agreement signed by all the participants

The main participant must provide a copy of the final consortium agreement, signed by all consortium members, to the ESE within 12 weeks of the Eurostars communication of the funding results.

The final consortium agreement signed by all participants must be sent to projects@eurostars-eureka.eu

Note that public funds cannot be paid to participants before a signed final consortium agreement is delivered to the EUREKA Secretariat.

Failure to return the final signed consortium agreement to the ESE will lead to the removal of the project's label and ultimately to the withdrawal of public funding.

To execute the project:

Complete all Eurostars reporting requirements

- > *Project Progress Reports (PPR)*: reports about technical progress made, sent at six-month intervals
- > *Final report*: one-off report for completed projects
- > *Market Impact Reports (MIR)*: yearly reports after successful completion of the project
- > *National reporting*: performed in addition to any European-level requirements

Send any monitoring reporting to: projects@eurostars-eureka.eu

Communicate any changes made to a project to the EUREKA Secretariat

To best help monitoring of projects, the EUREKA Secretariat must be informed of any change to the nature of the project.

Send any information about any change in the project to: projects@eurostars-eureka.eu

All the above mentioned points are explained in the following pages.

Invitation to relevant NPCs and a representative of the EUREKA Secretariat to the project's kick-off meeting as well as the project's final concluding meeting

The main participant must ensure that the relevant NPCs and a representative of the EUREKA Secretariat are invited to participate at least in the project's kick-off meeting, as well as the project's final concluding meeting. This requirement is in addition to any requirement regarding this matter at national level.

3. Eurostars reporting at European level

The main participant of each Eurostars project is required to report (in English) on the progress of the project during its life cycle. This reporting will be supported by three different documents sent by the EUREKA Secretariat, which will be used as monitoring documentation:

- > Project progress report (PPR)
- > Final Report
- > Market Impact Report (MIR)

The purpose of reporting is to allow the EUREKA Secretariat to actively monitor and follow-up running Eurostars projects. It will provide all necessary information about project status.

Eurostars reports are completed by the main participant in addition to any reporting obligations required by the national funding bodies.

These obligations differ between Eurostars member countries. Please contact your NPC to receive information about the rules of each NFB.

For questions relating to the progress of Eurostars projects, it is strongly recommended to contact the relevant EUREKA NPC. Details can be found at www.eurostars-eureka.eu/where.do

The reporting process

Project Progress Report (PPR)

During the life cycle of the project (between the communication of funding results and the finalisation of the project)

The Project Progress Report is designed to monitor Eurostars projects as simply as possible. It should not be used to report detailed technical achievements nor to report detailed costs and budgets. It should include a brief description of the major achievements reached during the specified time period, as well as information on status with respect to the described milestones and deliverables and cooperation across the consortium.

It is obliged for the main participant to complete this report twice yearly (spring and autumn) to follow the status of the project and to help with any possible problems highlighted in the report. The content of the report must have been discussed and agreed upon by all participating organisations within the consortium. The EUREKA Secretariat (ESE) dispatches the PPR forms and the main participant must return it to the ESE (projects@eurostars-eureka.eu) whether the project is 'not started', 'running' or 'completed'.

PPRs allow the main participant to present the main achievements of the consortium.

The Eurostars PPR is an important requirement of any Eurostars project. Failure to return the satisfactorily-completed PPR to the ESE will lead to the removal of the project's label and ultimately to the withdrawal of public funding.

The process is as follows:

- > The ESE will send a PPR form to the main participant of each approved project twice a year (in spring and in autumn).
- > Main participants are required to return the completed and signed PPR form within 20 working days to: projects@eurostars-eureka.eu
- > Main participants are recommended to put in copy all participants in the consortium when returning the completed and signed PPR form.
- > The EUREKA Secretariat will acknowledge receipt of the PPR and share the information with the relevant EUREKA NPCs and NFBs.

PPRs are sent in spring and autumn independently of the start of the project. A participant may receive the first PPR before the project has started or has been running for a full six months. This report must still be completed and returned to the ESE describing progress to date, or giving the status of the project as 'not started'.

If your project is finished, it will be declared as ‘completed’, a PPR will be issued by the ESE. The PPR must be completed in order to officially communicate this information. A Final Report will be sent later by the ESE.

The PPR form is subject to change. In order to avoid the use of out-of-date versions please ensure that you use the document sent by the EUREKA Secretariat for that reporting period.

For detailed information on the Project Progress Report and the reporting process, please consult the ‘Guidelines for Progress Report’.

Final Report (FiR)

After finalisation of the project

The ESE dispatches a Final Report (FiR) to all participants after finalisation of the project (when the project is declared ‘completed’). This form is required from all projects whether they are successfully or unsuccessfully finished.

FiRs will help to summarise your experience as a Eurostars participant as well as the results obtained while executing the project. It will give an idea on how the market phase is planned.

The outcomes of the reports will be used to evaluate the impact of the Eurostars Programme for the benefits of the SMEs and adapt the Programme for their needs.

The information of the Final Report will be used for statistical analysis of the Programme and it will be treated as confidential.

If you are interested, the ESE can give you the opportunity to be selected for the communication campaigns (Eurostars success stories), including important press coverage and invitation to high-level events.

The process is as follows:

- > The ESE sends a FiR form to all participants after finalisation of the project
- > All participants are required to return the completed FiR form within 20 working days to: projects@eurostars-eureka.eu
- > The EUREKA Secretariat will acknowledge receipt of the FiR and share the information with the relevant EUREKA NPCs and NFBs.

For detailed information on Final Report and the reporting process, please consult the ‘Guidelines for Final Reports and Market Impact Reports’.

Market Impact Report (MIR)

During the commercialisation of the product/service/ process

A Market Impact Report (MIR) will be sent after the first, second and third year after successful completion of the project.

In the same way of FiR, the information of MIR will be used for statistical analysis and it will be treated as confidential

MIRs will be essential to follow-up the success of the companies while introducing the product/process/service to the market.

The process is as follows:

- > The ESE sends a MIRs form to all participants after 1, 2 and 3 years of finalisation of the project
- > All participants are required to return the completed MIRs form within 20 working days to: projects@eurostars-eureka.eu
- > The EUREKA Secretariat will acknowledge receipt of the MIR and share the information with the relevant EUREKA NPCs and NFBs.

For detailed information on Market Impact Report and the reporting process, please consult the 'Guidelines for Final Reports and Market Impact Reports'.

4. How should the EUREKA Secretariat be informed about a change to a project?

The nature of research and development work is sometimes unpredictable, and occasionally it may be necessary to incorporate a change of strategy or direction in order to ensure the continued development of the project and its ultimate success.

Any change made to a Eurostars-approved project must be announced to the EUREKA Secretariat (ESE) in order to comply with project monitoring requirements. This must be done only using the Request for Changes Form found on the Eurostars website and which can be sent, when appropriate together with the supporting documents via e-mail or postal mail. The request will be processed by the ESE according to the impact the change has to the project. The ESE will announce whether or not the requested changes are approved.

The ESE must ensure that the quality of the project, as originally assessed, is not compromised by any changes requested by the participants. The request of changes which lead to a decrease in the assessed quality of the project will not be accepted.

Changes must be declared by the main participant of the consortium as soon as they are planned. Non-communication of changes will lead to the removal of the project's label and ultimately to the withdrawal of public funding.

Important points to know before requesting a change for a project

Project changes will not be accepted for projects that have not started or projects that do not have a final, signed consortium agreement in the Eurostars database.

Projects must continue to adhere to the Eurostars eligibility criteria subsequent to any change request. Major/minor changes which adversely affect the eligibility of a project will not be accepted and may lead to the project being withdrawn.

These are the questions asked to ensure only eligible projects:

1. Does the project proposed meet the criteria set by EUREKA¹
2. Is the main participant a research-performing SME, according to the Eurostars Programme criteria for main participants?
3. Do all the SME participants fulfil the European Union-adopted definition of a SME? see: http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm
4. Is at least 50% of the total project costs related to R&D activities to be carried out by the R&D-performing SME participants? (This percentage can, however, include minor subcontracting.)
5. Is there at least one other participant from another Eurostars member country in the consortium?
6. Is the project consortium well balanced? Is there no participant or country responsible for more than 75% of the declared project costs?
7. Is the planned duration of the project no more than 36 months?
8. Within two years of project completion, is it foreseen that the product of the research be ready for launch on to the market? In the case of biotechnology, medical or biomedical projects, will clinical trials start within two years of project completion?
9. Are all participants legal entities?

What types of changes can be considered?

There are two types of changes following the nature of the request:

- > Major changes: changes in the legal basis
 - o Change in the consortium (removal of a participant or exchange of participants)
 - o Change in the goal/ objective of the project
 - o Prolongation that leads to a project duration larger than 36 months
 - o Subcontracting or total budget change larger than 5%
 - o Change in legal status

¹ According to EUREKA criteria, a Eurostars project can address any technological area, but must have a civilian purpose and be aimed at the development of a new product, process or service.

- > Minor change: any other change different from the major changes
 - o Subcontracting of the participant or total budget change smaller than 5%
 - o Change of contact details
 - o Changes in milestones or deliverables (not the final product)
 - o Delay in the start date (shift of dates)
 - o Addition of a new participant
 - o Prolongation that leads to a project duration smaller than 36 months

The ESE decides if the change requested is a major or a minor change.

Which are the steps of the process?

- > The ESE is informed about a change in the project.
- > Depending on the nature of the change, it will be declared as a major or minor change by the ESE.
- > Following the receipt of the Change Request Form and, when appropriate, of the supporting documents, the ESE informs the involved NPCs and NFBs.
- > When all the documentation is received, the request of change will become official.
- > The ESE informs the leading SME, NPCs and NFB about the decision.

The ESE alone takes the final decision on whether to approve or reject the changes, and consequently to keep or withdraw the project. The process will take 30-40 working days once all the documentation is delivered.

How to declare a change to a project?

The main participant has to request the ESE agreement for any project changes as soon as the changes are planned by the consortium.

The request for changes approval must be done via the Request for Changes form which can be downloaded from the Eurostars website. For more details on how to fill in the form please see the "[Guidelines for declaration of changes](#)".

Additional, supporting materials can be required by the ESE. In this case, the requirements are clearly stated in the form, indicating which are the documents to be submitted together with the form.

All project change relevant documentation must be submitted at:

projects@eurostars-eureka.eu

using the following email title template:

E! ProjectNumber ProjectAcronym - Request for change²

Please note that failure to comply with this requirement will lead to a significant delay in processing the change request.

The following table shows the minimum documentation required for the processing of requests. The ESE reserves the right to request from the relevant parties any additional files.

² *Please replace ProjectNumber and ProjectAcronym with your own project number and acronym, respectively.*

	Eurostars Request for Changes form	Original application form	Revised application form	Commitment and signature form	Financial report of new participant	New consortium agreement
Shift of dates	x					
Prolongation	x					
Change of contact details	x					
Change in legal status (fusion-merge)	x x	³	x ³	x ³		x ³
Change in milestones or deliverables	x x x					
Subcontracting	x x		x			x ³
Change in budget	x x		x			x ³
Addition of a new participant	x x x			x	x	x
Removal of a participant	x x x					x
Replacement an existing participant	x x x			x	x	x
Change of project's technical goals	x x x					

³ Only if deemed necessary by the consortium

5. Communicating Eurostars

All participants involved in an approved Eurostars project have the obligation to:

- acknowledge the Eurostars Programme in all external communications about the project.
- actively support and spread the spirit of the Eurostars Programme and work to enhance the reputation of the Eurostars Programme during the implementation process.
- acknowledge the Eurostars Programme's support, and display:
 - the Eurostars logo (figure 1),
 - the Eurostars project number or acronym
 - the co-funding by the European Community logo (figure 2)

in any communication material, in all information and public relations material related to the approved project and its implementation (for example, in event programmes, invitations, press releases, publications, at event premises, participants' website).

The logos are shown in the figures below:



Figure 1: Eurostars logo

The Eurostars Programme is powered by EUREKA and the European Community



Figure 2: Co-funding by EUREKA and the European Community logo

Please ensure that the logos are treated correctly and that the colours and typography are used in a correct manner. A low resolution version is adequate for web use, however a high resolution version is required for printing.

All participants must display the above mentioned elements and provide a link to the Eurostars website (<http://www.eurostars-eureka.eu/>) on their website.

The Eurostars Programme will provide the participants with the logos and other necessary materials for this purpose at <http://www.eurekanetwork.org/logos> (for the electronic format). Feel free to contact us communications@eurekanetwork.org for any other enquiry.

The main participant is obliged to inform the other participants about their duties and is responsible for ensuring the fulfilment of these duties by the participants.

Eurostars Success Stories

Any socio-economic achievement of participants thanks to the Eurostars project can feature as a Eurostars Success Story upon agreement with the participants. Socio-economic impact is understood as any increase in employment, sales or market shares, as well as the creation of spin-offs or any other elements that make any company grow.

Using the FiR and MIRs you can inform the ESE about achievements of the project (by any member of the consortium) that you feel merit showcasing as a success story. Moreover, you can always send any interesting information related to the project to projects@eurostars-eureka.eu. ESE will select the projects that show the most impressive socio-economic success.

Eurostars success stories will be released in the Eurostars website (<https://www.eurostars-eureka.eu/why.do>) as well as in press coverage and any communication campaigns.

Information security and confidentiality

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

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

The EUREKA Secretariat reserves the right to use any project as a case of study or success story to publicise the Eurostars Programme and the benefits of collaborative working. Moreover, if you think that your project is conceivable as a success story, do not hesitate to inform projects@eurostars-eureka.eu. Publicity material will be agreed with consortium members before release.

Data Protection Act

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

The information that project participants provide will be used in the monitoring of all aspects of the relevant project. This will include recording on the in-house and the Eurostars-contracted Programme Manager's processing computer and management information systems.

The information will be shared with the relevant EUREKA National Project Coordinator Offices, as well as with the relevant National Funding Agencies.

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

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