Eurostars is a joint programme between more than 30 EUREKA member countries and the European Union. Using the online application system, the aim is to fund excellence in innovation. Version 4.0

EUROSTARS

Funding excellence in innovation

Using the online application system

July 2019
Version 4.0

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This document provides applicants with an overview of the online portal and the electronic submission system.
Eurostars is a joint programme between more than 30 EUREKA member countries and the European Union.
Registration

Eurostars is a joint programme between more than 30 EUREKA member countries and the European Union.

Using the online application system

STEP 1: Click here to start the registration process.

STEP 2: Click here to create your Eurostars account.

In order to apply for a Eurostars project and submit your application, you must create a Eurostars account.

Create a eurostars account

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Registration

Carefully fill in each required field.

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To gain access to the application form and submission systems you must first register your details using the form below.

On successful completion of the registration process a password will be sent to the email address indicated in the form.

On accessing the 'My Eurostars' restricted area for the first time you will be invited to create a new password before you can advance further.

Your details will be sent to the relevant National Project Coordinator, allowing them to contact you with information and offer their support.

If the confirmation email is not received within a few minutes, please retry the procedure.

Please fill-in your information for registering

<table>
<thead>
<tr>
<th>Title</th>
<th>First name</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Firstname</td>
<td>Lastname</td>
</tr>
</tbody>
</table>

Email

Email
Registration

Once you have filled in all the information, your account is created. You will receive an email with your username and a temporary password. To complete the registration process, please click here.

Dear Peter Chisnall,

Thank you for registering to the subscribing tool for Eurostars application.

Your username is applications@eurostars-eureka.eu
Your temporary password is 1457120871

Please make sure to manually type in your login and password as opposed to performing a copy/paste to avoid entering any unwanted characters such as whitespaces.

In order to complete your registration please follow this link to change your password and get access to your application form.

Complete registration

The Eurostars Team

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Registration

This is the last step of the registration process: create your own password and keep it safe.

After you have completed your registration you will:
- receive a confirmation email
- be automatically redirected to your application form.

Do not forget to answer the security question (CAPTCHA).
Login

Login anytime with your username and password.

In case you have forgotten your password, click here and follow the instructions in order to receive your new password and get access to your application form. For security reasons, we strongly recommend you to change the password at your earliest convenience.
Using the online application system:

**Homepage**

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Using the online application system

Clicking the 'Menu' gives access to:

- 'History': review a previously saved version of your proposal;
- 'Checklist': check your progress;
- 'Project eligibility': automatic computer check, useful tool to provide support during the application process;
- 'Print as pdf': save a copy of your proposal to your computer for printing and sharing. You can do so anytime. The version number is shown on each page;
- 'Zip it': download all of your annexes in one click.
- 'Export': create an encrypted back-up file of the proposal
- 'Import': upload a previously saved back-up file of the proposal
- 'Guidelines': link to guidelines
- 'Close this project': log out
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Checklist

‘Checklist’; see which sections have already been filled in.
Eligibility Check

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Click here anytime to check the eligibility of your project.
Eligibility Check

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Automatic computer check designed only to provide support to applicants. Two criteria cannot be electronically verified. Please be aware this check does not validate the eligibility criteria of your project application.
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Using the online application system

Clicking 'Print as pdf' in the 'Menu' section, a new tab will open where you can save and print your proposal.
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**Import**

Using the online application system

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‘Import’: any previously saved encrypted versions of your proposal can be imported. Click on the ‘choose file’ button and select the file from the window.
Import

Enter the password related to the specific secured version that you have previously created with the ‘Export’ tool and click ‘OK’.
Work package overview

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Choose ‘WP overview’ from the drop-down menu.

Work package cost table

<table>
<thead>
<tr>
<th>/</th>
<th>WP 1</th>
<th>WP 2</th>
<th>Σ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>€27</td>
<td>€892.4</td>
<td>€919.4</td>
</tr>
<tr>
<td>PAolo</td>
<td>€2041</td>
<td>€6708</td>
<td>€6949</td>
</tr>
<tr>
<td>Σ</td>
<td>€2068</td>
<td>€68500.4</td>
<td>€70568.4</td>
</tr>
</tbody>
</table>

Your cost table is automatically updated with the data entered in each ‘participant cost table’ (P29).
Add a work package

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**Work package**

**Aim**

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Add a participant

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Click here to add a participant.
Participant data

Navigate between the sections and complete them in any order.

Fill in all fields for each participant in the consortium.

Using the online application system
Participant data

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Participant name appears here.
Consortium overview

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Choose which participant will lead the project (be the ‘main’ participant). The main participant is identified with a star.

Add or delete a participant

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Participant costs

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Your role

P29. Enter the person-hours and full costs associated with your participation in this project into the table.

<table>
<thead>
<tr>
<th>Work Package</th>
<th>Person months</th>
<th>Personnel costs</th>
<th>Overheads</th>
<th>Travel</th>
<th>Materials</th>
<th>Other</th>
<th>Subcontracting</th>
<th>Σ</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIP</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td>2</td>
<td>27</td>
</tr>
<tr>
<td>Launch</td>
<td>8</td>
<td>690</td>
<td>0.4</td>
<td>4</td>
<td>80</td>
<td>0</td>
<td>0</td>
<td>892.4</td>
</tr>
<tr>
<td>Prototype</td>
<td>141</td>
<td>525000</td>
<td>125000</td>
<td>33352</td>
<td>11485</td>
<td>65952</td>
<td>156</td>
<td>361545</td>
</tr>
<tr>
<td>Σ</td>
<td>150</td>
<td>126490</td>
<td>125033.4</td>
<td>33360</td>
<td>11490</td>
<td>65958</td>
<td>163</td>
<td>362464.4</td>
</tr>
</tbody>
</table>

Make sure you enter the correct units in the table. First column: 'person months'. Remaining ones: '€'.

Your data will update the cost table in the 'work package overview' section.
Project annexes

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If you have more than one document you would like to upload, combine them into one document with maximum size of 50 MB.
Save draft

A confirmation message will appear.
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Submit

Click here to submit your complete proposal.

Once submitted, your proposal cannot be edited. Revisions are not permitted and requests to do so will be rejected.
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**Submit**

**Aim**

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If you fail the completeness check, the problems will be identified in a pop-up. You can keep it open and still navigate between the sections in order to easily correct the validation errors.
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Using the online application system

**Submit**

**Aim Higher**

If you pass the completeness check you can review your application one last time.

**Click here to finalize your submission.**

**Once submitted, your proposal cannot be edited. Revisions are not permitted and requests to do so will be rejected.**

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Submit

Once submitted, your proposal cannot be edited. Revisions are not permitted and requests to do so will be rejected.
We are currently automatically processing your application.

Once the processing is finished, you should receive a confirmation email with a reference project ID.

If you do NOT receive an email within one hour, please contact the Eurostars team at applications@eurostars-eureka.eu or the IT team at ict@eurekanetwork.org