**EUROSTARS: Proposal Template**

The sections in this template are based on the online portal of the [EUREKA Eurostars 2](https://www.eurostars-eureka.eu/) as of 30/06/2018.

Eurostars is a joint programme between EUREKA and the European Commission, co-funded from the national budgets of 36 Eurostars [Participating States and Partner Countries](https://www.eurostars-eureka.eu/eurostars-faq) and by the European Union through Horizon 2020. Eurostars supports international innovative projects led by [research and development- performing small- and medium-sized enterprises](https://www.eurostars-eureka.eu/eurostars-faq) (R&D-performing SMEs). With its bottom-up approach, Eurostars supports the development of rapidly marketable innovative products, processes and services that help improve the daily lives of people around the world.1



**Content**

Section 1: Project Pitch

Section 2: The Business Case

Section 3: Project Description

Section 4: Work Packages

Section 5: Participant

Section 6: Project Annexes

# Section 1: Project Pitch

|  |
| --- |
| 1. Project Title

*100 character limit**Enter a title for your project. e.g. Microsphere conjugates for blood-glucose monitoring.* |
| Click here to enter text. |

|  |
| --- |
| 1. Project Acronym

*25 character limit**Pick an acronym by which your project will generally be known. e.g. GLU MU-Sphere.* |
| Click here to enter text. |

|  |
| --- |
| 1. What do you want to do? What will you deliver?

*500 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. Why do you want to do it?

*500 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. How will you make money?

*500 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. Select technical area

*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, 3rd level is optional.* |
| **First Level** | Click here to enter text. |
| **Second Level** | Click here to enter text. |
| **Third Level** | Click here to enter text. |

|  |
| --- |
| 1. Select market area

*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, 3rd level is optional.* |
| **First Level** | Click here to enter text. |
| **Second Level** | Click here to enter text. |
| **Third Level** | Click here to enter text. |

# Section 2: The Business Case

|  |
| --- |
| 1. What is the project goal? What will be the main result of the project?

*2000 character limit**Describe the concrete results expected at the end of your project (new products, prototype, process, IPR, etc.).* |
| Click here to enter text. |

|  |
| --- |
| 1. What are you going to sell? To whom and how?

*2000 character limit**How will you convert your project result into a marketable product? Who will buy it? How will you actually generate revenue from the product?* |
| Click here to enter text. |

|  |
| --- |
| 1. 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?

*2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| 1. 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* |
| Click here to enter text. |

|  |
| --- |
| 1. 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.* |
| Click here to enter text. |

|  |
| --- |
| 1. 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.* |
| Click here to enter text. |

|  |
| --- |
| 1. Describe the commercial state-of-the-art which is available today in your sector.

*2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| 1. 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?

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. How is your product different? Why is it innovative? How will it be positioned with respect to the competition?

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. 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.* |
| Click here to enter text. |

|  |
| --- |
| 1. Describe in detail the consortium’s current positioning within the target market?

*2000 character limit**Are you new entrants or well established with a network of existing suppliers and customers?* |
| Click here to enter text. |

|  |
| --- |
| 1. What level of market penetration do you expect?

*2000 character limit**Estimate the potential market size and expected market share. Be realistic in your estimate and justify your reasoning.* |
| Click here to enter text. |

|  |
| --- |
| 1. What is your sales forecast? Justify your answer.

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. What is the projected annual profit over each of the first 5 years of sales?

*2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| 1. What is the payback period for the initial investment?

*2000 character limit**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.* |
| Click here to enter text. |

# Section 3: Project Description

|  |
| --- |
| 1. What is the method/approach you will use? Why did you choose this method/approach

*4000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. What is the technical challenge of this approach?

*4000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. 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.* |
| Click here to enter text. |

|  |
| --- |
| 1. 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.* |
| Click here to enter text. |

|  |
| --- |
| 1. Are there any ethical or legal issues linked to this approach?

*4000 character limit**See Guidelines for Applicants, page 14 question 27.**To answer this question, refer to the concepts outlined in the Horizon 2020 'How to complete your ethics self-assessment' document (insert this link:*[*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)*). If your project has, or could potentially have ethical considerations, describe them in the text box below. Any documentation suggested by the self-assessment guidelines should be uploaded as part of the project annex. If your project is absolutely free of ethical considerations write 'N/A'.* |
| Click here to enter text. |

# Section 4: Work Packages

**WP Overview**

|  |
| --- |
| W1. When is your project expected to start?*The start date of the project may not be prior to the published submission date of the associated call. Should the start date be prior to the specified date, you may be ineligible to receive financial support.* |
| Click here to enter text. |

|  |
| --- |
| W2. How many months will the project take to complete?*Enter the duration of the project in months. (0-36)* |
| Choose an item. |

**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).

 (automatically generated online when adding WPs)

|  |
| --- |
| Work Package 1 *W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP1 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP1 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP1 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP1 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP1 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP1 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 2*W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP2 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP2 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP2 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP2 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP2 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP2 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 3*W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP3 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP3 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP3 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP3 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP3 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP3 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 4*W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP4 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP4 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP4 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP4 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP4 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP4 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 5 *W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP5 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP5 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP5 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP5 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP5 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP5 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 6*W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP6 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP6 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP6 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP6 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP6 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP6 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 7*W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP7 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP7 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP7 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP7 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP7 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP7 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 8*W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP8 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP8 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP8 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP8 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP8 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP8 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

|  |
| --- |
| Work Package 9*W3-W8 to be filled in for each Work Package* |

|  |
| --- |
| WP9 - W3. Work package name*100 character limit**Provide a name for your work package.* |
| Click here to enter text. |

|  |
| --- |
| WP9 - 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?* |
| Click here to enter text. |

|  |
| --- |
| WP9 - W5. Work package start time*State which month (calculated from the project start) each WP will begin (0-36).**See Guidelines for Applicants, page 16 question W5.* |
| Click here to enter text. |

|  |
| --- |
| WP9 - W6. Duration of work package (in months)*Indicate the number of months required to complete each work package.* |
| Click here to enter text. |

|  |
| --- |
| WP9 - W7. Milestones and Outcomes*2000 character limit**See Guidelines for Applicants, page 17 question W7.* |
| Click here to enter text. |

|  |
| --- |
| WP9 - W8. Tasks*10’000 character limit**See Guidelines for Applicants, page 17 question W8.* |
| Click here to enter text. |

# Section 5: Participant

**Consortium Overview**

|  |  |
| --- | --- |
| 1. Name of each participant

*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.* | 1. Identify the main participant

*One of the organizations must be chosen to be the project leader.* |
| Click here to enter text. | Main or Partner |
| Click here to enter text. | Main or Partner |
| Click here to enter text. | Main or Partner |
| Click here to enter text. | Main or Partner |
| Click here to enter text. | Main or Partner |

|  |
| --- |
| 1. Describe the project management experience of the main partner. Explain how they will lead this project.

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. Why will this project benefit through collaboration of the listed participants?

*2000 character limit**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?* |
| Click here to enter text. |

**Sharing of knowledge and exploitation rights**

|  |
| --- |
| 1. What pre-existing knowledge will be brought to the project? Who owns it? Who will have authorization to use it?

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. Will the project’s results be protected? How?

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. How will the project’s results be distributed across the consortium? Who will own them? Who will be able to exploit them?

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| 1. 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?

*2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| Participant 1 *Overview, Company, Costs , and Annex to be added for each participant* |

**Your Overview**

**Precise identification of applicant enterprise**

|  |  |
| --- | --- |
| **Name of Participant***Referenced from Q28* | **P1. Shortened organization name***Choose a shorter name that will identify your organization within the project (3-5 characters is ideal).* |
|  | Click here to enter text. |

**Legal Address**

|  |
| --- |
| **P2. Street** |
| Click here to enter text. |
| **P3. Postal** | **P4. City** | **P5. Country** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **P6. Phone Number***Remember to add the country code and remove any unnecessary zeroes.* |
| Click here to enter text. |

**Operational Address**

|  |
| --- |
| **P7. Street** |
| Click here to enter text. |
| **P8. Postal** | **P9. City** |
| Click here to enter text. | Click here to enter text. |
| **P10. Phone Number** |
| Click here to enter text. |

|  |
| --- |
| **P11. Web** |
| Click here to enter text. |
| **P12. Registration/VAT number** |
| Click here to enter text. |
| **P13. Names and titles of the principal director(s)** |
| Click here to enter text. |
| **P14. Year of company registration** |
| Click here to enter text. |

**Operational Contact Person**

|  |  |
| --- | --- |
| **P15. a First Name** | **P15.b Family Name** |
| Click here to enter text. | Click here to enter text. |
| **P16. The contact person’s function (job) within the organization** |
| Click here to enter text. |
| **P17. Email address** |
| Click here to enter text. |
| **P18. Direct phone number** |
| Click here to enter text. |

**Your Company**

|  |
| --- |
| **P19. What are your core business activities and expertise? In which sectors do you operate?***2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| **P20. With reference to your annual report, clearly explain your current financial situation.***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **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.* |
| Click here to enter text. |

|  |
| --- |
| **P22. Answer the following:** |
| **a. State the number of R&D projects your organisation is currently running/participating in.***If the answer is zero, enter '0' in each of the other fields* |
| Click here to enter text. |
| **b. 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* |
| Click here to enter text. |
| **c. How many of these projects are subject to public funding?** |
| Click here to enter text. |
| **d. For these projects, what is the total value (€) of the public funding?** |
| Click here to enter text. |

|  |
| --- |
| **P23. Why are you participating in this project? Why are you going to invest your money and personnel in it?***2000 character limit**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?* |
| Click here to enter text. |

|  |
| --- |
| **P24. What is the economic impact this project will have on your organisation?***2000 character limit**See Guidelines for Applicants, page 22 question P24.* |
| Click here to enter text. |

|  |
| --- |
| **P25. What is the expected employment growth as a result of this project?***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **P26. With reference to the work package descriptions, list each of your tasks in the project***2000 character limit**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).* |
| Click here to enter text. |

|  |
| --- |
| **P27. Will you subcontract any work?** |
| Choose an item. |

|  |
| --- |
| **P28. Description of subcontracting***2000 character limit* |
| Click here to enter text. |

**What type of organisation are you?**

|  |
| --- |
| **P30. Type of organisation**a. choose between |
| Choose an item. |

If you are an SME complete a2 and b

|  |
| --- |
| **a2. Type Small or Medium Sized Enterprise**choose between |
| Choose an item. |

|  |
| --- |
| **b. If you are an SME, do you comply with the definition of ‘R&D-performing SME’?** |
| Choose an item. |

You can automatically check in the online form (check button available) if you are an R&D-performing SME according to the data provided in questions P31-P39.

[**What is the Eurostars definition of an R&D-performing SME?**](https://www.eurostars-eureka.eu/content/what-eurostars-definition-rd-performing-sme)

To qualify as an R&D-performing SME, an organisation must first comply with the EC definition of an SME. In addition, it must also meet the thresholds for dedicated R&D FTEs or turnover set by EUREKA.

SMEs with a headcount of 100 FTE employees or fewer must:

* have at least 5.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities
* or dedicate at least 10.00% of their turnover to R&D activities.

SMEs with a headcount of more than 100 FTE employees:

* have at least 10.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities

|  |  |  |
| --- | --- | --- |
|  | **Financial report Year-2***e.g. 2017* | **Financial report Year-1***e.g. 2016 (for start-ups Year 0)* |
| **P31. Start date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P32. End date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P33. Date the financial report was submitted to national authorities** | dd | mm | yyyy | dd | mm | yyyy |
| **P34. Headcount (number of people)***See Guidelines for Applicants, page 25 question P34.* | Click here to enter text. | Click here to enter text. |
| **P35. Number of Full-Time Equivalents employed (number of people)***See Guidelines for Applicants, page 25 question P35.* | Click here to enter text. | Click here to enter text. |
| **P36. Number of Full-Time Equivalents dedicated to R&D (number of people)***State the number of the FTEs declared in P35 that were dedicated to R&D activities within your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P37. Annual turnover (in Euro)***State the turnover in euro of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P38. Annual turnover dedicated to R&D expenditure (in Euro)***State the amount (in euro) of your annual turnover reinvested in R&D expenditure on an annual basis within your organisation during the specified financial periods* | Click here to enter text. | Click here to enter text. |
| **P39. Balance sheet total (in Euro)***State the balance sheet total (in euro) of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |

**Your Costs**

|  |
| --- |
| **P29. Enter the person-months and full costs associated with your participation in this project into the table***See Guidelines for Applicants, page 23 question P29.* |
| **Work Package** | **Person month** | **Personnel****Costs** | **Overheads** | **Travel** | **Materials** | **Other** | **Sub-contractor** | **Ʃ** |
| **1** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **3** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **4** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **5** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **6** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **7** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **8** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **9** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Ʃ** | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Your Annex**

If you want to upload more than one document, combine and upload them as a single document. The only supported format is PDF. Other file formats will not be accepted by the system.

**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.

|  |  |
| --- | --- |
| 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 Center (private) | Y | Y | - |
| University (private) | Y | Y | - |
| University (100% publicly financed) | - | - | - |
| Hospital (100% publicly financed) | - | - | - |
| Research Center (publicly financed) | - | - | - |

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

|  |
| --- |
| Participant 2 *Overview, Company, Costs , and Annex to be added for each participant* |
|  |

**Your Overview**

**Precise identification of applicant enterprise**

|  |  |
| --- | --- |
| **Name of Participant***Referenced from Q28* | **P1. Shortened organization name***Choose a shorter name that will identify your organization within the project (3-5 characters is ideal).* |
|  | Click here to enter text. |

**Legal Address**

|  |
| --- |
| **P2. Street** |
| Click here to enter text. |
| **P3. Postal** | **P4. City** | **P5. Country** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **P6. Phone Number***Remember to add the country code and remove any unnecessary zeroes.* |
| Click here to enter text. |

**Operational Address**

|  |
| --- |
| **P7. Street** |
| Click here to enter text. |
| **P8. Postal** | **P9. City** |
| Click here to enter text. | Click here to enter text. |
| **P10. Phone Number** |
| Click here to enter text. |

|  |
| --- |
| **P11. Web** |
| Click here to enter text. |
| **P12. Registration/VAT number** |
| Click here to enter text. |
| **P13. Names and titles of the principal director(s)** |
| Click here to enter text. |
| **P14. Year of company registration** |
| Click here to enter text. |

**Operational Contact Person**

|  |  |
| --- | --- |
| **P15. a First Name** | **P15.b Family Name** |
| Click here to enter text. | Click here to enter text. |
| **P16. The contact person’s function (job) within the organization** |
| Click here to enter text. |
| **P17. Email address** |
| Click here to enter text. |
| **P18. Direct phone number** |
| Click here to enter text. |

**Your Company**

|  |
| --- |
| **P19. What are your core business activities and expertise? In which sectors do you operate?***2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| **P20. With reference to your annual report, clearly explain your current financial situation.***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **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.* |
| Click here to enter text. |

|  |
| --- |
| **P22. Answer the following:** |
| **a. State the number of R&D projects your organisation is currently running/participating in.***If the answer is zero, enter '0' in each of the other fields* |
| Click here to enter text. |
| **b. 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* |
| Click here to enter text. |
| **c. How many of these projects are subject to public funding?** |
| Click here to enter text. |
| **d. For these projects, what is the total value (€) of the public funding?** |
| Click here to enter text. |

|  |
| --- |
| **P23. Why are you participating in this project? Why are you going to invest your money and personnel in it?***2000 character limit**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?* |
| Click here to enter text. |

|  |
| --- |
| **P24. What is the economic impact this project will have on your organisation?***2000 character limit**See Guidelines for Applicants, page 22 question P24.* |
| Click here to enter text. |

|  |
| --- |
| **P25. What is the expected employment growth as a result of this project?***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **P26. With reference to the work package descriptions, list each of your tasks in the project***2000 character limit**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).* |
| Click here to enter text. |

|  |
| --- |
| **P27. Will you subcontract any work?** |
| Choose an item. |

|  |
| --- |
| **P28. Description of subcontracting***2000 character limit* |
| Click here to enter text. |

**What type of organisation are you?**

|  |
| --- |
| **P30. Type of organisation**a. choose between |
| Choose an item. |

If you are an SME complete a2 and b

|  |
| --- |
| **a2. Type Small or Medium Sized Enterprise**choose between |
| Choose an item. |

|  |
| --- |
| **b. If you are an SME, do you comply with the definition of ‘R&D-performing SME’?** |
| Choose an item. |

You can automatically check in the online form (check button available) if you are an R&D-performing SME according to the data provided in questions P31-P39.

[**What is the Eurostars definition of an R&D-performing SME?**](https://www.eurostars-eureka.eu/content/what-eurostars-definition-rd-performing-sme)

To qualify as an R&D-performing SME, an organisation must first comply with the EC definition of an SME. In addition, it must also meet the thresholds for dedicated R&D FTEs or turnover set by EUREKA.

SMEs with a headcount of 100 FTE employees or fewer must:

* have at least 5.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities
* or dedicate at least 10.00% of their turnover to R&D activities.

SMEs with a headcount of more than 100 FTE employees:

* have at least 10.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities

|  |  |  |
| --- | --- | --- |
|  | **Financial report Year-2***e.g. 2017* | **Financial report Year-1***e.g. 2016 (for start-ups Year 0)* |
| **P31. Start date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P32. End date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P33. Date the financial report was submitted to national authorities** | dd | mm | yyyy | dd | mm | yyyy |
| **P34. Headcount (number of people)***See Guidelines for Applicants, page 25 question P34.* | Click here to enter text. | Click here to enter text. |
| **P35. Number of Full-Time Equivalents employed (number of people)***See Guidelines for Applicants, page 25 question P35.* | Click here to enter text. | Click here to enter text. |
| **P36. Number of Full-Time Equivalents dedicated to R&D (number of people)***State the number of the FTEs declared in P35 that were dedicated to R&D activities within your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P37. Annual turnover (in Euro)***State the turnover in euro of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P38. Annual turnover dedicated to R&D expenditure (in Euro)***State the amount (in euro) of your annual turnover reinvested in R&D expenditure on an annual basis within your organisation during the specified financial periods* | Click here to enter text. | Click here to enter text. |
| **P39. Balance sheet total (in Euro)***State the balance sheet total (in euro) of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |

**Your Costs**

|  |
| --- |
| **P29. Enter the person-months and full costs associated with your participation in this project into the table***See Guidelines for Applicants, page 23 question P29.* |
| **Work Package** | **Person month** | **Personnel****Costs** | **Overheads** | **Travel** | **Materials** | **Other** | **Sub-contractor** | **Ʃ** |
| **1** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **3** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **4** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **5** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **6** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **7** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **8** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **9** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Ʃ** | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Your Annex**

If you want to upload more than one document, combine and upload them as a single document. The only supported format is PDF. Other file formats will not be accepted by the system.

**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 Center (private) | Y | Y | - |
| University (private) | Y | Y | - |
| University (100% publicly financed) | - | - | - |
| Hospital (100% publicly financed) | - | - | - |
| Research Center (publicly financed) | - | - | - |

|  |
| --- |
| Participant 3*Overview, Company, Costs , and Annex to be added for each participant* |
|  |

**Your Overview**

**Precise identification of applicant enterprise**

|  |  |
| --- | --- |
| **Name of Participant***Referenced from Q28* | **P1. Shortened organization name***Choose a shorter name that will identify your organization within the project (3-5 characters is ideal).* |
|  | Click here to enter text. |

**Legal Address**

|  |
| --- |
| **P2. Street** |
| Click here to enter text. |
| **P3. Postal** | **P4. City** | **P5. Country** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **P6. Phone Number***Remember to add the country code and remove any unnecessary zeroes.* |
| Click here to enter text. |

**Operational Address**

|  |
| --- |
| **P7. Street** |
| Click here to enter text. |
| **P8. Postal** | **P9. City** |
| Click here to enter text. | Click here to enter text. |
| **P10. Phone Number** |
| Click here to enter text. |

|  |
| --- |
| **P11. Web** |
| Click here to enter text. |
| **P12. Registration/VAT number** |
| Click here to enter text. |
| **P13. Names and titles of the principal director(s)** |
| Click here to enter text. |
| **P14. Year of company registration** |
| Click here to enter text. |

**Operational Contact Person**

|  |  |
| --- | --- |
| **P15. a First Name** | **P15.b Family Name** |
| Click here to enter text. | Click here to enter text. |
| **P16. The contact person’s function (job) within the organization** |
| Click here to enter text. |
| **P17. Email address** |
| Click here to enter text. |
| **P18. Direct phone number** |
| Click here to enter text. |

**Your Company**

|  |
| --- |
| **P19. What are your core business activities and expertise? In which sectors do you operate?***2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| **P20. With reference to your annual report, clearly explain your current financial situation.***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **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.* |
| Click here to enter text. |

|  |
| --- |
| **P22. Answer the following:** |
| **a. State the number of R&D projects your organisation is currently running/participating in.***If the answer is zero, enter '0' in each of the other fields* |
| Click here to enter text. |
| **b. 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* |
| Click here to enter text. |
| **c. How many of these projects are subject to public funding?** |
| Click here to enter text. |
| **d. For these projects, what is the total value (€) of the public funding?** |
| Click here to enter text. |

|  |
| --- |
| **P23. Why are you participating in this project? Why are you going to invest your money and personnel in it?***2000 character limit**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?* |
| Click here to enter text. |

|  |
| --- |
| **P24. What is the economic impact this project will have on your organisation?***2000 character limit**See Guidelines for Applicants, page 22 question P24.* |
| Click here to enter text. |

|  |
| --- |
| **P25. What is the expected employment growth as a result of this project?***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **P26. With reference to the work package descriptions, list each of your tasks in the project***2000 character limit**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).* |
| Click here to enter text. |

|  |
| --- |
| **P27. Will you subcontract any work?** |
| Choose an item. |

|  |
| --- |
| **P28. Description of subcontracting***2000 character limit* |
| Click here to enter text. |

**What type of organisation are you?**

|  |
| --- |
| **P30. Type of organisation**a. choose between |
| Choose an item. |

If you are an SME complete a2 and b

|  |
| --- |
| **a2. Type Small or Medium Sized Enterprise**choose between |
| Choose an item. |

|  |
| --- |
| **b. If you are an SME, do you comply with the definition of ‘R&D-performing SME’?** |
| Choose an item. |

You can automatically check in the online form (check button available) if you are an R&D-performing SME according to the data provided in questions P31-P39.

[**What is the Eurostars definition of an R&D-performing SME?**](https://www.eurostars-eureka.eu/content/what-eurostars-definition-rd-performing-sme)

To qualify as an R&D-performing SME, an organisation must first comply with the EC definition of an SME. In addition, it must also meet the thresholds for dedicated R&D FTEs or turnover set by EUREKA.

SMEs with a headcount of 100 FTE employees or fewer must:

* have at least 5.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities
* or dedicate at least 10.00% of their turnover to R&D activities.

SMEs with a headcount of more than 100 FTE employees:

* have at least 10.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities

|  |  |  |
| --- | --- | --- |
|  | **Financial report Year-2***e.g. 2017* | **Financial report Year-1***e.g. 2016 (for start-ups Year 0)* |
| **P31. Start date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P32. End date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P33. Date the financial report was submitted to national authorities** | dd | mm | yyyy | dd | mm | yyyy |
| **P34. Headcount (number of people)***See Guidelines for Applicants, page 25 question P34.* | Click here to enter text. | Click here to enter text. |
| **P35. Number of Full-Time Equivalents employed (number of people)***See Guidelines for Applicants, page 25 question P35.* | Click here to enter text. | Click here to enter text. |
| **P36. Number of Full-Time Equivalents dedicated to R&D (number of people)***State the number of the FTEs declared in P35 that were dedicated to R&D activities within your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P37. Annual turnover (in Euro)***State the turnover in euro of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P38. Annual turnover dedicated to R&D expenditure (in Euro)***State the amount (in euro) of your annual turnover reinvested in R&D expenditure on an annual basis within your organisation during the specified financial periods* | Click here to enter text. | Click here to enter text. |
| **P39. Balance sheet total (in Euro)***State the balance sheet total (in euro) of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |

**Your Costs**

|  |
| --- |
| **P29. Enter the person-months and full costs associated with your participation in this project into the table***See Guidelines for Applicants, page 23 question P29.* |
| **Work Package** | **Person month** | **Personnel****Costs** | **Overheads** | **Travel** | **Materials** | **Other** | **Sub-contractor** | **Ʃ** |
| **1** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **3** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **4** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **5** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **6** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **7** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **8** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **9** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Ʃ** | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Your Annex**

If you want to upload more than one document, combine and upload them as a single document. The only supported format is PDF. Other file formats will not be accepted by the system.

**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 Center (private) | Y | Y | - |
| University (private) | Y | Y | - |
| University (100% publicly financed) | - | - | - |
| Hospital (100% publicly financed) | - | - | - |
| Research Center (publicly financed) | - | - | - |

|  |
| --- |
| Participant 4*Overview, Company, Costs , and Annex to be added for each participant* |
|  |

**Your Overview**

**Precise identification of applicant enterprise**

|  |  |
| --- | --- |
| **Name of Participant***Referenced from Q28* | **P1. Shortened organization name***Choose a shorter name that will identify your organization within the project (3-5 characters is ideal).* |
|  | Click here to enter text. |

**Legal Address**

|  |
| --- |
| **P2. Street** |
| Click here to enter text. |
| **P3. Postal** | **P4. City** | **P5. Country** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **P6. Phone Number***Remember to add the country code and remove any unnecessary zeroes.* |
| Click here to enter text. |

**Operational Address**

|  |
| --- |
| **P7. Street** |
| Click here to enter text. |
| **P8. Postal** | **P9. City** |
| Click here to enter text. | Click here to enter text. |
| **P10. Phone Number** |
| Click here to enter text. |

|  |
| --- |
| **P11. Web** |
| Click here to enter text. |
| **P12. Registration/VAT number** |
| Click here to enter text. |
| **P13. Names and titles of the principal director(s)** |
| Click here to enter text. |
| **P14. Year of company registration** |
| Click here to enter text. |

**Operational Contact Person**

|  |  |
| --- | --- |
| **P15. a First Name** | **P15.b Family Name** |
| Click here to enter text. | Click here to enter text. |
| **P16. The contact person’s function (job) within the organization** |
| Click here to enter text. |
| **P17. Email address** |
| Click here to enter text. |
| **P18. Direct phone number** |
| Click here to enter text. |

**Your Company**

|  |
| --- |
| **P19. What are your core business activities and expertise? In which sectors do you operate?***2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| **P20. With reference to your annual report, clearly explain your current financial situation.***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **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.* |
| Click here to enter text. |

|  |
| --- |
| **P22. Answer the following:** |
| **a. State the number of R&D projects your organisation is currently running/participating in.***If the answer is zero, enter '0' in each of the other fields* |
| Click here to enter text. |
| **b. 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* |
| Click here to enter text. |
| **c. How many of these projects are subject to public funding?** |
| Click here to enter text. |
| **d. For these projects, what is the total value (€) of the public funding?** |
| Click here to enter text. |

|  |
| --- |
| **P23. Why are you participating in this project? Why are you going to invest your money and personnel in it?***2000 character limit**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?* |
| Click here to enter text. |

|  |
| --- |
| **P24. What is the economic impact this project will have on your organisation?***2000 character limit**See Guidelines for Applicants, page 22 question P24.* |
| Click here to enter text. |

|  |
| --- |
| **P25. What is the expected employment growth as a result of this project?***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **P26. With reference to the work package descriptions, list each of your tasks in the project***2000 character limit**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).* |
| Click here to enter text. |

|  |
| --- |
| **P27. Will you subcontract any work?** |
| Choose an item. |

|  |
| --- |
| **P28. Description of subcontracting***2000 character limit* |
| Click here to enter text. |

**What type of organisation are you?**

|  |
| --- |
| **P30. Type of organisation**a. choose between |
| Choose an item. |

If you are an SME complete a2 and b

|  |
| --- |
| **a2. Type Small or Medium Sized Enterprise**choose between |
| Choose an item. |

|  |
| --- |
| **b. If you are an SME, do you comply with the definition of ‘R&D-performing SME’?** |
| Choose an item. |

You can automatically check in the online form (check button available) if you are an R&D-performing SME according to the data provided in questions P31-P39.

[**What is the Eurostars definition of an R&D-performing SME?**](https://www.eurostars-eureka.eu/content/what-eurostars-definition-rd-performing-sme)

To qualify as an R&D-performing SME, an organisation must first comply with the EC definition of an SME. In addition, it must also meet the thresholds for dedicated R&D FTEs or turnover set by EUREKA.

SMEs with a headcount of 100 FTE employees or fewer must:

* have at least 5.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities
* or dedicate at least 10.00% of their turnover to R&D activities.

SMEs with a headcount of more than 100 FTE employees:

* have at least 10.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities

|  |  |  |
| --- | --- | --- |
|  | **Financial report Year-2***e.g. 2017* | **Financial report Year-1***e.g. 2016 (for start-ups Year 0)* |
| **P31. Start date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P32. End date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P33. Date the financial report was submitted to national authorities** | dd | mm | yyyy | dd | mm | yyyy |
| **P34. Headcount (number of people)***See Guidelines for Applicants, page 25 question P34.* | Click here to enter text. | Click here to enter text. |
| **P35. Number of Full-Time Equivalents employed (number of people)***See Guidelines for Applicants, page 25 question P35.* | Click here to enter text. | Click here to enter text. |
| **P36. Number of Full-Time Equivalents dedicated to R&D (number of people)***State the number of the FTEs declared in P35 that were dedicated to R&D activities within your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P37. Annual turnover (in Euro)***State the turnover in euro of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P38. Annual turnover dedicated to R&D expenditure (in Euro)***State the amount (in euro) of your annual turnover reinvested in R&D expenditure on an annual basis within your organisation during the specified financial periods* | Click here to enter text. | Click here to enter text. |
| **P39. Balance sheet total (in Euro)***State the balance sheet total (in euro) of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |

**Your Costs**

|  |
| --- |
| **P29. Enter the person-months and full costs associated with your participation in this project into the table***See Guidelines for Applicants, page 23 question P29.* |
| **Work Package** | **Person month** | **Personnel****Costs** | **Overheads** | **Travel** | **Materials** | **Other** | **Sub-contractor** | **Ʃ** |
| **1** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **3** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **4** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **5** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **6** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **7** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **8** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **9** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Ʃ** | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Your Annex**

If you want to upload more than one document, combine and upload them as a single document. The only supported format is PDF. Other file formats will not be accepted by the system.

**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 Center (private) | Y | Y | - |
| University (private) | Y | Y | - |
| University (100% publicly financed) | - | - | - |
| Hospital (100% publicly financed) | - | - | - |
| Research Center (publicly financed) | - | - | - |

|  |
| --- |
| Participant 5*Overview, Company, Costs , and Annex to be added for each participant* |
|  |

**Your Overview**

**Precise identification of applicant enterprise**

|  |  |
| --- | --- |
| **Name of Participant***Referenced from Q28* | **P1. Shortened organization name***Choose a shorter name that will identify your organization within the project (3-5 characters is ideal).* |
|  | Click here to enter text. |

**Legal Address**

|  |
| --- |
| **P2. Street** |
| Click here to enter text. |
| **P3. Postal** | **P4. City** | **P5. Country** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **P6. Phone Number***Remember to add the country code and remove any unnecessary zeroes.* |
| Click here to enter text. |

**Operational Address**

|  |
| --- |
| **P7. Street** |
| Click here to enter text. |
| **P8. Postal** | **P9. City** |
| Click here to enter text. | Click here to enter text. |
| **P10. Phone Number** |
| Click here to enter text. |

|  |
| --- |
| **P11. Web** |
| Click here to enter text. |
| **P12. Registration/VAT number** |
| Click here to enter text. |
| **P13. Names and titles of the principal director(s)** |
| Click here to enter text. |
| **P14. Year of company registration** |
| Click here to enter text. |

**Operational Contact Person**

|  |  |
| --- | --- |
| **P15. a First Name** | **P15.b Family Name** |
| Click here to enter text. | Click here to enter text. |
| **P16. The contact person’s function (job) within the organization** |
| Click here to enter text. |
| **P17. Email address** |
| Click here to enter text. |
| **P18. Direct phone number** |
| Click here to enter text. |

**Your Company**

|  |
| --- |
| **P19. What are your core business activities and expertise? In which sectors do you operate?***2000 character limit* |
| Click here to enter text. |

|  |
| --- |
| **P20. With reference to your annual report, clearly explain your current financial situation.***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **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.* |
| Click here to enter text. |

|  |
| --- |
| **P22. Answer the following:** |
| **a. State the number of R&D projects your organisation is currently running/participating in.***If the answer is zero, enter '0' in each of the other fields* |
| Click here to enter text. |
| **b. 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* |
| Click here to enter text. |
| **c. How many of these projects are subject to public funding?** |
| Click here to enter text. |
| **d. For these projects, what is the total value (€) of the public funding?** |
| Click here to enter text. |

|  |
| --- |
| **P23. Why are you participating in this project? Why are you going to invest your money and personnel in it?***2000 character limit**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?* |
| Click here to enter text. |

|  |
| --- |
| **P24. What is the economic impact this project will have on your organisation?***2000 character limit**See Guidelines for Applicants, page 22 question P24.* |
| Click here to enter text. |

|  |
| --- |
| **P25. What is the expected employment growth as a result of this project?***2000 character limit**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.* |
| Click here to enter text. |

|  |
| --- |
| **P26. With reference to the work package descriptions, list each of your tasks in the project***2000 character limit**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).* |
| Click here to enter text. |

|  |
| --- |
| **P27. Will you subcontract any work?** |
| Choose an item. |

|  |
| --- |
| **P28. Description of subcontracting***2000 character limit* |
| Click here to enter text. |

**What type of organisation are you?**

|  |
| --- |
| **P30. Type of organisation**a. choose between |
| Choose an item. |

If you are an SME complete a2 and b

|  |
| --- |
| **a2. Type Small or Medium Sized Enterprise**choose between |
| Choose an item. |

|  |
| --- |
| **b. If you are an SME, do you comply with the definition of ‘R&D-performing SME’?** |
| Choose an item. |

You can automatically check in the online form (check button available) if you are an R&D-performing SME according to the data provided in questions P31-P39.

[**What is the Eurostars definition of an R&D-performing SME?**](https://www.eurostars-eureka.eu/content/what-eurostars-definition-rd-performing-sme)

To qualify as an R&D-performing SME, an organisation must first comply with the EC definition of an SME. In addition, it must also meet the thresholds for dedicated R&D FTEs or turnover set by EUREKA.

SMEs with a headcount of 100 FTE employees or fewer must:

* have at least 5.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities
* or dedicate at least 10.00% of their turnover to R&D activities.

SMEs with a headcount of more than 100 FTE employees:

* have at least 10.0 FTEs dedicated to R&D activities
* or dedicate at least 10.00% of their FTE to R&D activities

|  |  |  |
| --- | --- | --- |
|  | **Financial report Year-2***e.g. 2017* | **Financial report Year-1***e.g. 2016 (for start-ups Year 0)* |
| **P31. Start date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P32. End date of financial report** | dd | mm | yyyy | dd | mm | yyyy |
| **P33. Date the financial report was submitted to national authorities** | dd | mm | yyyy | dd | mm | yyyy |
| **P34. Headcount (number of people)***See Guidelines for Applicants, page 25 question P34.* | Click here to enter text. | Click here to enter text. |
| **P35. Number of Full-Time Equivalents employed (number of people)***See Guidelines for Applicants, page 25 question P35.* | Click here to enter text. | Click here to enter text. |
| **P36. Number of Full-Time Equivalents dedicated to R&D (number of people)***State the number of the FTEs declared in P35 that were dedicated to R&D activities within your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P37. Annual turnover (in Euro)***State the turnover in euro of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |
| **P38. Annual turnover dedicated to R&D expenditure (in Euro)***State the amount (in euro) of your annual turnover reinvested in R&D expenditure on an annual basis within your organisation during the specified financial periods* | Click here to enter text. | Click here to enter text. |
| **P39. Balance sheet total (in Euro)***State the balance sheet total (in euro) of your organisation during the specified financial periods.* | Click here to enter text. | Click here to enter text. |

**Your Costs**

|  |
| --- |
| **P29. Enter the person-months and full costs associated with your participation in this project into the table***See Guidelines for Applicants, page 23 question P29.* |
| **Work Package** | **Person month** | **Personnel****Costs** | **Overheads** | **Travel** | **Materials** | **Other** | **Sub-contractor** | **Ʃ** |
| **1** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **3** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **4** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **5** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **6** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **7** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **8** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **9** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Ʃ** | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Your Annex**

If you want to upload more than one document, combine and upload them as a single document. The only supported format is PDF. Other file formats will not be accepted by the system.

**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 Center (private) | Y | Y | - |
| University (private) | Y | Y | - |
| University (100% publicly financed) | - | - | - |
| Hospital (100% publicly financed) | - | - | - |
| Research Center (publicly financed) | - | - | - |

**Section 6: Project Annexes**

*The only supported format is PDF: Other file formats will not be accepted by the system.*

An annex of max. 10 pages is very recommended and should contain graphical information: WPs structure, Gantt chart, market evolution diagrams, financial provisions, etc.