



Applicant guidelines
SmartSimple platform
Eureka Network projects & Globalstars

Version: June 2022

Important

Only one user per project application can work on the platform at a time.
The platform will lock for other users if someone is already working on your project application.

Watch our Eureka Smartsimple
tutorial for Network Projects and
Globalstars applicants [here](#)

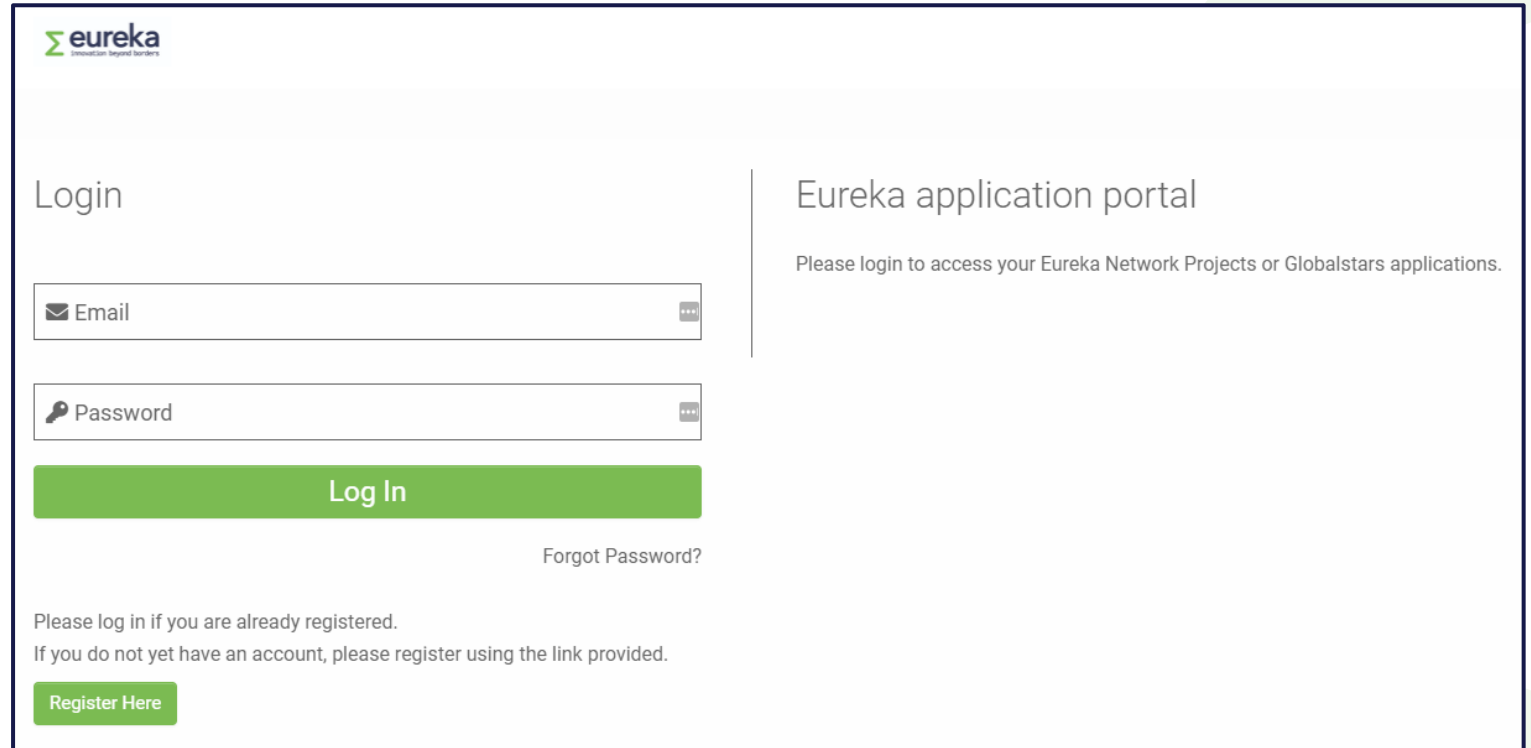
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https://eureka.smartsimple.ie/

If you are a new user, click on “**Register Here**” and complete the registration form.

Once you submit the registration form, you will receive an email confirming your username and password.
Make sure to check your spam folder!

A screenshot of the Eureka application portal. The page has a white background with a dark blue border. At the top left is the Eureka logo. The main content area is divided into two sections. The left section is titled "Login" and contains two input fields: "Email" with an envelope icon and "Password" with a key icon. Below these fields is a green "Log In" button. To the right of the "Log In" button is a link that says "Forgot Password?". Below the "Log In" button is a paragraph of text: "Please log in if you are already registered. If you do not yet have an account, please register using the link provided." At the bottom of this section is a green "Register Here" button. The right section is titled "Eureka application portal" and contains a paragraph of text: "Please login to access your Eureka Network Projects or Globalstars applications." A green arrow points from the text "Make sure to check your spam folder!" to the "Register Here" button.

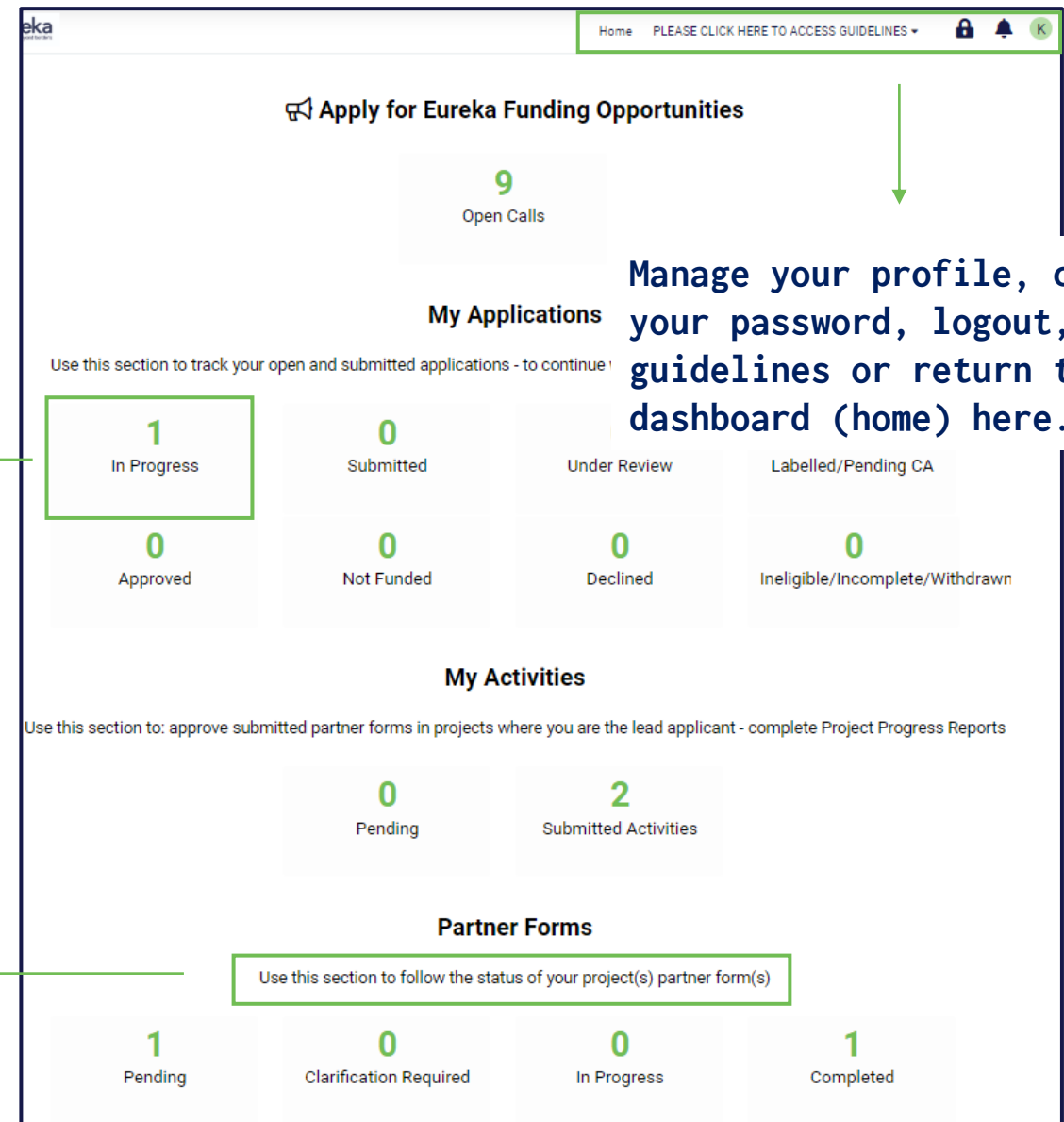
01 Creating your account

Dashboard

Upon login you will see your dashboard, which is divided into four sections. Scroll down to see all available sections.

Follow up on the progress of your applications and tasks using the shortcuts

Description below each section header



Manage your profile, change your password, logout, access guidelines or return to your dashboard (home) here.

Main partner vs. partner(s) tasks

Each project consortium must nominate a main partner organisation and have at least one other partner organisation

Main partner organization's tasks

- 1 Create an account and log in
- 2 Select a call for projects
- 3 Create and complete the application form on behalf of the whole consortium
- 4 Invite project partners
- 5 Complete the partner form for your organisation (partner form + co-signature form)
- 6 Review the other organisation(s)' partner forms
- 7 Submit the final application on behalf of the whole consortium

Partner organization(s)' tasks

Accept the invitation and register

Complete the partner form for your organisation (partner form + co-signature form) → send to main partner for approval

Main partner's tasks

🔔 Apply for Eureka Funding Opportunities

10

Open Calls

My Applications

Use this section to track your open and submitted applications - to continue working on an open application

1

In Progress

0

Submitted

0

Under Review

Labelled

Click on “**open calls**” on your dashboard. This will display our open Network projects and Globalstars funding opportunities. We have one call for projects that is always open; you can apply to this at any time.

Read the information (eligibility criteria and additional information requested by your national funding bodies) about the call for projects you want to apply to on our website or in the downloadable pdf.

Open Calls

Application Type		Call	Details	Deadline
Apply Now	Network projects	Open call for Network projects applications. The call for Network projects is open for applications all year round. Access national funding for your international collaborative R&D projects using our simple flexible programme. OPEN CALL	https://www.eurekanetwork.org/open-calls/network-projects-all-year-2021_Open_call_text.pdf	31/12/2025 23:59
Apply Now	Globalstars	Globalstars Brazil Within the Globalstars initiative of Eureka, based on mutual consent, Brazil, Belgium (Wallonia), Finland, Portugal, Spain, Turkey and The Netherlands are launching a common call. Participants from Brazil and the respective Eureka member countries are invited to submit joint project proposals in the research and development of innovative products and applications with a strong market potential. GS Brazil 2022	https://www.eurekanetwork.org/open-calls/globalstars-brazil-2022_-_Call_text_GS_Brazil.pdf	11/10/2022 18:00
Apply Now	Network projects	Finland - France call for R&D collaboration projects BILAT_FR_FI_1	https://www.eurekanetwork.org/open-calls/network-projects-finland-france-2022-2022-FR-FI_call_1.pdf	26/09/2022 18:00

02 Selecting calls for projects

Main partner's tasks

Select the call for projects you want to apply to and click on “apply now”.

You will be given an empty application form.

Apply Now	Network projects	France – Spain Call for Eureka joint R&D&I projects BILAT_FR_ES_3	https://www.eurekanetwork.org/open-calls/network-projects-france-spain-2022/Call_FR-ES_2022_-_Call_text.pdf
Apply Now	Network projects	Singapore– Turkey Call for EUREKA joint R&D&I projects BILAT_SG_TR_1	https://www.eurekanetwork.org/open-calls/singapore-turkey-2021/2021_SG-TR_call_1_final.pdf
Apply Now	Network projects	2022 Singapore-South Korea call for projects BILAT_KR_SG_1	https://www.eurekanetwork.org/open-calls/network%20projects%20singapore%20south%20korea%202022/2022_SG-KR_EUREKA_Network_Call_final_updated.pdf

New Application

EUREKA NETWORK Projects:
Eureka Network Projects are market driven innovative R&D projects, developed and run by an international consortium.

[View Application pdf](#)

Partner Form

Click Save before using Partner Form

Partner Forms

Click Save before using Partner Forms

Application form

Total Complete 5%

OVERVIEW 20% IMPACT - THE BUSINESS CASE 0% EXCELLENCE - INNOVATION AND R&D 0% QUALITY AND EFFICIENCY OF THE IMPLEMENTATION 0%

* Project Acronym

4 words left

* Project Title

Read important information here. You can minimise or pop out this window at any time.

02 Selecting calls for projects

Main partner's tasks

New Application

Your screen shows two sections:

Partner forms & Application form

[View Application pdf](#)

Partner Form

Click Save before using Partner Form

Partner Forms

Click Save before using Partner Forms

✓ Application form

Total Complete 5%

< OVERVIEW 20% IMPACT - THE BUSINESS CASE 0% EXCELLENCE - INNOVATION AND R&D 0% QUALITY

* Project Acronym

4 words left

* Project Title

10 words left

Save Draft

Save & Validate

✓ Submit

Remove

First, click on “Save draft”.

Your application will receive an identification code, which includes your unique project number/an acronym of the programme you are applying to/the call for projects code.

2021-17450/NP/BILAT_SG_TR_1

Call for submissions is open



EUREKA NETWORK Projects:

Eureka Network Projects are market driven innovative R&D projects, devised and



[View Application pdf](#)

Partner Form

Primary Contact

Open

Katie Sera

03 Filling in the application form

Main partner's tasks

The application form has four sections: OVERVIEW, IMPACT, EXCELLENCE and QUALITY AND EFFICIENCY OF THE IMPLEMENTATION.

The screenshot shows the 'Application form' interface. At the top, a progress bar indicates 'Total Complete 66%'. Below this, four sections are listed: 'OVERVIEW' (60%), 'IMPACT - THE BUSINESS CASE' (70%), 'EXCELLENCE - INNOVATION AND R&D' (50%), and 'QUALITY AND EFFICIENCY OF THE IMPLEMENTATION'. The 'IMPACT' section is currently selected. A text box within this section contains the question: '* What are the goals and main results of the project?' followed by a prompt to 'Describe the concrete results expected at the end of your project (new products, services, prototype, process, IPR, etc.). What would be the outcome of achieving the results, beyond products, concepts or services?'. A word count '250 words left' is visible. A green arrow points from the text 'More instructions on how to best answer the questions can be found below or next to each question.' to a question mark icon in a circle. Another green arrow points from the same text to the text box containing the question. A third green arrow points from the text 'All fields in the application form are mandatory and some have a word limit.' to the word count '250 words left'. A fourth green arrow points from the text 'We recommend that you fill in as much information in your application form as you can before inviting your other consortium partners. This way, they can view the latest version of the application form and see information they need to complete their partner form, for example the work packages.' to the text box containing the question.

More instructions on how to best answer the questions can be found below or next to each question.

All fields in the application form are mandatory and some have a word limit.

We recommend that you fill in as much information in your application form as you can before inviting your other consortium partners. This way, they can view the latest version of the application form and see information they need to complete their partner form, for example the work packages.

Main partner's tasks

The application form has four sections: OVERVIEW, IMPACT, EXCELLENCE and QUALITY AND EFFICIENCY OF THE IMPLEMENTATION.

2021-17450/NP/BILAT_SG_TR_1

OVERVIEW 60% IMPACT - THE BUSINESS CASE 70% EXCELLENCE - INNOVATION AND R&D 50% QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

* Duration in Months

Automatically calculated field > duration in months between start and end date - not calculating the days (e.g. 1/Jan/2021 > 31/Dec/2021 = 11 months // 1/Jan/2022 = 12 months)

24 ?

Number of Person Months

7 ?

Personnel Costs

€18,000.00 ?

Overheads

€4,400.00 ?

Travel

€2,000.00 ?

Materials

€3,500.00 ?

Some information in the application form, e.g., consortium overview table, person/months, personnel costs... (OVERVIEW section) is filled in and updated automatically when the partner forms are complete.

Main partner's tasks

“Open Work packages” in the OVERVIEW section.

2021-17450/NP/BILAT_SG_TR_1

OVERVIEW 60% IMPACT - THE BUSINESS CASE 70% EXCELLENCE - INNOVATION AND R&D 50% QUALITY AND EFFICIENCY

* Overall Budget (€)

This information will be made public in case the project is approved.

Overview of the Consortium

This information will be made public in case the project is approved.

Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total
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Work Package List

As the project main partner, you must define the work packages' structure. Your project partners will refer to this table when listing their tasks in the project.

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader	Other Participants
WP1 / Coordination and Project Management	test	01/07/2022	6	KS organisation	
WP 2 / Example			0		
WP 3 / Example			0		
WP 4 / Example			0		

Open Work packages

▼ The Pitch

This section provides an introductory description of the project. It includes a set of three questions (what, why and how), with 500 words limit each. Please be as thorough and concise as possible.

Work Packages

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader	Other Participants
WP1 / Coordination and	test	01/07/2022	6	KS organisation	
WP 2 / Example	test	dd/mm/yyyy	0		
WP 3 / Example	test	dd/mm/yyyy	0		
WP 4 / Example	test	dd/mm/yyyy	0		

+ → Add as many rows as needed by clicking on “+”

Save Close

Fill out all fields and click “Save”

- This table will be displayed in all partner forms for your partners to use as a reference to list their tasks in the project.

Main partner's tasks

2021-17450/NP/BILAT_SG_TR_1

OVERVIEW 60% IMPACT - THE BUSINESS CASE 70% EXCELLENCE - INNOVATION AND R&D 50% QUALITY AND EFFICIENCY OF THE IMPLEMENTATION 84%

WP 4/ Example	2	€5,000.00	€1,200.00	€1,000.00	€2,500.00	€0.00
	7	€18,000.00	€4,400.00	€2,000.00	€3,500.00	€45,000.00

* Attach a Gantt Diagram of the Work Packages with clearly identified leaders for each WP

Upload a Gantt Diagram (QUALITY AND EFFICIENCY OF THE IMPLEMENTATION section).

File Name ▲

test.pdf

2021-17450/NP/BILAT_SG_TR_1

OVERVIEW 60% IMPACT - THE BUSINESS CASE 70% EXCELLENCE - INNOVATION AND R&D 50% QUALITY AND EFFICIENCY OF THE IMPLEMENTATION 84%

Please select a market area that best matches your project. Select the most appropriate category, you don't need to make a selection at every level.

Any further Annexes

Only pdf files allowed, maximum file size 2 GB.
National funding bodies may have specific requirements for organisations based in their country. Please upload relevant annexes here (the main partner must upload these annexes on behalf of the partners).

Upload other annexes (OVERVIEW section).
if required by national funding bodies
Check countries requirements in specific call text. The main partner must upload relevant annexes on behalf of the partners.

Main partner's tasks

1. Click on “Invitations” on the left-hand side menu
2. Click on “+” to add all your consortium partner organisations
3. Fill in your project partners' details and assign them the role of “partner”.
4. Click on “invite”. Your partners will receive an email invitation that will let them view the application form and complete their partner form.

The screenshot shows the 'Invitations' section of a web application. On the left is a sidebar with 'Main', 'Notes', and 'Invitations' (selected). The main area has a header with a home icon, 'Main', and the identifier '2021-17450/NP/BILAT_SG_TR_1'. Below the header is a warning message: 'If you remove an invitation that has already been accepted, please inform projects@eurekanetwork.org in order to remove the automatically created partner form. Please mention application number and name of the removed partner. Before inviting other partners to the project, please make sure you have filled in at least the Project Acronym (OVERVIEW), Project Title (OVERVIEW) and WP table (OVERVIEW)'. A table lists existing invitations with columns: Prefix, First Name, Last Name, Email, Role, and Status. One entry is shown: Mr Frederic Bako, shouks@hotmail.com, Partner, Accepted. Below the table are input fields for adding a new invitation, a '+ ↗' button, and 'Save' and 'Invite' buttons at the bottom right.

Prefix	First Name	Last Name	Email	Role	Status
Mr	Frederic	Bako	shouks@hotmail.com	Partner	Accepted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --	Draft

If your partner hasn't accepted your invitation yet, you can **re-send** it or **retract** it. However, if you want to remove a partner who has already accepted your invitation from your application, you need to contact us at projects@eurekanetwork.org

05 Inviting partners

Main partner's and partner(s)' tasks

All project partner organisations (including the main partner) must fill in a partner form individually.

You can find the partner form from your dashboard, listed as a pending task.

Partner Forms

Use this section to follow the status of your project(s) partner form(s)

1 Pending	0 Clarification Required	0 In Progress	0 Completed
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PARTNER FORM:

1. Open the PARTNER FORM tab and click “Save Draft”
2. Complete the form
3. “Add budget details” (please refer to the work package list completed by the main partner in your project). When you save your budget information, it is added to the budget details table automatically.

06 Filling in your partner form

2021-17450/NP/BILAT_SG_TR_1 (Partner Forms)

PDF of Partner Form

View Application pdf

PARTNER FORM CO-SIGNATURE PARTNER DETAILS

* What are your core business activities and expertise (technological and managerial)? Do you have previous experience in

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint

181 words left

* In which sectors do you operate?

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181 words left

* Explain your contribution to the project.

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181 words left

Work package list

Save Draft

Submit

Main partner's and partner(s)' tasks

All project partner organisations (including the main partner) must fill in a partner form individually.

CO-SIGNATURE:

1. Fill in the name, title and position of someone legally authorised to represent your organisation.
2. Click “Save Draft” – this information is added to the co-signature form.
3. **Download** the co-signature document as a pdf file and sign it manually or electronically.
4. **Upload your signed co-signature document** (in pdf format)
5. Click on “Send to Main” (if you are a partner organisation) or “Submit” (if you are the main partner).

2021-17450/NP/BILAT_SG_TR_1 (Partner Forms)

[PDF of Partner Form](#)
[View Application pdf](#)

PARTNER FORM **CO-SIGNATURE** PARTNER DETAILS

i 1. Fill in the full name, title and company position of the person legally authorised to represent your organisation.
2. Click **Save Draft**. This information will be added to the co-signature document.
3. Download the **co-signature document** as a pdf file and **sign it**.
4. Upload **signed co-signature document** and click **Send to Main** or **Submit**

* Name and last name

* Title

* Company Position

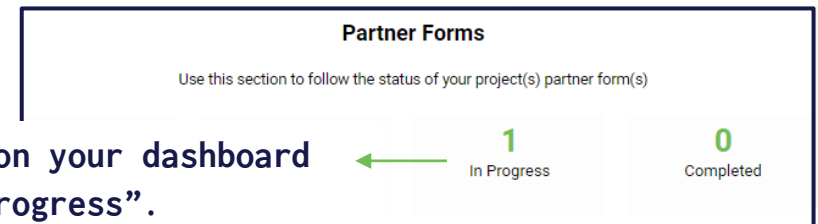
Agreement Document
[Download Co-Signature Document](#)

* Upload signed co-signature document

[← BACK](#) [?](#)

[Save Draft](#) [Send To Main](#)

Your partner form task on your dashboard will be listed as “in progress”.



06 Filling in your partner form

Main partner's tasks

When a project partner submits their partner form, you (the main partner) will see a new Pending item on your dashboard under My Activities.

My Activities

Use this section to: approve submitted partner forms in projects where you are the lead applicant - complete Project Progress Reports

1
Pending

1
Submitted Activities

Pending

1-1 of 1

#	Application ID	Activity Type	Primary Contact	Status	Created Date	Deadline Date	
1	2021-17450/NP/BILAT_SG_TR_1	Partner Forms	Frederic Bako	Submitted to Main	10/01/2022 21:50		<input type="button" value="Open"/>

You need to **open** and review the submitted partner and co-signature forms.

Main partner's tasks

2021-17450/NP/BILAT_SG_TR_1 (Partner Forms)

PDF of Partner Form

View Application pdf

PARTNER FORM CO-SIGNATURE REVISIONS PARTNER DETAILS

* What are your core business activities and expertise (technological and ma

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commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit
laborum

* In which sectors do you operate?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nost
commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat
laborum

* Explain your contribution to the project.

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commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat
laborum

Work package list

As indicated by the main partner

WP ID / Name	WP description (including milestones and outcome)	WP Start Date	Duration of WP (months)	WP Leader
WP1 / Coordination and Project Management	test	01/02/2022	6	KS test

* With reference to the work package list/descriptions, please indicate each of your tasks and deliverables in the project.

Please use the numbering convention WP number. Number of task within that WP. For example, task 1.2 would be the second task from work package 1.
WP1 / Coordination and Project Management
1.1. Consortium Management
1.2. Technical Management
1.3. Project Administration

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Send For Clarifications

Approve

- If you think parts of the form are unclear, visit the revisions tab, specify what your project partner needs to change and click on “Send for clarifications”.

OR

- If the form is correct, click on “Approve”.

As partner forms are completed, the Overview of the consortium table and other fields in the OVERVIEW section of your application form will update automatically with the information from the partner forms.

Overview of the Consortium

This information will be made public in case the project is approved.

Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution
Katie Sera	KS Test	Singapore	Large Company	Lead	€72,900.00	35%
Frederic Bako	FB Test	Turkey	SME	Partner	€133,500.00	65%

07 Reviewing partner forms

You can also use the notes section of our platform to communicate with

- our helpdesk: **Note to Helpdesk**
- the main partner in the project: **Note to Main Partner**
- all your project partners: **Note to Consortium Partners**
- your contact in your national funding body: **Note to Project Officers** → These notes are read once project officers have been assigned to your application

Main

Notes

Invitations

2021-17450/NP/BILAT_SG_TR_1

+ -

Notes Type: --All--

From: dd/mm/yyyy To: dd/mm/yyyy

Search Reset

Sort By: Newest to Oldest

--All--

Note to Helpdesk

Note to Main Partner

Note to Consortium Partners

Note to Project Officers

No Records Found

To send a note:

1. Click on the **+** icon.
2. Select the recipient of your note from the drop-down menu titled: **Notes Type**.
3. Write your note.
4. Click on **Save** to send your note. The recipient will receive an email notification.

All partners can view the application form PDF at any time. It updates automatically whenever you save.

 EUREKA NETWORK Projects:
Eureka Network Projects are market driven innovative R&D projects devised and run by an international consortium

 View Application pdf

Total Complete 81%

< PARTICIPANT INFORMATION 100% OVERVIEW 80% IMPACT - THE BUSINESS CASE

View Partner Details

Partner Forms

	#	Primary Contact	Partner Company	Partner country
Open	1	Frederic Bako	FB Test	Turkey
Open	2	Katie Sora	KS Test	Singapore



2021-17450/NP/BILAT_SG_TR_1
TEST SG TR

Participant Information	2
Overview	3
The Pitch	5
Technological and market areas	5
Impact - The Business Case	7
Competition in the industry:	8
Excellence - Innovation and R&D	10
Quality and efficiency of the implementation	12
Partner Form - KS Test	14
Co-Signature	16
Partner Details	16
Partner Form - FB Test	17
Co-Signature	19
Partner Details	19

Main partner's tasks

If ever you want to delete your application before the call for projects deadline, click on “remove” and it will disappear from your dashboard.

2021-17450/NP/BILAT_SG_TR_1

✓ Application form

Total Complete 91%

< OVERVIEW 80% IMPACT - THE BUSINESS CASE 100% EXCELLENCE - INNOVATION AND R&D 100%

Information about the main output of the project and how it (and other results) will be commercialized, taking competitors into consideration.

* What are the goals and main results of the project?

Describe the concrete results expected at the end of your project (new products, services, prototype, process, IPR, etc.).
What would be the outcome of achieving the results, beyond products, concepts or services?

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181 words left

* What are you going to sell? To whom and how?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris

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Save Draft Save & Validate ✓ Submit Remove

Main partner's tasks

2021-17450/NP/BILAT_SG_TR_1

✓ Application form

Total Complete 91%

< OVERVIEW 80% IMPACT - THE BUSINESS CASE 100% EXCELLENCE - INNOVATION

Information about the main output of the project and how it (and other results) will be commercialized and how it will be taken into consideration by competitors into consideration.

* What are the goals and main results of the project?

Describe the concrete results expected at the end of your project (new products, services, prototypes, etc.).

What would be the outcome of achieving the results, beyond products, concepts or services?

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181 words left

* What are you going to sell? To whom and how?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit

NEXT >

Save Draft

Save & Validate

✓ Submit

Remove

1. Make sure all partner forms (including your own) and your application form are complete and that you have double checked everything against the call for projects instructions.

2. Click on “Save & validate” to check whether you’re missing any mandatory information before you submit.

3. Click on “Submit”. You will receive an email confirming that you have successfully submitted your project application!

Submitted

#	Application ID	Organization	Primary Contact	Status	
1	2021-17450/NP/BILAT_SG_TR_1	KS Test	Katie Sera	Submitted Application	Open

09 Submitting your application

Main partner's tasks

Please note that after you have submitted your application, you cannot make changes to it.

However, you can request to re-open your application by emailing projects@eurekanetwork.org before the call for projects deadline.

Once you submit your application, we will review it to ensure it is complete and that your project is eligible. If successful, your project will be evaluated.

You can track the status of your application on your dashboard. In addition, you will receive email notifications.

Good luck!

Contact us at
projects@eurekanetwork.org