USER GUIDELINES

Eureka application portal

Globalstars and Network Projects

1. **(LEAD APPLICANT) Selecting a funding opportunity and creating an application**
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4. **(LEAD APPLICANT) Inviting partners to your application/reviewing partners form**
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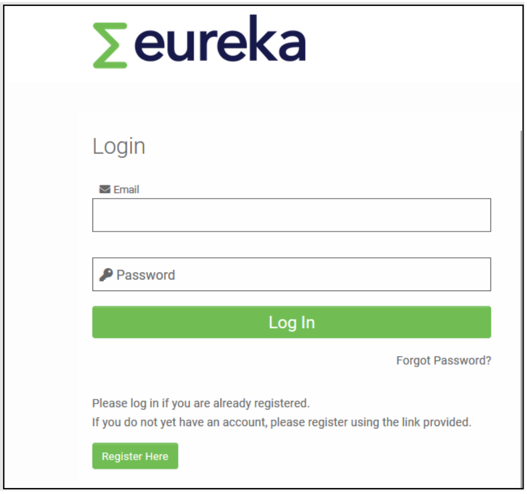
6. **Communication between parties (Notes feature)**
7. **(LEAD APPLICANT) How to submit your application**

1. (LEAD APPLICANT) Selecting a funding opportunity and creating an application

- When you have already been registered into the platform – **Log in** into the system



- Not yet registered, click on **'Register Here'**
- Forgot your password:

  1. User clicks 'Forget Password?'

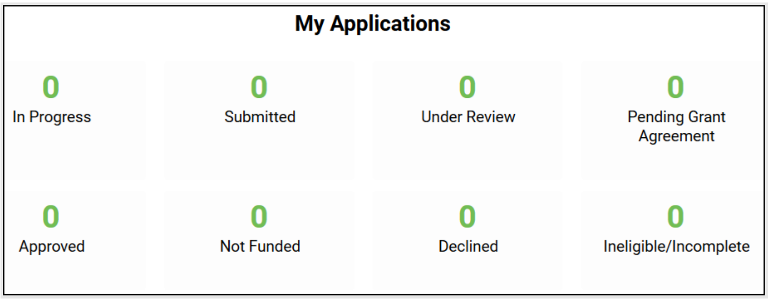
  2. User enters email address

  3. Email is sent to the user with instructions to reset password, if they exist in the system. (Check your SPAM)

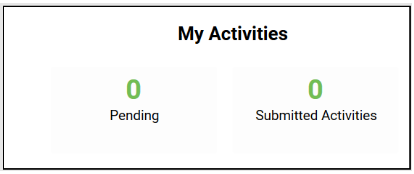
IMPORTANT: Only 1 user can work in the application at a time (the application will be locked for other users in the meantime) .

2. Overview of your dashboard

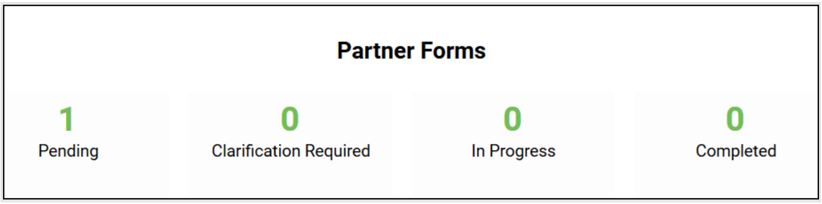
- **My Applications**: this section enables you to track the statuses of your application(s).



- **My Activities**: this section enables you to track your pending/submitted tasks.

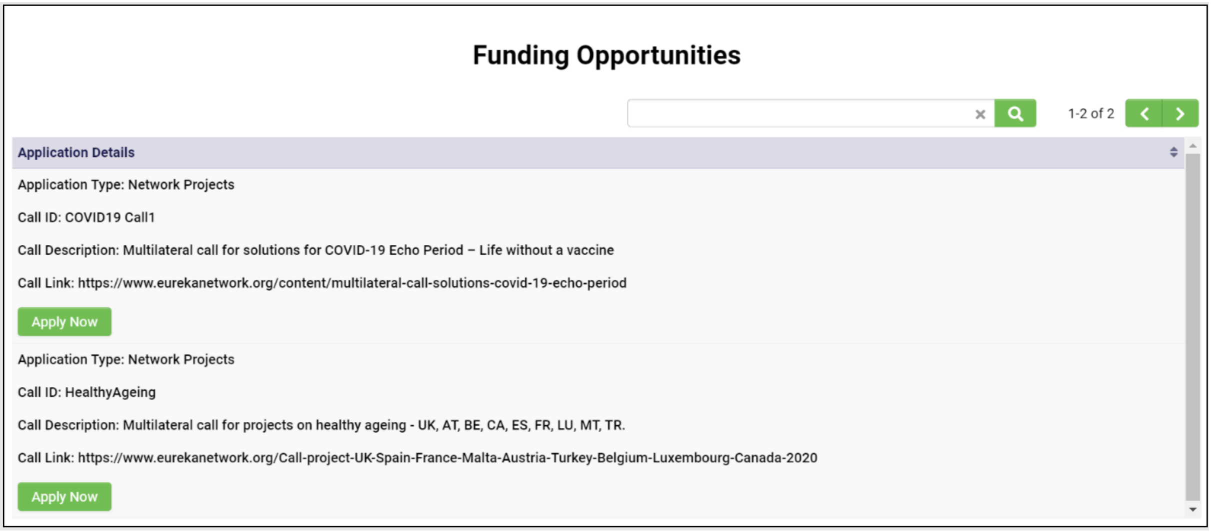


- **Partner Forms** : this section enables you to track the statuses of your own Partner form(s).

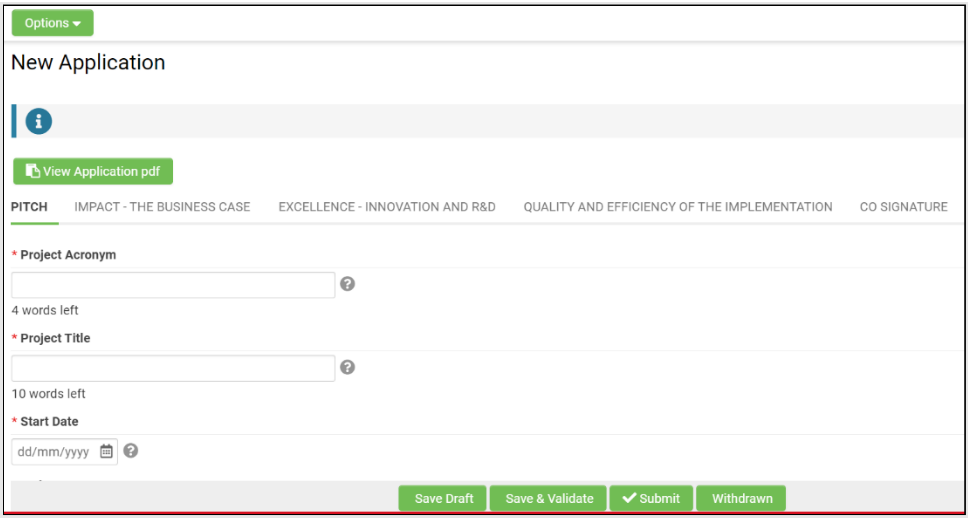


- Click on ‘**Funding Opportunities**’ on the dashboard

A list of ongoing calls will be displayed:



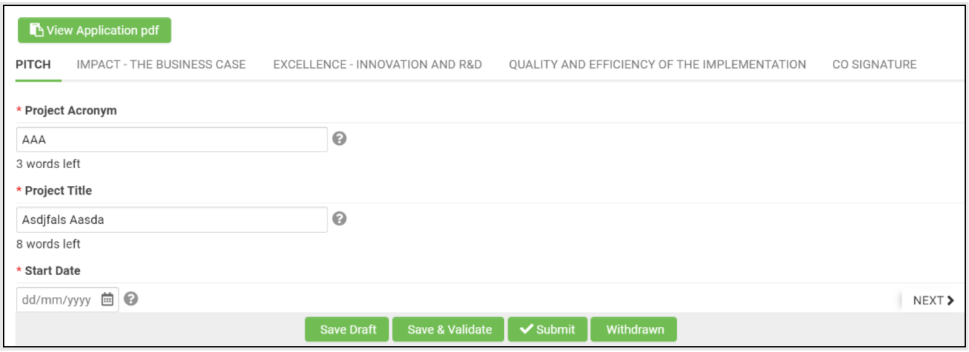
- Select the call you want to apply for by clicking on ‘**Apply now’ (make sure that you have clicked the correct funding opportunity – it is not allowed to transfer information from one funding opportunity to another).** An empty application appears.



- Click ‘**Save Draft’:** a call ID number will be assigned to your application and you can start preparing it for submission. **(Remember: ALWAYS save your draft application on a regular basis).**

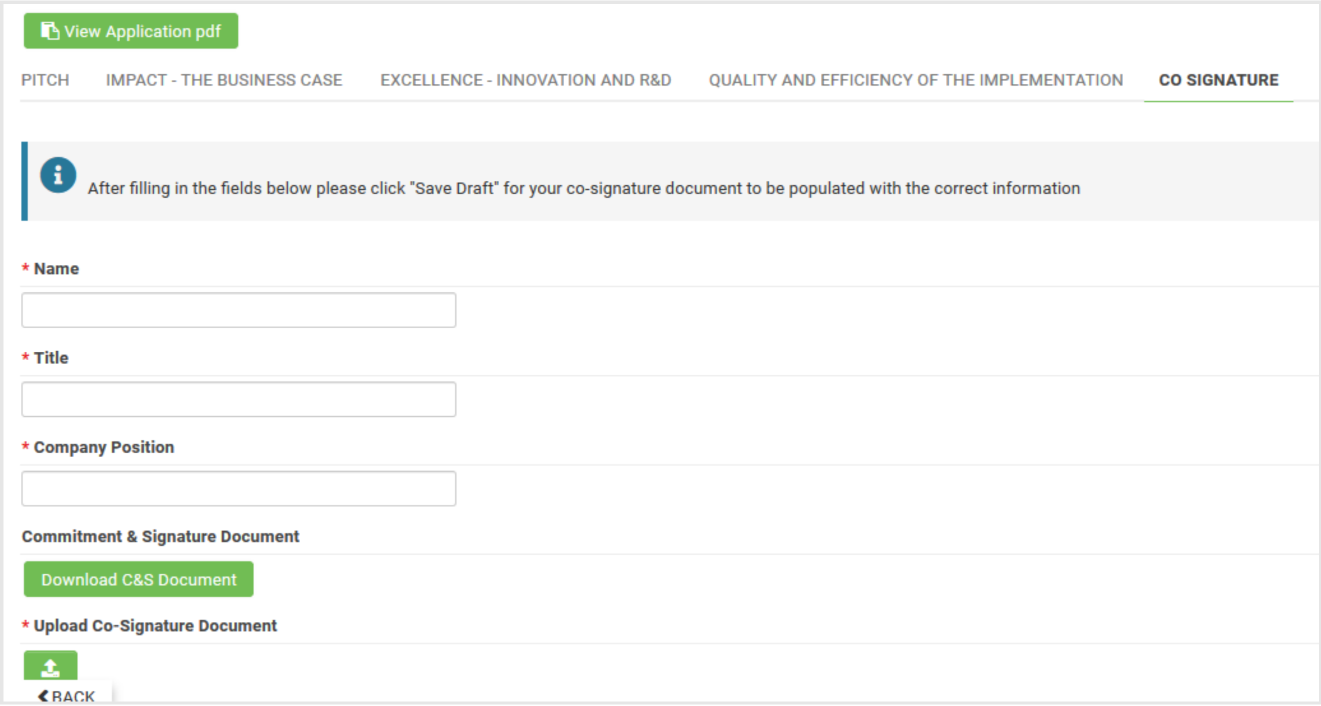
3. (LEAD APPLICANT) How to start completing an application

Once you have saved your application, you can start filling out the required information for each of the five different sections:



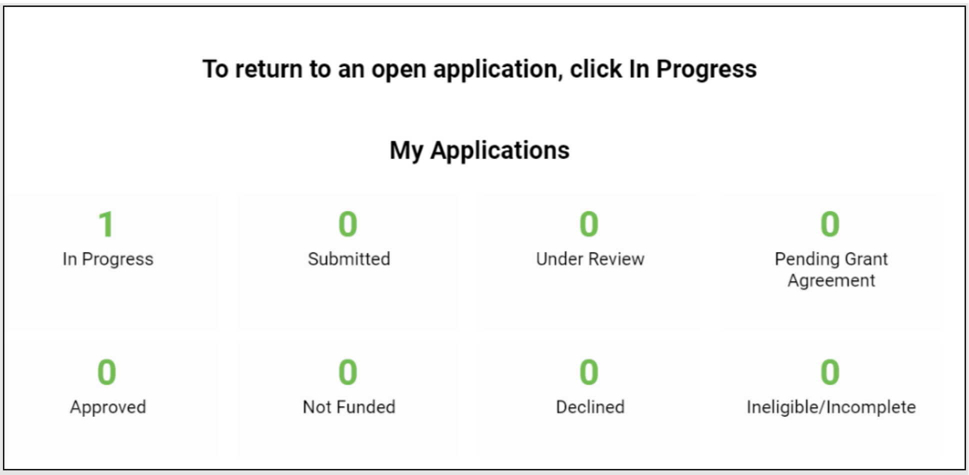
- PITCH: This chapter paints a picture of the project in less than one page. It gathers the general information of the project, including a set of questions (what, why and how) as well as the main information about the partners (country, contact data).
- IMPACT – THE BUSINESS CASE: Information about the main output of the project and how it (and other results) will be commercialized, taking competitors into consideration.
- EXCELLENCE – INNOVATION AND R&D: Information about the technological developments to be undertaken in the project in comparison with existing technologies.
- QUALITY AND EFFICIENCY OF THE IMPLEMENTATION: Information about the management of the project and the added value of international cooperation.
- CO-SIGNATURE : document signed by a legally authorized representative of the organisaton

How to upload the duly signed Co-signature document



- Fill out the 3 fields (name – title – function of the **Legal authorized person**)
- Click on 'Save'
- Download pdf version
- Sign the printed version
- Upload duly signed document

As long as you haven't submitted your application, you can go back to it and make changes at any moment.

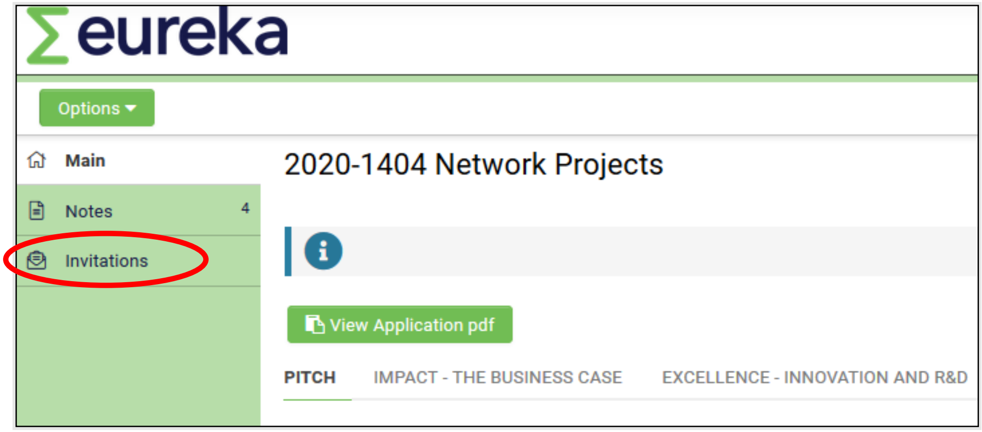


IMPORTANT:
- save your draft on a regular basis in order not to lose any information.
- If you have made a correction, save your draft in order to see the changes (end date – months calculation will only be changed after application is saved)

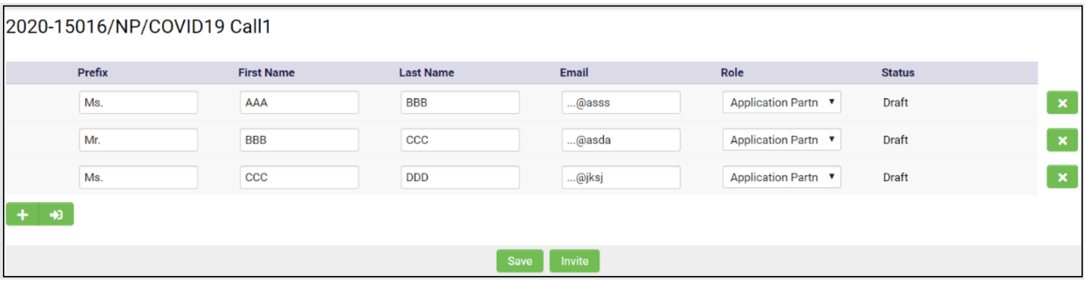
4. (LEAD APPLICANT) Inviting partners to your application/reviewing partners form

Once you have created your application, you can invite other organisations to join the project.

- Click on '**Invitations'** on the left-hand side.



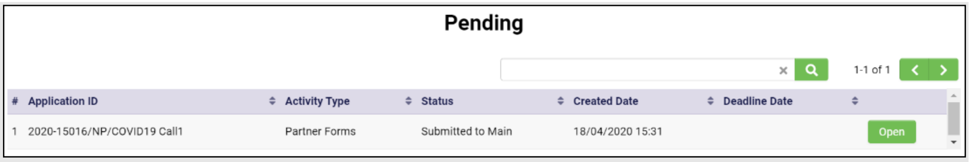
- Inviting partners:
  1. Click on **'+'** to create a new invitation and fill in your partner's coordinates (IMPORTANT: make sure you assign a role to your partner).
  2. To remove an invitation, simply click on **"X"** button.
  3. Once done, click on **'Invite'** (multiple participants can be invited). Your application partner(s) will then receive an email with your invitation.



All the accepted invitations which have completed their Partner Form (see explanation below) will be incorporated into the **overview of the consortium** table available in the pitch section.

- **Reviewing partners' forms:**

When a partner submits their partner form, a new pending activity will show up on the dashboard.

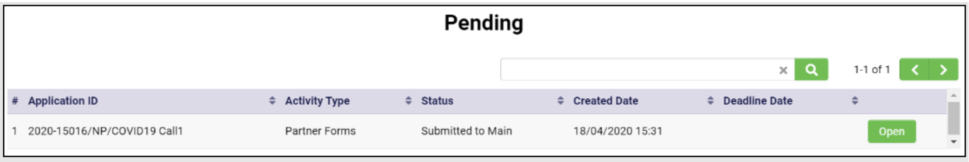


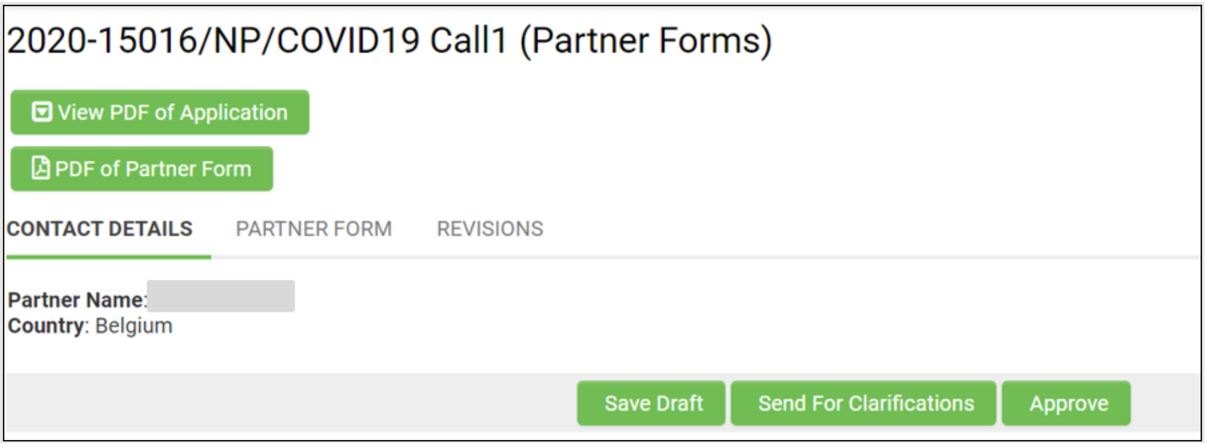
You need to open and review the form. Three different actions are possible:

> **'Send for clarifications':** send to the partner when certain points are unclear for the lead applicant (these points are specified in the **'REVISIONS'** tab).

> **'Approve'**: the partner form is filled out correctly and no changes are required.

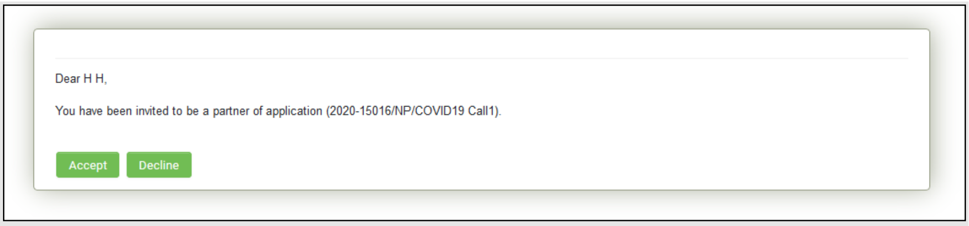
> '**Save Draft**': click on it in order not to lose information.





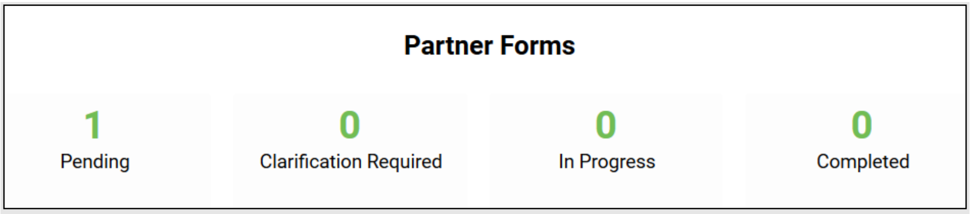
5. INVITED PARTNER - How to complete your part of the application (Partner Form)

When you have been invited to participate as a partner in a project, you will get a notification by email. If you follow the instructions of this email, you will be directed to the platform, where you can accept/decline the invitation.

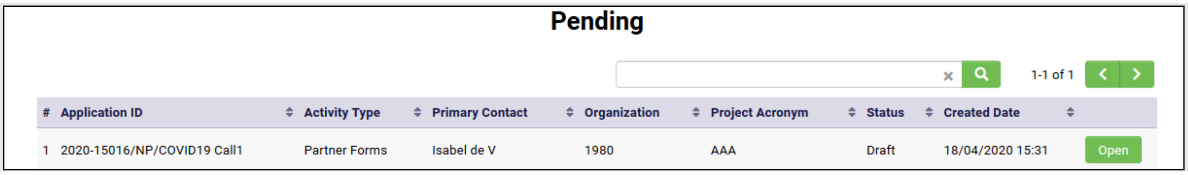


- If you accept the invitation, then click **'here'** in order to be directed to your partner form.

- Once you have logged into the system, click on **'Pending'** Partner Forms on your dashboard(visible by scrolling down in your dashboard – last point)



- **Filling out your form.**
  Click **'OPEN'**

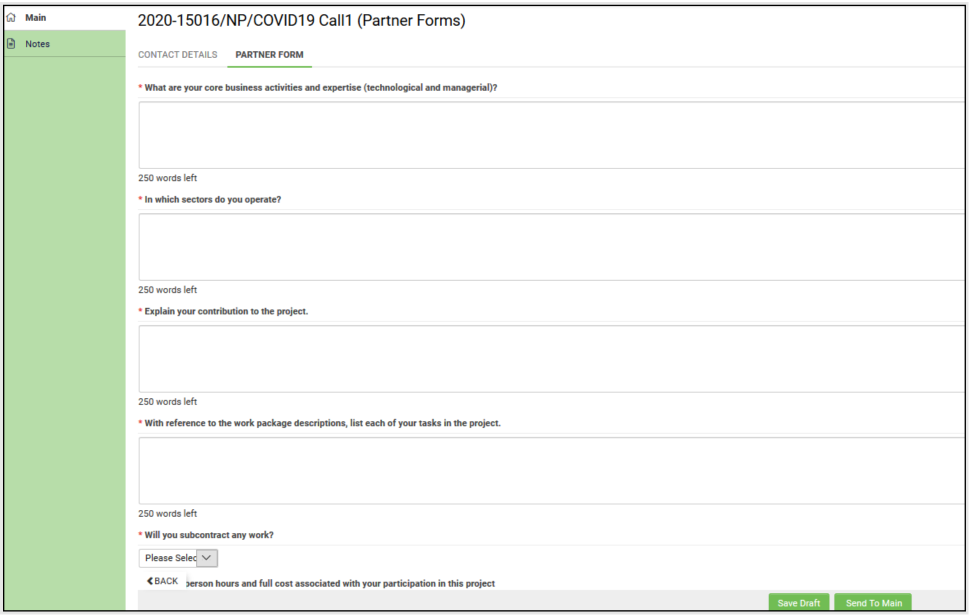


Pending

1-1 of 1

#	Application ID	Activity Type	Primary Contact	Organization	Project Acronym	Status	Created Date	
1	2020-15016/NP/COVID19 Call1	Partner Forms	Isabel de V	1980	AAA	Draft	18/04/2020 15:31	Open

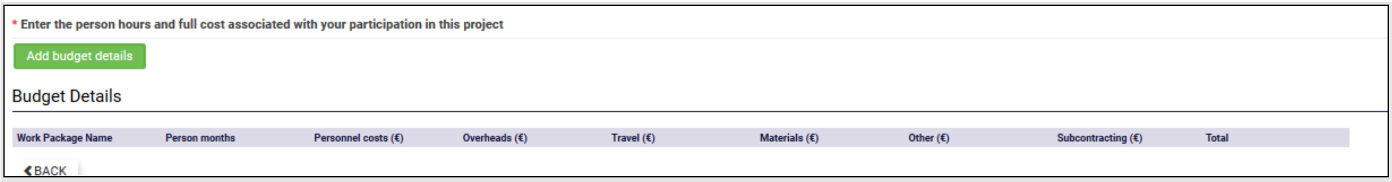
This is the view of your partner form:

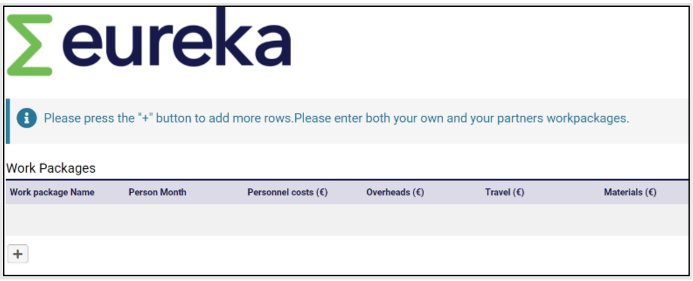


- **First, 'Save Draft'**.

- **Filling out the work package table**

Click on '**Add Budget Detail**' in order to start completing the table with the work packages details (to add several work packages, click '**+**').



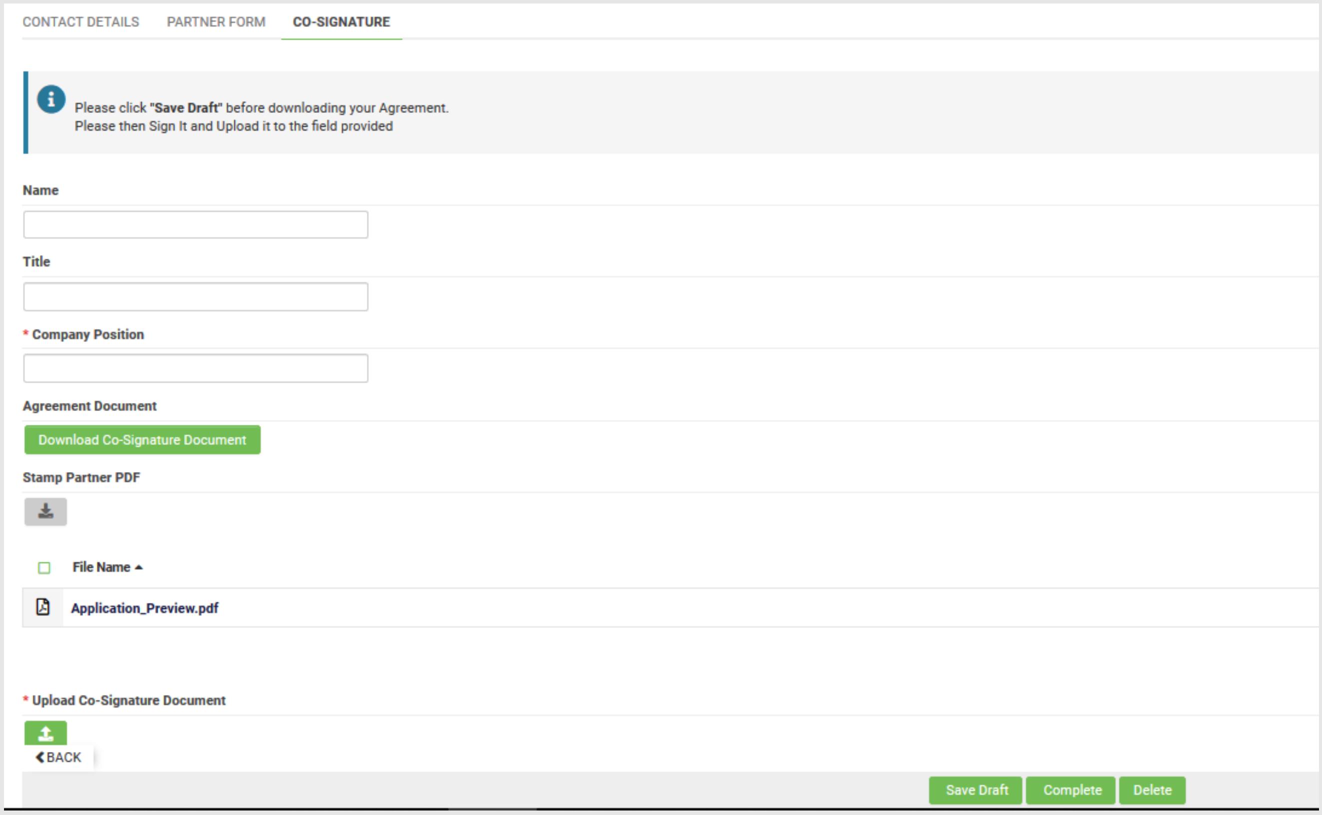


- Once you have duly filled out your form, **'Send to Main'** for review in order to either approve it or ask for clarifications if needed.

IMPORTANT: Save draft regularly in order not to lose information.

- **Completing your Partner Form**

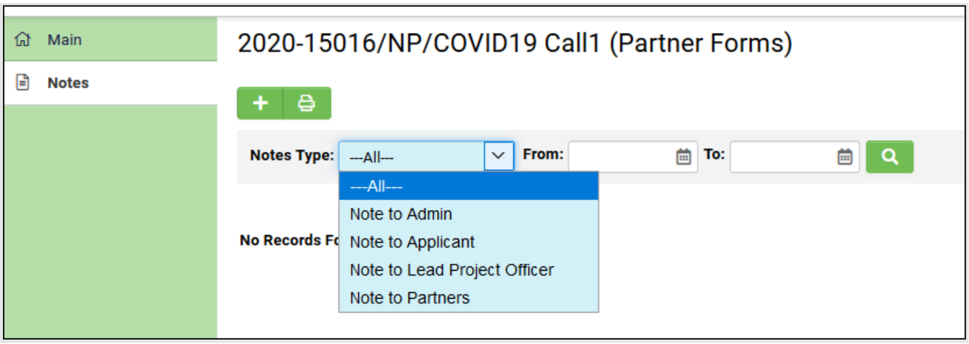
The Partner is informed by mail that his form has been accepted by the Lead applicant
The Co-signature tab becomes available



- Fill out the 3 fields (name – title – function of the **Legal authorised person**)
- Click on 'Save'
- Download pdf version
- Sign the printed version
- Upload duly signed document

• Partner to click 'Complete' = important in the 'save & validate' process before submission

6. Communication between parties (Notes feature)



The '**notes' functionality** allows one-on-one communication between the participants involved in a project. Any clarification or reflection can be sent as a note to Admin/Applicant/Lead Project Officer/Partners, where appropriate.

To access the note feature, open your application, click on 'Notes' on the left-hand side, then:

1. Click on New Note (**'+' icon**): the text box is displayed.
2. Select the type of note (the receiver of this note) from the drop down.
3. Type the note body.
4. Click 'Save': your note will be sent, and the receiver will be notified by email.

7. (LEAD APPLICANT) How to submit your application

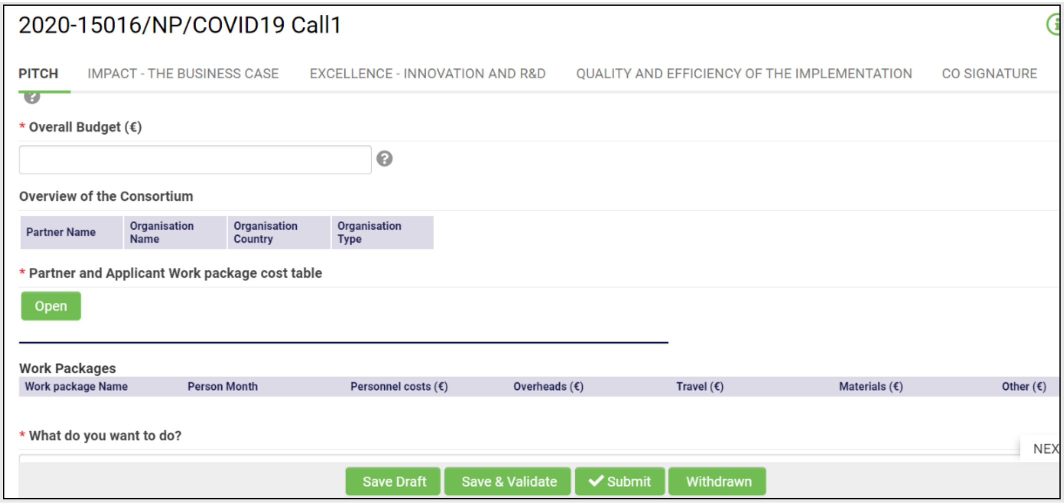
Check points:

- Check that your application meets ALL eligibility criteria of the funding opportunity.
- Overall Application's Work Packages table to be completed by the Lead Applicant in the 'Pitch' section

  All partners, including the Lead applicant, must fill out their work package cost table (see section 'Quality and efficiency of the implementation') . Then in the Pitch section, the Lead applicant needs to enter the overall overview of each work package = **adding up all figures which each partner has entered including the lead applicant per work package**

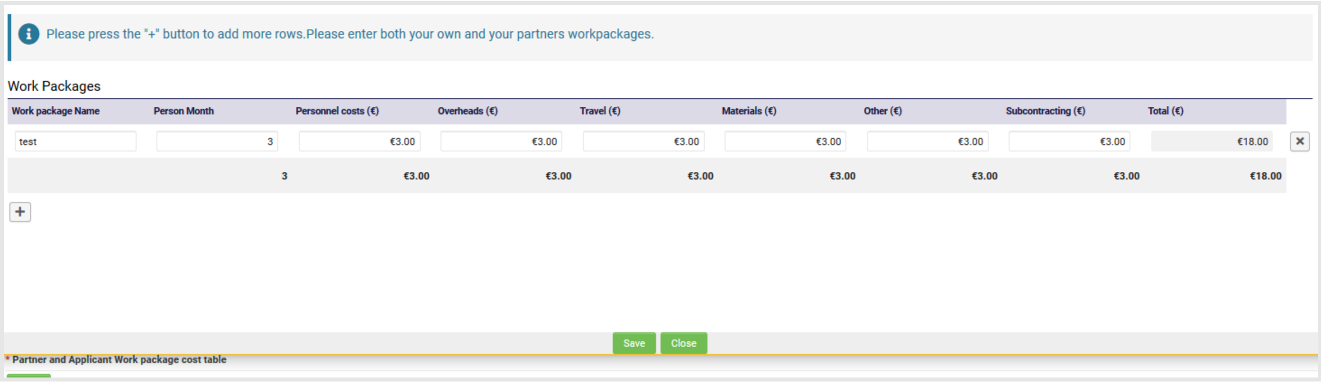
  click **'open'**.

Only then, the Lead applicant will collect all partners' (including him/herself) work packages in the Pitch section, by clicking **'open'** and adding them (one by one).



Adding a workpackage = click '+'

Removing a workpackage = click 'x'


Please press the "+" button to add more rows.Please enter both your own and your partners workpackages.

Work Packages

Work package Name	Person Month	Personnel costs (€)	Overheads (€)	Travel (€)	Materials (€)	Other (€)	Subcontracting (€)	Total (€)
test	3	€3.00	€3.00	€3.00	€3.00	€3.00	€3.00	€18.00
	3	€3.00	€3.00	€3.00	€3.00	€3.00	€3.00	€18.00

Save Close

* Partner and Applicant Work package cost table

- Files to be uploaded:
    - GANTT (**mandatory for the lead applicant**- implementation section)
    - Other documents can be uploaded as annexes at the end of Pitch section, when required. Please always read the relevant **CALL TEXT** carefully (call texts are published in the EUREKA public website **–** https://www.eurekanetwork.org/calls-for-projects) additional annexes may be required there.
    - Co-signature document **(mandatory for ALL participants, including the lead)**: The Lead organisation to check whether he/she has received the email for each partner stating that they have 'completed and co-signature uploaded' .

Click '**Save & Validate**' before submitting your application in order to automatically check whether all required information is filled out.

An error message will appear when additional actions are required. Click on the error message which will redirect you to the field that contains the error (e.g. when a text field has too many characters, text needs to be shortened)

If no error message appears, click on 'submit' (Please note that after submission, you will no longer be able to make changes in your application).