

User guidelines

Eureka application platform



Network Projects and Globalstars

Helpdesk: projects@eurekanetwork.org

Table of contents

1.	Pre-submission checklist
2.	Sign up or login: https://eureka.smartsimple.ie
3.	Overview of your dashboard
4.	[MAIN PARTNER] Selecting a funding opportunity
5.	[MAIN PARTNER] Completing your application
6.	[MAIN PARTNER] Inviting partners to your application10
7.	[MAIN PARTNER] Completing your partner form11
8.	[MAIN PARTNER] Reviewing partner forms 12
9.	[MAIN PARTNER] Submitting the application
10.	[INVITED PARTNER] Accepting the invitation
11.	[INVITED PARTNER] Completing your partner form15
12.	Notes functionality
13.	Evaluation
14.	Information security and confidentiality

1. Pre-submission checklist

- The main partner must fill out and submit a single application for the project on behalf of all partners in the consortium.
- ✓ Your application must meet all eligibility criteria for the funding opportunity.
- ✓ All partners must complete and submit a **partner form** as well as a signed **Co-Signature form** before the application is submitted. Partner forms and Co-Signature forms submitted by partners must be approved by the main partner.
- ✓ The main partner must submit a GANTT chart (pdf format) in the quality and efficiency of the implementation section.
- ✓ The main partner must submit other documents (if required). These will be outlined in the call for projects text available on the Eureka website: https://www.eurekanetwork.org/open-calls/ and as annexes at the bottom of the Overview section.
- ✓ **Save** your application regularly.
- ✓ Save and Validate your application to check for missing mandatory fields.
- Check the instructions and question marks (tool tips) below/next to the sections/questions to help you complete your application.
- ✓ Only documents in **pdf format** can be uploaded.
- To continue working on an open application, return to the dashboard, and click on In Progress under My Applications.
- ✓ You must have at least two completed **partner forms** in your application to be able to submit.
- All partners with completed partner forms will appear in the Overview of the Consortium table (in the Overview section of the application form).
- ✓ After you have submitted your application, you will no longer be able to make changes. However, before the call for projects deadline, you can request to re-open your submitted application by emailing projects@eurekanetwork.org.

2. Sign up or login: https://eureka.smartsimple.ie

∑eureka
Login
S Email
Password Log In
Forgot Password?
Please log in if you are already registered. If you do not yet have an account, please register using the link provided. Register Here

- Not yet registered? Click on **Register Here**.
- Already registered? Enter your email and password and Log In.
- Forgot your password? Click on Forgot Password? and follow the instructions.

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.



3. Overview of your dashboard

View of your dashboard when you login:

		Apply for Eureka Fu	unding Opportunitie	es						
		6 Open								
		Му Арр	lications							
	Use this section to track your o	open and submitted applications	a - to continue working on ar	n open application, click "In Progress	s"					
	3 In Progress	0 Submitted	0 Under Review	0 Labelled/Pending CA						
	1 Approved	0 Not Funded	0 Declined	0 Ineligible/Incomplete						
		My Ac	ctivities							
Use	this section to: approve submit		ere you are the lead applica reports	ant - complete change requests - cor	mplete					
		1 Pending	0 Submitted Activities							
	Partner Forms									
	Use this section to follow the status of your project(s) partner form(s)									
	3 Pending	0 Clarification Required	0 In Progress	0 Completed						

4. [MAIN PARTNER] Selecting a funding opportunity

Click on **Open Calls** on your dashboard. You will see a list of ongoing calls for projects:

	Open Calls								
				× Q	-6 of 6 < >				
	Application Type	Call	\$	Details	Deadline				
Apply Now	Network Projects	South Korea - France call for projects BILAT_KR_FR_1		https://www.eurekanetwork.org/open-calls/france-k 2021 2021FR-KR_call_1.pdf	orea- 31/08/202 18:00				
Apply Now	Network Projects	Korea – Spain Call for EUREKA joint R&D BILAT_KR_ES_2	projects	https://www.eurekanetwork.org/open-calls/south-ko spain-call-1-2021 2021KR-ES_call_2.pdf	orea- 31/08/202 18:00				
Apply Now	Network Projects	Austria – Spain Call for Eureka joint R&D8 BILAT_AT_ES_1	I projects	https://www.eurekanetwork.org/open-calls/austria- spain-2021 2021_AT-ES_call_1.pdf	15/09/202 23:59				
Apply Now	Network Projects	Turkey – Spain Call for EUREKA joint R&D BILAT_TR_ES_1	&I projects	https://www.eurekanetwork.org/open-calls/spain-tu 2021 <u>TR_ES_bilateral_call_2021.pdf</u>	rkey- 03/11/202 20:00				
Apply Now	Network Projects	Green Hydrogen Call for Eureka joint R&D Green Hydrogen	projects	https://www.eurekanetwork.org/open- calls/greenhydrogen-2021 <u>Green_Hydrogen_NP_Call_2021_updated.pdf</u>	05/11/202 17:00				
Apply Now	Network Projects	Open call for Network projects application The call for Network projects is open for a national funding for your international col flexible programme. OPEN CALL	applications all year round. Access	https://www.eurekanetwork.org/open-calls/network projects-all-year	- 31/12/202 23:59				

Select the funding opportunity you want to apply for by clicking on **Apply Now**. Please make sure you choose the correct funding opportunity, as you cannot transfer your information between applications.

If you are applying to a national call, select Open call for Network projects applications.

You will be given an empty application form:

	Personal Profile Organisation Profile Lansaber de V V
Leveration legand to then	Home PLEASE CLICK HERE TO ACCESS GUIDELINES
New Application	> (1)
0	
View Application pdf	
Partner Form	
Click Save before using Partner Form	
✓ Application form	
OVERVIEW IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFICIENCY OF THE IMPLEMENTATION	
* Project Acronym	
4 words left	
* Project Title	
0	
10 words left	
* Start Date	
dd/mm/yyyy 🗎 😧	
Save Draft Save & Validate 🗸 Submit Remove	

First, click on **Save Draft.** A call ID number will be assigned to your application and your partner form will be created.

ි Main	2021-17279/NP/Green Hydrog	gen						
🗈 Notes	EUREKA NETWORK Projects:							
Invitations	Euroka Natwork Drainata ara markat dri	iven innovative DOD prejector deviced and run by an inter	national concertium					
	View Application pdf							
	Partner Form							
	Prima	ary Contact	Partner role	Status				
	Open Isabe	el de V	Lead	Draft				
	 Application form 							
	OVERVIEW IMPACT - THE BUSINESS CASE	EXCELLENCE - INNOVATION AND R&D QUALITY	AND EFFICIENCY OF THE IMPLEMENTATION					
	* Project Acronym							
		0						
	4 words left							
		Save Draft Save & V	alidate 🗸 Submit Remove					

Before you start completing your application, click to display the instructions and read them carefully.

	Home PLEASE CLICK HERE TO ACCESS GUIDELINE
New Application	> ()
EUREKA NETWORK Projects: Eureka Network Projects are market-driven innovative R&D projects, devised and run by an international consortium.	
EUREKA Eligibility Criteria:	
 The project represents cooperation in the form of a specific project; 	
 The envisioned outcome of the project is a product, process or service; 	
 The envisioned outcome of the project has a civilian/non-military purpose; 	
 The project includes participation from at least two legal entities, from two Eureka Countries, independent of each other; 	
 No single entity or country is responsible for more than 70 % of the project budget; 	
GlobalStars specific Eligibility Criteria:	
• The project includes participation from at least two legal entities, independent of each other, where one of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities of the entities is established in a Full Member or Partner or Associated courses of the entities is established in a Full Member or Partner or Associated courses of the entities of the entities is established in a Full Member or Partner or Associated courses of the entits of the entits of the entities	untry;
(Organisations that are not full participants within the project (e.g. subcontractors) are not considered. Additional eligibility criteria can be defined and published in a <u>sp</u> call).	becific call text upon agreement of all the countries involved in that
Standard EUREKA Evaluation Criteria and Threeholds: Impact – Market and Commercialisation: 30 out of 60 (minimum threshold: 50%) Excellence – Innovation and R&D: 30 out of 60 (minimum threshold: 50%) Quality and Efficiency of Implementation – Project Planning and Consortium Quality: 30 out of 60 (minimum threshold: 50%) EUREKA Label - Minimum average threshold score: 108 out of 180 (60%) (thresholds may vary and will be published in a <u>specific call text</u> upon agreement of all the countries involved in that call.)	
Project application:	
Please remember to regularly save your application.	
Please save and validate your application to check for missing mandatory fields. Please fills at least the Project Acronym Project Title and Work Package list in the OVEPVIEW section before inviting other nations to the project	
Please till in at least the Project Action memory and work package list in the 10-20/19/0 dection hadron inviting the national the international terms of te	

Important

Be careful not to create more than one application for the same call for projects. You can check if you already have other applications open from your dashboard (under **My Applications, In Progress**).

To delete duplicate applications, click on **Remove**.

5. [MAIN PARTNER] Completing your application

Fill out the required information for each of the four different sections:

2021-17280/NP/Green Hydrogen							
OVERVIEW	IMPACT - THE BUSINESS CASE	EXCELLENCE - INNOVATION AND R&D	QUALITY AND EFFICIENCY OF THE IMPLEMENTATION				
Û	Û	Ŷ	Û				
Information about the technological developments to be undertaken in the project in comparison with existing technologies.							
* What is the method/approach/research hypotheses you will use?							

Overview/the Pitch

- As partners complete their individual work package tables, the system will automatically add the different cost categories (Number of Person Months, Personnel Costs, Overheads, Travel, Materials, Other, Subcontracting and Overall Budget (€)) in the Overview section. Click on Save Draft to refresh the page and your information will update.
- The **Overview of the Consortium** table will also be updated automatically as partners complete their partner forms. This table summarises the main information for each partner: **Partner Name**, **Organisation Name**, **Organisation Country**, **Organisation Type**, **Role** (lead or partner), **Partner Total** (budget contribution) and partner % **Contribution** to the overall project budget.

2021-17280/NP/Gr	een Hydrogen					>				
OVERVIEW IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFICIENCY OF THE IMPLEMENTATION										
60.00 Ø										
* Overall Budget (€)										
This information will be made p	ublic in case the project is approved.									
€96,700.00 🔞										
Overview of the Consortium										
This information will be made p	ublic in case the project is approved.									
Partner Name	Organisation Name	Organisation Country	Organisation Type	Role	Partner Total	Contribution				
Isabel de V	1980	Belgium		Lead	€72,000.00	74%				
Tuomas initia	(anamara)	Finland	Large Company	Partner	€24,700.00	26%				
test										
Work package list										
As indicated by the main pa	artner									

Work Package List

Click on **Open Work Packages** at the bottom of the **Overview** section. Add as many rows as needed by clicking on the + button. Fill out all the fields and click on **Save**. This table will be displayed in the partner forms, and it will serve as a reference for your partners to list their tasks in the project.

Please note: Your **Overall budget, Overview of the consortium** and **Project short summary** will be made publicly available if your project is approved.



2021-17279/NP/Green Hydrogen										
OVERVIEW IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFICIENCY OF THE IMPLEMENTATIC										
This information	tion will be made public in	case the project is ap	proved.							
0										
Overview of th	e Consortium									
This information	tion will be made public in	case the project is ap	proved.							
Partner Name	Organis	ation Name Organ	isation Country	Organisation Type	Role	Partner Total	Contribution			
Work Package	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.										
🔲 Open Wo	III Open Work packages									

WP ID / Name	WP description (including milestones and outcome)	WP Start Date		Duration of WP (months)	WP Leader	Other Participants	
WP 1/ Coordination and	Coordination of project activities, ensuring that the work programme objectives,	16/08/2021	Ö	12	1980		×
WP2 / Long-term multi-di	Collect, manage, and integrate all kinds of useful data for monitoring	16/08/2021	ė	5	Granl	1980	×
WP 3 /	111	dd/mm/yyyy	ė	0			×
+							
			Save	Close			

Impact - the business case

Excellence - Innovation and R&D

Quality and efficiency of the implementation

Attach a Gantt diagram of your **Work Packages** in pdf format with clearly identified leaders for each work package.

6. [MAIN PARTNER] Inviting partners to your application

Once you have created your application, you can invite other organisations. Multiple project partners can be invited to a single application. Your application must have a minimum of one main partner and one invited partner.

Before inviting other partners to the application, you must have completed your **Project Acronym**, **Project Title** and **Work Package List** in the **Overview** section.

- 1. Click on **Invitations** on the left-hand menu bar.
- 2. Click on the + icon to create a new invitation. Fill in your project partner's details and assign them with a role (partner).
- **3.** Then, click on **Invite**.
- **4.** Your partner(s) will receive an email with your invitation.

Your partner may need to check their spam/junk mail folder.

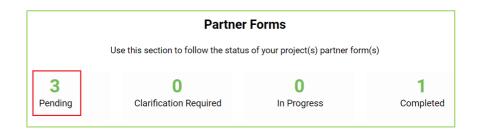
යි Main	2021-17279/NP	2021-17279/NP/Green Hydrogen						
🖺 Notes		If you remove an invitation that has already been accepted, please inform projects@eurekanetwork.org in order to remove the automatically created partner for						
Invitations	Before inviting other part	Please mention application number 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 (OUALITY AND EFICIENCY OF THE IMPLEMENTATION)						
	Prefix	First Name	Last Name	Email	Role	Status		
	Mr	Tuomas	Wallin	tuomaswallin@granl.f	i Partner	✓ Draft	×	
	+ +							
			Sa	ve				

If you have multiple applications open in the platform, be careful to invite your partners to the correct one.

To cancel an invitation, click on the X icon. If the partner has already accepted the invitation before you cancel it, they will still be able to fill in their partner form and send it to you (main partner) for revision. In this instance, please contact projects@eurekanetwork.org to request that their partner form is deleted from your application.

7. [MAIN PARTNER] Completing your partner form

As the main project partner, you must also complete a partner form. You can access your own partner form from the dashboard. In the **Partner Forms** section, click on **Pending.**



You can also access your partner form from the application's main window:

2021-17	279/NP/Green Hydrogen		
•			
🖪 View Ap	plication pdf		
Partner Fo	orm		
	Primary Contact	Partner role	\$ Status
Open	Isabel de V	Lead	Draft
 Applica 	ation form		
OVERVIEW	IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D	QUALITY AND EFFICIENCY OF THE IMPLEMENTATION	
* Project Acro	onym		
TEST	0		

You can download a pdf of your partner form at any time.

2021-17280/	NP/Green Hydrogen (Partner Forms)
PDF of Partner I	Form
View Application p	bdf
PARTNER FORM	CO-SIGNATURE PARTNER DETAILS
What are your core b	usiness activities and expertise (technological and managerial)? Do you have previous exper
test	
In which sectors do	you operate?
test	
Explain your contribu	ution to the project.
test	
Work package list	
As indicated by the	main partner

For more information on how to complete your partner form, check section 11 in this document. The only difference between your form and other partners' is that the main partner doesn't have to approve their own partner form.



8. [MAIN PARTNER] Reviewing partner forms

When one of your project partners submits their partner form, a new **Pending** item will show up 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 change requests - complete final reports									
	1 Pending	0 Submitted Activities							

As the main partner, you need to open and review the form (partner form and co-signature sections).

		Pending			
				×Q	1-2 of 2 < >
# Application ID	Activity Type	\$ Status	Created Date	Deadline Date	\$
1 2021-17279/NP/Green Hydrogen	Partner Forms	Submitted to Main	11/08/2021 13:01		Open

- Send for clarifications if there are parts of the form that are unclear (please specify what revisions are needed in the revisions tab first).
- **Approve** if the form is filled out correctly and no revisions are needed.

2021-17279/NP/Green Hydrogen (Partner Forms)									
C View Application									
DPF of Partner Form									
View Application	pdf								
PARTNER FORM	CO-SIGNATURE	REVISIONS	PARTNER DETAILS						
What revisions are	needed?								
< BACK									
			Send For Clarifications Approve						

When all the partners have accepted their invitations and completed their partner forms, they will be listed in the **Overview** section (**Overview of the Consortium**) of your application form.

9. [MAIN PARTNER] Submitting the application

Once all partner forms (including your own) are completed, the application form filled out and you have double checked everything against the instructions, click **Submit**.

After you have submitted your application, you will no longer be able to make changes. However, **before the call for projects deadline**, you can request to re-open your submitted application by emailing projects@eurekanetwork.org.

10.[INVITED PARTNER] Accepting the invitation

When you have been invited to participate as a partner in a project, you will receive an email notification. Follow the instructions in the email and you will be directed to the platform, where you can **Accept** or **Decline** the invitation.



When you accept the invitation, click on login here. You will be asked to login to the platform.

Invitation Accepted		
You have accepted the invitation		
Thank you for accepting the invitation. Please login	ere.	

11.[INVITED PARTNER] Completing your partner form

All project partners must complete a partner form.

Once you are logged in, click on Pending under the Partner Forms heading.

Partner Forms									
Use this section to follow the status of your project(s) partner form(s)									
1	0	1	0						
Pending	Clarification Required	In Progress	Completed						

You will see the project applications you have been invited to complete. To fill in your partner form, click on **Open**.

			Pending			
					×	Q 1-1 of 1 < >
# Application ID	Activity Type	Primary Contact	Organization	Project Acronym	\$ Status \$ Cr	eated Date 🗢
1 2021-17279/NP/Green Hydrogen	Partner Forms	Isabel de V	1980	TEST	Draft 11	/08/2021 13:01 Open

First, click on **Save Draft**. Then, complete the form and work package table (click **Add Budget Detail)**. To add more work packages, click on the + icon. As you save the budget information, this will be added to the budget details table automatically. Please use the **Work Package List** completed by the main partner as a guideline.

2021-17279/1	NP/Green Hydro	ogen (Partner Forr	ns)					> (i) (
PARTNER FORM	CO-SIGNATURE PAR	TNER DETAILS						
	and Project Management nagement gement	imple, task 1.2 would be the se	cond task from work pa	ickage 1.				
test								
249 words left								
* Will you subcontrac	t any work?							
Please Selec 🗸								
* Enter the person ho	ours and full cost associa	ted with your participation i	n this project					
Add budget details								
Budget Details								
Work Package Name	Person months	Personnel costs (€)	Overheads (€)	Travel (€)	Materials (€)	Other (€)	Subcontracting (€)	Total
WP 2	2	€25,000.00 €25,000.00	€5,000.00 €5,000.00	€2,000.00 €2,000.00	€1,500.00 €1,500.00	€0.00 €0.00	€0.00 €0.00	€33,500.00 €33,500.00
Main Partner Budget	-			 ,000100	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		(0.00	NEXT >
				Save Draft Send T	To Main			



		KO															
-) t	;u	IE	ka														
in 🦾	novatio	on beyor	nd borders														
Instruction	ns go her	re.															
WP ID / Name		v	WP description (in	cluding milest	ones and outcome)		WP Start Dat	•		Duration of WF	P (months)		WP Leader		0	ther Participants	
WP 1/ Coordination a	nd Project	0	objectives, milest	ones and delive	, ensuring that the v rables are met in a t	ork programme imely manner.	16/08/2021			12			1980				
Management		1	1.1. Consortium n 1.2. Technical ma 1.3. Financial mar	nagement			10/08/2021			12			1960				
WP2 / Long-term mul monitoring	ti disciplina	ry (Collect, manage, a	and integrate al	ll kinds of useful dat	a for monitoring	16/08/2021			5			Grani		1	980	
WP 3 /							16/09/2021			2							
Work Package Name		Person mont	ths	Personnel	costs (€)	Overheads (€)		Travel (€)		Materials (€)		Other (€)		Subcontracting (€)	1	fotal	
WP 2			2		€25,000.00		€5,000.00		€2,000.00		€1,500.00		€0.00		€0.00	€3	3,500.00
																	€0.00
				2	€25,000.0	0	€5,000.00		€2,000.00		€1,500.00		€0.00		€0.00	€33	,500.00
+																	
								Save	Close								

Once you have filled out your partner form, go to the **Co-Signature** tab:

- 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 your signed **co-signature document** (in pdf format) to the dedicated space.
- 5. Click on Send to Main.



2021-17279/NP/Green Hydrogen (Partner Forms)										
PARTNER FORM	PARTNER FORM CO-SIGNATURE PARTNER DETAILS									
	ck " Save Draft " befor en Sign It and Upload									
* Name										
Tuomas										
* Title										
Wallas										
* Company Positio	n									
Director for Innova	ation and Developme	ent								
Agreement Docum	ent									
Download Co-Sig	gnature Document	3								
* Upload Co-Signa	ture Document									
1 3										
< BACK			2	5						
			Save Draft	Send To Main						

At this point, one partner form will be listed as In Progress on your dashboard.

Partner Forms										
O	O	1	0							
Pending	Clarification Required	In Progress	Completed							

The main partner will review your partner form. If the main partner asks you to clarify something from your partner form, a **Clarification Required** item will show up on your dashboard under **My Activities**.

Partner Forms			
0	1	O	0
Pending	Clarification Required	In Progress	Completed

If this is the case, make the necessary changes and click on Re-Submit.

12.Notes functionality

The **Notes** section lets you communicate about your project application. You can send notes to the helpdesk, the project applicant (main partner), your project officer from your national office or your project partners.

쉾 Main	2021-17009/NP/BILAT_KR_ES_1
Notes	Type: Note to Helpdesk
lnvitations	Note to Helpdesk Note to Applicant (Main Partner) Note to Project Officers Note to Partners

You can access the **Notes** section from the left-hand menu bar. To send a note:

- 1. Click on the + icon, which will open a text box.
- 2. Select the receiver of the note from the drop-down titled: Notes Type.
- **3.** Write your note.
- 4. Click on Save to send your note. The receiver will get an email notification.

13. Evaluation

Once your application has been submitted, it will be evaluated. The evaluation will be performed by **National Project Coordinators (NPCs)** from national funding bodies. Nothing is required from you at this stage, but you could receive messages from your NPC if they need additional information.

When your application has been evaluated, it will either be **labelled** or **declined**, depending on whether your evaluation score is above the necessary threshold or not. If your application is declined, your NPC will contact you directly. If your application has been labelled, you will be notified by email.

Labelled projects undergo a financial status check by the NPCs.

Financial status check

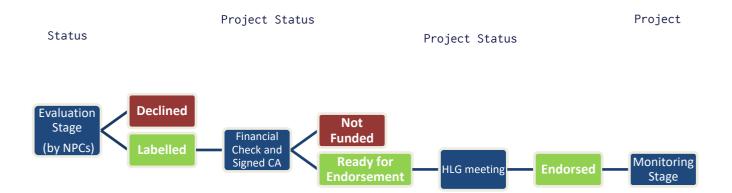
This check will be carried out if funding for your project is confirmed in each participating country. Contact your NPC to find out if you will receive national public funding for your project.

If you are declined funding and/ or you cannot self-fund your project costs, the application will be given a **not-funded** status.

If public funding has been confirmed for all partners in your project consortium and/ or partners who have not received public funding can self-fund their part of the project, your application will move to the **ready for endorsement** status. The main partner must sent a signed **Consortium Agreement** must be sent to your NPC for the project to be **ready for endorsement**.

All applications that are ready for endorsement will be submitted to Eureka's High-level Representatives group (HLG), who will acknowledge the Eureka label (resulting from a positive evaluation score) and endorse the project, giving it **endorsement** status. This is done in HLG meetings that take place every three to four months (typically in January, March, June and October).

Once your project has been endorsed, we will monitor its progress.



14. Information security and confidentiality

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

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

The Eureka Secretariat reserves the right to use any project as a case of study or success story to publicise the programme and the benefits of collaborative working. Moreover, if you think that your project could be a success story, do not hesitate to inform projects@eurekanetwork.org.

Publicity material should be agreed on with consortium members before release.

Data Protection Act

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

The information that project participants provide will be used for monitoring all aspects of their project. This will include recording on the in-house and Eureka-contracted processing computer and management information systems.

The information will be shared with relevant Eureka national funding body offices.

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

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