

The Project Form is divided In 4 major parts:

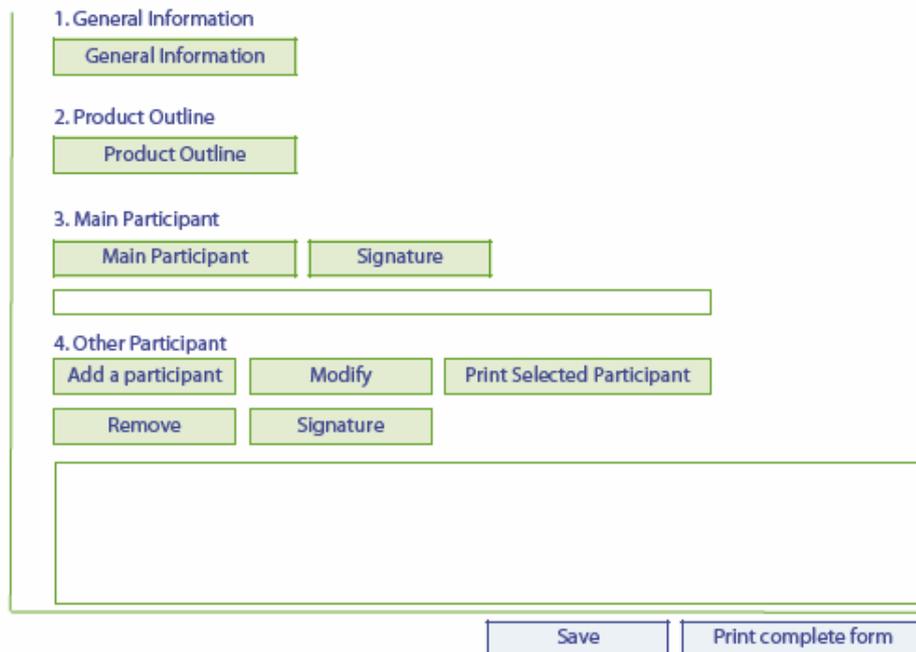
- General Information: Acronym, duration, cost, involved countries, etc.
- Project Outline: description, technology envisaged, markets.
- Main Participant: complete contact, address, involvement in the project.
- Other participant: all the other participants.

All these buttons brings you to the correspondent part.

Fill in the form by starting with GENERAL INFORMATION then the others.

## Welcome to the EUREKA Project Form

version 30.1.7



The screenshot displays the EUREKA Project Form interface. It is organized into four main sections, each with a corresponding button:

- 1. General Information:** A button labeled "General Information".
- 2. Product Outline:** A button labeled "Product Outline".
- 3. Main Participant:** Two buttons labeled "Main Participant" and "Signature". Below these buttons is a long, empty text input field.
- 4. Other Participant:** Three buttons labeled "Add a participant", "Modify", and "Print Selected Participant". Below these are two more buttons labeled "Remove" and "Signature". A large, empty rectangular box is positioned below the "Remove" and "Signature" buttons.

At the bottom right of the form, there are two buttons: "Save" and "Print complete form".

*Unless otherwise stated, the information you enter in the application form is published and freely available to the public. If a particular field is marked 'CONFIDENTIAL', this means that access to the information within it is only available to EUREKA National Project Coordinator offices from the involved countries.*



# EUREKA Project Form Guidelines

## 1. General Information



**EUREKA PROJECT FORM**  
(public document)

[Menu](#)

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### 1. General Information

1.1 Acronym

1.2 Umbrella (if applicable)

1.3 Title

1.4 Summary

1.5 Main EUREKA Technological Area

Tech. Areas

?

Market Areas

?

1.6 Budget and Duration

	Budget (Mio€)	Duration (Months)
Definition phase	<input type="text"/>	<input type="text"/>
Implementation phase	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>

1.7 Start Date  End Date

1.8 EUREKA country (member) contribution

Main member  Contribution  %

Other members    Contribution  %

TOTAL  %

1.9 Partner Sought

Yes  No

Remarks

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## 1.1. Acronym

Short name for the project (maximum 20 characters)

## 1.2. Umbrella

If the project belongs to a thematic Network within EUREKA, which focuses on a specific technological area or a business sector (called umbrella's), the National Project Coordinator will fill in this field.

## 1.3. Title

This can be an explanation of what the acronym stands for (maximum 125 characters)

## 1.4. Summary

A short description of the aim of the project (maximum 300 characters)

## 1.5. Main EUREKA Technological Area

There are 2 areas

Click on  to open the code list. Each code represents a technological or a market area respectively.

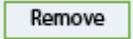
Indicate to which code the project belongs.

Preferably: minimum 1 level down, this by double clicking on the selected code.

To make your selection (Max 1 code per area!):

Click the code corresponding to the project (will appear in blue)

Click on  .

If you want to change the code: click on  and select a new one.

You will go automatically back to the General Information screen.

## 1.6. Budget and Duration

### 1.6 Budget and Duration

	Budget (Mio€)	Duration (Months)
Definition phase		
Implementation phase		
<b>Total</b>		

\* The budget is filled in per Phase (in Million Euros) and is automatically added up in the TOTAL.

This budget indicates the expected amount that the whole project will cost.

\* Duration: is filled in per Phase (in months) and is automatically added up in TOTAL.

This gives the expected duration that the project needs to finish its Research.

## 1.7. Start Date

1.7 Start Date  End Date

When the project is due to start its Research.

The End Date is calculated automatically by adding the duration (in months to the start date).

## 1.8. Member Contribution

1.8 EUREKA country (member) contribution

Main member	<input type="text"/>	Contribution	<input type="text"/>	%	
Other members	<input type="text"/>	+	Contribution	<input type="text"/>	%

TOTAL  %

### \* Main Member

The country of the participant who submits the project / who is responsible / Coordinates the project.  
**MUST BE A EUREKA MEMBER!!!!**

To enter a country click  and select the country who will be main in the project.

### \* Other Members

The countries who will participate in the project.

Has to be at least 1 OTHER EUREKA MEMBER.

To enter a country click  and select the country who will be involved in the project.  
To add more than one participant, click  for the next participating country.  
To remove a participating country, click .

### **Non-EUREKA Member Participation**

A non-EUREKA member country needs approval of the whole NPC-network Main procedural steps for the introduction of a non-member into a project

- The project leader submits a proposal to his NPC explaining that the requirements for a EUREKA project are met and describing why participation from a partner from a non-member country is beneficial to the project as a whole.

- The request will be subsequently submitted to the High Level Group (HLG) for approval; when the HLG is not in a position to make a decision, the request will be forwarded to the Ministerial Conference.

(see attached letter as example)

### \* Contributions

This indicates how much % of the total budget each member is active in the project.  
The total always has to be 100 %!

The **TOTAL**  % in the form is calculated automatically.



## EUREKA Project Form Guidelines

### 1.9. Partners Sought

1.9 Partner Sought

Yes    No

Remarks

Click YES: when you still look for additional partners.  
With this you open the project to other companies to apply for joining the project.  
However, participants of the project may still decide whether they accept a new participant.

In REMARKS: you can specify which partners you seek.

This will bring the project on the Public Website section 'Projects Looking For Partners'.



## 2. Project Outline

### 2.1. Description

To describe what the project is about.

The screenshot displays a web-based form interface. At the top left, there is a green arrow icon followed by the text '2. Project Outline'. At the top right, there is a blue button labeled 'Menu'. Below this, a blue bar contains the text '2.1 Description (approximately one A4 page)'. The main area of the form is a large, empty rectangular box with a thin green border, intended for the user to enter the project description. At the bottom right of the form area, there is another blue button labeled 'Menu'. At the bottom right of the entire page, the text 'Page 3 of 14' is visible.



## EUREKA Project Form Guidelines

### 2.2. Technological Development Envisaged Technological Development

The way you are going through to obtain the end-product / end-process.

#### 2.2 Technological Development Envisaged (CONFIDENTIAL)

##### 2.2.1 Describe the state-of-the-art of the technology (CONFIDENTIAL)

##### 2.2.2 Describe the technological developments envisaged (CONFIDENTIAL)

##### 2.2.3 Describe the concrete results expected at the end of the project (new products, prototype, IPR, process, etc.) (CONFIDENTIAL)

## 2.3. Market Application and Exploitation

### 2.3 Market Application and Exploitation (CONFIDENTIAL)

#### 2.3.1 What is the market envisaged (description) (CONFIDENTIAL)

#### 2.3.2 What is the estimated market size and expected market share (CONFIDENTIAL)

#### 2.3.3 Describe the position of the partner in the market(s) (CONFIDENTIAL)

#### 2.3.4 What is the status of the competition on the market(s) (CONFIDENTIAL)

Click on  to go to the Welcome page.

## 3. Main Partner

To go to the Main Partner click on [Main Participant](#) in the Welcome page.

### 3. Main Participant

#### 3.1 Organisation Name

Full Name  Mem ID

Parent Organisation

#### 3.2 Organisation Address / Switchboard

Street

Po Box  Postal Code  City

Province (Region)  Country

Telephone  Fax

#### 3.3 Contact person data

Last Name  First Name

Function  Title

Direct Telephone  Fax

E-mail

#### 3.4 WWW Home page

#### 3.5 Participant Identification codes

Nace Codes (SIC '92)

Type of Organisation  Large Company  SME  University  
 Research Institute  Administration  Other

Numbers of Employees  (CONFIDENTIAL)

Annual Turnover  M EUR (CONFIDENTIAL)

Balance Total  M EUR (CONFIDENTIAL)

Year of latest financial report  (CONFIDENTIAL)

- Full name of the organisation
- Parent organisation: the organisation to which your company is a part of.
- Street: where your organisation is located
- Country = the country of the Main Member
- Last Name: person who is responsible within the organisation for the project
- Home Page: the website of the company
- Nace Code (SIC'92): the Nace code given to your company.

To obtain the list of codes click on  and select only 1 code.

- Type of organisation: Select the appropriate bullet.

<b>Definition of Small and Medium-sized Enterprises - SME</b>			
<b>Criteria</b>	<b>Micro-enterprises</b>	<b>Small</b>	<b>Medium</b>
<b>Number of Employees</b>	<b>&lt; 10</b>	<b>&lt; 50</b>	<b>&lt; 250</b>
<b>Annual Turnover</b>	<b>&lt; €2 Million</b>	<b>&lt; €10 Million</b>	<b>&lt; €50 Million</b>
<b>Or Total Balance Sheet</b>	<b>&lt; €2 Million</b>	<b>&lt; €10 Million</b>	<b>&lt; €43 Million</b>
<b>Independence</b>	<b>No more than 25% of the capital or voting rights are directly or indirectly controlled jointly or individually by one or more enterprises which are not themselves SME or by public bodies.</b>		

### 3.6. Contribution to the project

The task which the organisation will take / undergo to complete the project.

#### 3.6 Contribution to the Project

(CONFIDENTIAL)

##### 3.6.1 Technological contribution (CONFIDENTIAL)

##### 3.6.2 What is your goal in participating in the project? (CONFIDENTIAL)

### 3.7. Expertise to the project

Description in which field the organisation is an expert in, what their strong points are.

**3.7 Expertise** (CONFIDENTIAL)

3.7.1 Describe your expertise and core business (CONFIDENTIAL)

3.7.2 What is the total number of FTE's occupied with R&D  (CONFIDENTIAL)

3.7.3 Describe your managerial expertise with regard to projectmanagement (CONFIDENTIAL)

### 3.8. Economic Impact

What will be the impact of the project to your company.

**3.8 Economic Impact**

3.8.1 What is the expected employment growth as a result of this project  % (CONFIDENTIAL)

3.8.2 What is the impact of the project on your turnover in % (per year)  % (CONFIDENTIAL)

Click on [Menu](#) to go to the Welcome page.

## 4. Other Participant.

### 4. Other Participant

Add a participant

Modify

Print Selected Participant

Remove

Signature

0.- Other participant 1

1.- Other participant 2

### How to create a new participant

To create a participant click on

In the Country field you will see a  : list of all member countries which are participating in the project.

To fill in the rest of the fields: see 3. **Main Participant.**

4.1 Organisation Name

Full Name  Mem ID

Parent Organisation

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4.2 Organisation Address / Switchboard

Street

Po Box  Postal Code  City

Province (Region)  Country

Telephone  Fax

---

4.3 Contact person data

Last Name  First Name

Function  Title

Direct Telephone  Fax

E-mail

---

4.4 WWW Home page

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4.5 Participant Identification codes

Nace Codes (SIC '92)

Type of Organisation

<input type="checkbox"/> Large Company	<input type="checkbox"/> SME	<input type="checkbox"/> University
<input type="checkbox"/> Research Institute	<input type="checkbox"/> Administration	<input type="checkbox"/> Other

Numbers of Employees  (CONFIDENTIAL)

Annual Turnover  M EUR (CONFIDENTIAL)

Balance Total  M EUR (CONFIDENTIAL)

Year of latest financial report  (CONFIDENTIAL)

How to select an existing (already filled in) participant

0.- Other participant 1

1.- Other participant 2

Select the participant which you want to see /modify.

How to modify a participant.

Click on  to go to the screen of the selected participant.

How to delete a participant

When a participant is no longer interested



## EUREKA Project Form Guidelines

Select that organisation and click on [Remove](#).

### 7. Co-signatures of all participants

The participants signing below intend to co-operate within the project as described in this form with the aim realising the technical developments as set forth under point 2 and formally apply for EUREKA status to this project. In addition the participants have or intend to put in place, a formal collaboration agreement.

First select a participant.

4. Other Participant

[Add a participant](#)

[Modify](#)

[Print Selected Participant](#)

[Remove](#)

[Signature](#)

0.- Other participant 1

1.- Other participant 2

Then click on [Signature](#)

To obtain EUREKA status the form must be co-signed by at least two participants from different EUREKA member countries, before the meeting of the EUREKA High Level Group in which the assignment of EUREKA status to the project will be discussed.

When a project already obtained EUREKA status, other interested organisations can officially be recognised as participants when they satisfy EUREKA criteria and after they have co-signed this form.

The participants signing below intend to co-operate within the project as described in this form with the aim realising the technical developments as set forth under point 2 and formally apply for EUREKA status to this project. In addition the participants have or intend to put in place, a formal collaboration agreement.

They undertake to provide their respective National EUREKA Office with updates of this form whenever significant change occurs, or at least once a year as well as a brief final report when finishing the project.

They also agree to provide information on the exploitation of project results on a periodic basis.

They agree to include in any project related PR material, the EUREKA logo, the EUREKA number and acronym of the project.

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### Co-signature of Other Participant

#### Organisation Name

Full Name

Other participant 2

#### Name of PERSON signing

Last Name

First Name

Function in Organisation

Signature

You can print out the selected participant by clicking [Print Selected Participant](#), and sign the paper version.

All signatures have to be sent to the National Project Coordinator of the Main Participant.

Once ALL Co-signatures received, the project is able to obtain the EUREKA Label.



## EUREKA Project Form Guidelines

### 8. Saving the Project Form

When you have filled in your part of the form or made some changes, click

and give the document, each time you save it, another name. Otherwise the file will become too heavy.

### 9. Printing the Project Form

To print the complete project form, click .



## EUREKA Project Form Guidelines

### Example of a Non-EUREKA member participation

**Subject: approval of the participation of an organisation from a EUREKA non-member country in project E! xxx (acronym)**

Dear Sir,

On behalf of the (company name of the main participant) as main participant of the project (proposal) E! xxx (acronym) I am asking for approval of participation of the (name of the non-member company) in the above mentioned project.

Involving the (name of the non-member company) brings an important input for the realisation of this EUREKA project i.e. and it is beneficial for both quality of this project and the cooperation of the project participants.

Best regards,

Name of the requesting person.