

USER GUIDELINES

Eureka application portal

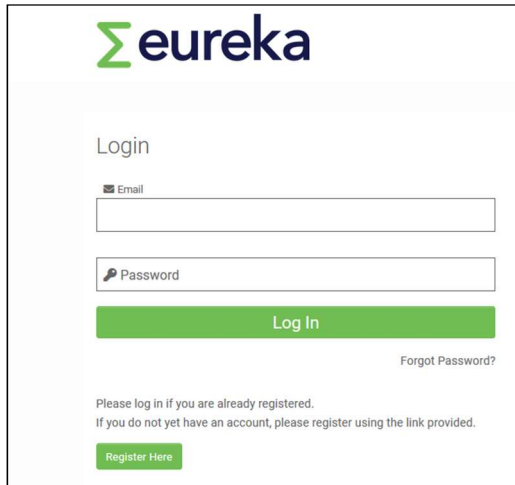


Globalstars and Network Projects

- 1. (LEAD APPLICANT) Selecting a funding opportunity and creating an application**
- 2. Overview of your dashboard**
- 3. (LEAD APPLICANT) How to start completing an application**
- 4. (LEAD APPLICANT) Inviting partners to your application/reviewing partners form**
- 5. (INVITED PARTNER) How to complete your part of the application (Partner Form)**
- 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



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Login

Email

Password

Log In

[Forgot Password?](#)

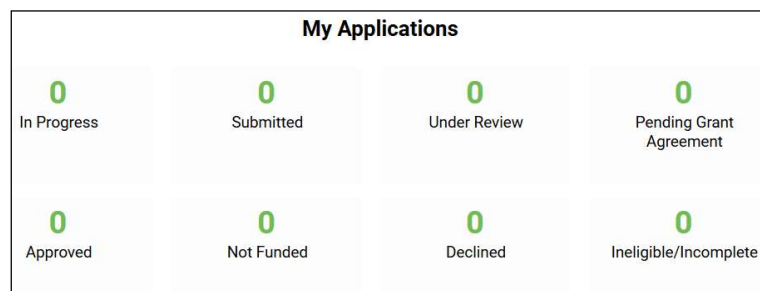
Please log in if you are already registered.
If you do not yet have an account, please register using the link provided.

[Register Here](#)

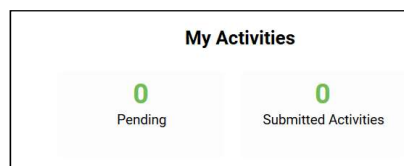
- Not yet registered, click on **'Register Here'**

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** (only available to partners): this section enables you to track the statuses of your form(s).



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



A list of ongoing calls will be displayed:

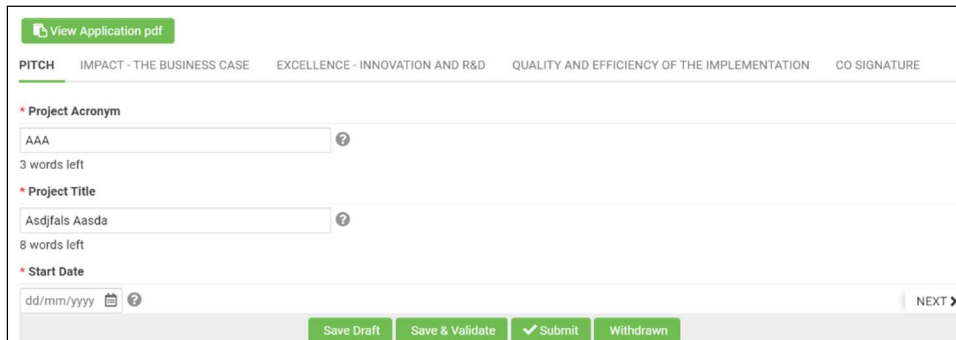


- Select the call you want to apply for by clicking on **Apply now**. An empty application appears.

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

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

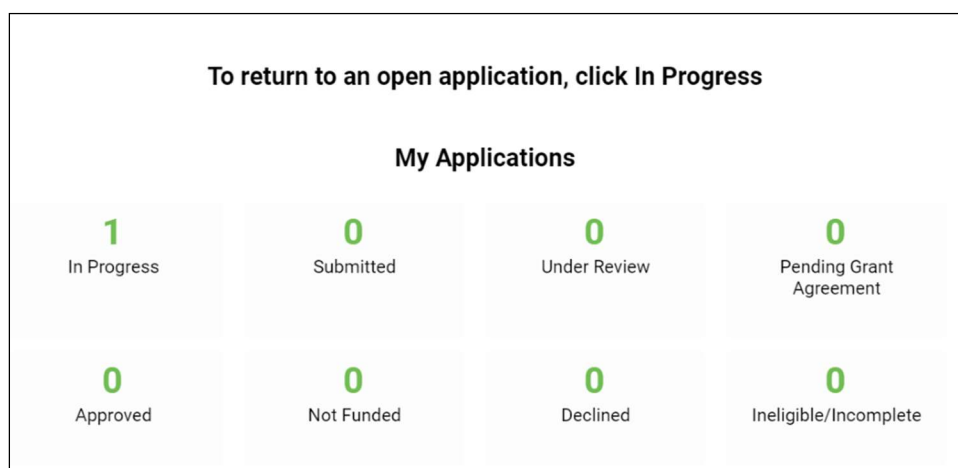
Once you have saved your application, you can start filling out the required information for each of the five different sections:



The screenshot shows a web application interface for filling out a form. At the top, there is a green button labeled 'View Application pdf'. Below it, a horizontal navigation bar contains five tabs: 'PITCH', 'IMPACT - THE BUSINESS CASE', 'EXCELLENCE - INNOVATION AND R&D', 'QUALITY AND EFFICIENCY OF THE IMPLEMENTATION', and 'CO SIGNATURE'. The 'PITCH' tab is currently selected. The form fields include: 'Project Acronym' with a text input containing 'AAA' and a '3 words left' indicator; 'Project Title' with a text input containing 'Asdjfals Aasda' and an '8 words left' indicator; and 'Start Date' with a date picker showing 'dd/mm/yyyy'. At the bottom of the form, there are four green buttons: 'Save Draft', 'Save & Validate', 'Submit' (with a checkmark icon), and 'Withdrawn'. A 'NEXT >' button is also visible on the right side of the form.

- **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** (explained later in this document)

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

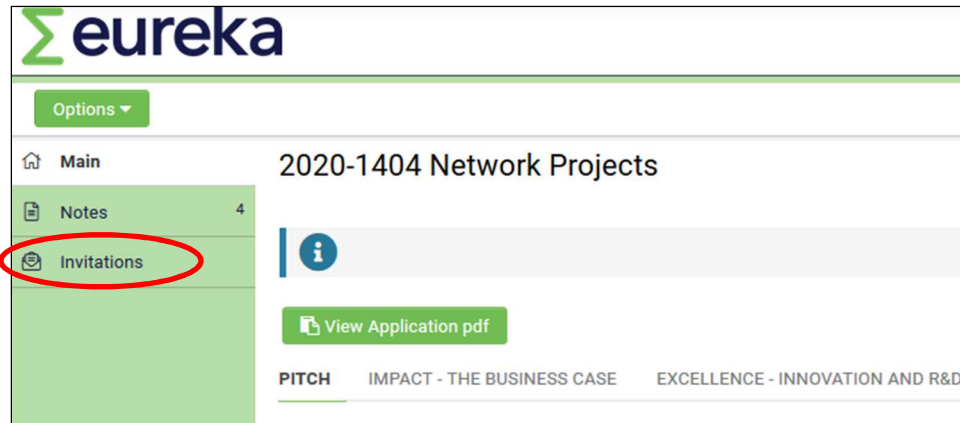


IMPORTANT: save your draft on a regular basis in order not to lose any information.

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.



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

2020-15016/NP/COVID19 Call1

Prefix	First Name	Last Name	Email	Role	Status	
Ms.	AAA	BBB	...@asss	Application Partn	Draft	X
Mr.	BBB	CCC	...@asda	Application Partn	Draft	X
Ms.	CCC	DDD	...@ksj	Application Partn	Draft	X

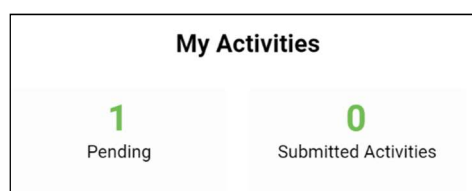
+ →

Save Invite

All the accepted invitations will be incorporated into the **overview of the consortium** table available in the pitch section.

- Reviewing partners' forms:**

When a partner submits his/her partner form, a new pending activity will show up on the lead's dashboard.



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

- > **'Send for clarifications'**: sent to the partner when certain points are unclear for the lead participant (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.

Pending					
<div><input type="text"/> <input type="button" value="Q"/> 1-1 of 1 <input type="button" value="←"/> <input type="button" value="→"/></div>					
#	Application ID	Activity Type	Status	Created Date	Deadline Date
1	2020-15016/NP/COVID19 Call1	Partner Forms	Submitted to Main	18/04/2020 15:31	
					<input type="button" value="Open"/>

2020-15016/NP/COVID19 Call1 (Partner Forms)

CONTACT DETAILS

PARTNER FORM

REVISIONS

Partner Name:

Country: Belgium

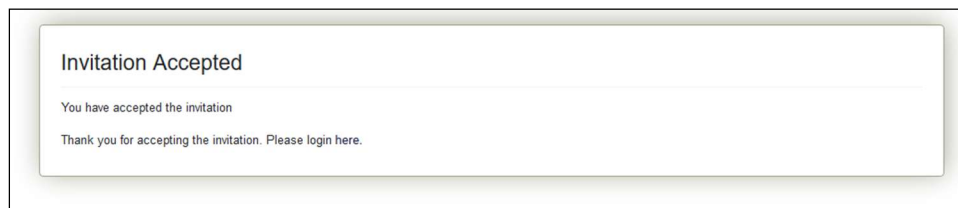
5. (INVITED PARTNER) How to complete your part of the application (Partner Form)

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 redirected to the platform, where you can accept/decline the invitation.

Dear H H,

You have been invited to be a partner of application (2020-15016/NP/COVID19 Call1).

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



- Once you have logged into the system, click on **'Pending'** Partner Forms on your dashboard.



- Click **'OPEN'** and start completing your form.

Pending							
<div> <input type="text"/> <input type="button" value="X"/> <input type="button" value="Q"/> 1-1 of 1 <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>							
#	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
							<input type="button" value="Open"/>

This is the view of your partner form:

2020-15016/NP/COVID19 Call1 (Partner Forms)

CONTACT DETAILS **PARTNER FORM**

* What are your core business activities and expertise (technological and managerial)?

250 words left

* In which sectors do you operate?

250 words left

* Explain your contribution to the project.

250 words left

* With reference to the work package descriptions, list each of your tasks in the project.

250 words left

* Will you subcontract any work?

Please Select

← BACK Person hours and full cost associated with your participation in this project

- 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 **'+'**).

* Enter the person hours and full cost associated with your participation in this project

Add budget details

Budget Details

Work Package Name	Person months	Personnel costs (£)	Overheads (£)	Travel (£)	Materials (£)	Other (£)	Subcontracting (£)	Total
← BACK								

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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 (£)
+					

- Once you have completed your form, **'Send to Main'** so he/she can review and approve or ask for clarifications if needed.

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

6. Communication between parties (Notes feature)

Main

Notes

2020-15016/NP/COVID19 Call1 (Partner Forms)

+ 🖨

Notes Type: **---All---** From: To: 🔍

No Records Found

- All---
- Note to Admin
- Note to Applicant
- Note to Lead Project Officer
- Note to Partners

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:

- General Application's Work Packages table

The lead partner needs to make sure that all involved partners have correctly filled out their work packages. These need to be added (click 'open' and add '+'), together with his/her own's into the Project's overall Work Package table (Pitch section) by the Lead partner.

2020-15016/NP/COVID19 Call1

PITCH IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFICIENCY OF THE IMPLEMENTATION CO SIGNATURE

* Overall Budget (€)

Overview of the Consortium

Partner Name	Organisation Name	Organisation Country	Organisation Type
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* Partner and Applicant Work package cost table

Open

Work Packages

Work package Name	Person Month	Personnel costs (€)	Overheads (€)	Travel (€)	Materials (€)	Other (€)
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* What do you want to do?

Save Draft Save & Validate Submit Withdrawn

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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 (€)
-------------------	--------------	---------------------	---------------	------------	---------------

+

- Files to be uploaded:
 - o GANTT (**mandatory for the lead applicant**- implementation section)
 - o Other documents can be uploaded as annexes at the end of Pitch section, when required.
 - o Co-signature document (**mandatory for ALL participants, including the lead**): This needs to be first downloaded, signed manually and uploaded as a scanned signed pdf version.

[View Application pdf](#)

PARTICIPANT INFORMATION PITCH IMPACT - THE BUSINESS CASE EXCELLENCE - INNOVATION AND R&D QUALITY AND EFFICIENCY OF THE IMPLEMENTATION **CO SIGNATURE**

i After filling in the fields below please click "Save Draft" for your co-signature document to be populated with the correct information

* Name


* Title

* Company Position

Commitment & Signature Document

[Download C&S Document](#)

* Upload Co-Signature Document



[← BACK](#)

[Save Draft](#) [Save & Validate](#) [✓ Submit](#) [Withdrawn](#) [Delete](#)

Before submitting, you can use the '**Save & Validate**' button in order to automatically check whether all required information is filled out.

When your application is completed, you are ready to '**Submit**' it! (Please note that after submission, you will no longer be able to make changes in your application).