



> The Eurostars™ Programme
funding excellence in innovation

Guidelines for applicants

20 December 2007, version 7

The Eurostars Programme is a joint initiative of
EUREKA and the European Community



This document provides applicants with guidelines on the submission of applications for funding from the Eurostars Programme. It identifies the types of projects you can apply for, who can apply, together with details of the application process and the evaluation criteria.

Further information on the Eurostars Programme is available from the Programme website at:
www.eurostars-eureka.eu

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1. INTRODUCTION

The Eurostars Programme

The Eurostars Programme ('Eurostars') is a European innovation programme. It is managed by EUREKA. Its purpose is to provide funding for market-oriented research and development with the active participation of specifically R&D-performing small and medium enterprises (SMEs).

The Eurostars Programme will improve availability of national funding for Eurostars-approved international research projects, led by R&D-performing SMEs, in any area of technology. Further information on the Eurostars Programme is available at www.eurostars-eureka.eu

Eurostars is a joint programme between EUREKA and the EU Seventh Framework Programme for Research and Technological Development (FP7).

SMEs and R&D - European added value

European SMEs are an essential source of growth, employment, entrepreneurial skills, innovation and economic and social cohesion. It is therefore essential to unlock their potential through support for their R&D efforts. The Eurostars Programme will specifically enable R&D-performing SMEs to improve performance through its support of 'in-house' research; it will also enable companies to develop closer working relationships with the European research community. The objective of the Eurostars Programme is to bring increased value to the economy, higher growth and more job opportunities by supporting the R&D-performing SME.

R&D-performing SMEs are contributing to the development of products, processes and services that help improve the everyday lives of citizens world-wide. Their involvement in international research projects enables participants to combine and share creativity and expertise, and often allows access to previously uncharted markets for the resulting innovation.

A summary of the application process and timeframe

This document provides guidance for SMEs and also other types of organisation applying for funding from the Eurostars Programme. However, you are strongly advised to contact your EUREKA National Project Coordinator (NPC) for more comprehensive information on the Eurostars Programme and for assistance in preparing an application. You can find contact details of your EUREKA NPC at www.eureka.be/contacts/

The Eurostars Programme will be open for funding applications on a continuous basis, with one or more cut-off dates each year. Information on cut-off dates will be regularly updated on www.eurostars-eureka.eu

There is a one-stage application process for all projects. The process is summarised in the following table.

You are an R&D-performing SME wanting to lead a Eurostars project

You contact your EUREKA National Project Coordinator (NPC), who will guide you through the straightforward application process

You submit your application electronically to the EUREKA Secretariat in Brussels

Your application is checked to ensure completeness

Your complete application is acknowledged and checked against Eurostars eligibility criteria

Your application is assessed and evaluated by technical experts and an Independent Evaluation Panel (IEP) for its project structure, its market and competitive potential and its technological and innovative value

Within three months of the cut-off date of the call, you will be informed of the results of the evaluation

If your application is successful you will be sent a formal Eurostars Evaluation Result Letter. You will be required to contact your NPC within 14 days of the date of issue of the Eurostars Evaluation Result Letter. Final contract negotiations should be completed with your national funding body.

2. FUNDING

What are the sources of funding?

Eurostars projects will be funded primarily through national funding schemes. The amount of funding and costs eligible for funding will follow national rules and procedures. It may therefore vary between Eurostars member countries.

3. HOW TO APPLY

Is my project eligible for funding?

A Eurostars project is an international research and development project. According to EUREKA criteria, a Eurostars project can address any technological area, but must have a civilian purpose and be aimed at the development of a new product, process or service. A Eurostars project is collaborative, meaning it must involve at least two participants (legal entities) from two different Eurostars member countries. The main participant must be a **research-performing SME*** from a Eurostars member country.

The role of the SME participant(s) in the project should be significant. At least 50% of the total project costs related to R&D activities should be carried out by the participating R&D-performing SME(s). This percentage can, however, include minor contracting.

The consortium should be well balanced, which means that no participant or country will be required to invest more than 75% of the total project costs.

A Eurostars project should be market-driven: it must have a maximum duration of three years, and within two years of project completion, the product of the research should be ready for launch onto the market. The exception to this rule applies to biomedical or medical projects, where clinical trials must be started within two years of project completion.

The EUREKA NPC will provide assistance to determine the chances of a successful project application. The NPC involved investigates whether a Eurostars project application falls within the scope of the Eurostars Programme. They will check with their national funding body whether funding is still available and whether there are any **obvious reasons** for exclusion on the basis of national track record. In order to ensure that your project is eligible, please refer to the ten-point eligibility check list on page 13.

What documents do I need to submit?

English is the only accepted language for completion of the project application form; although there are a few exceptions to this rule (see below) for annexed documents. Complete project applications must only be submitted **electronically**, by the main participant, to the EUREKA Secretariat in Brussels. Annexed documents should preferably be in Portable Document Format (pdf).

Your application should include:

- > A completed Eurostars Programme project application form, with signatures of all participants.

* A research-performing SME invests 10% or more of its full-time equivalent or annual turnover in research and development activities.

- For private entities, a certified copy of every participant's annual financial report for the last operating year or a business plan. If the latest annual financial report is not yet available, a certified copy from the previous operating year can be submitted. If no financial reports can be submitted (for example, for a start-up company), a business plan or any other financial statements may be accepted. These documents may be in the national language.
- A draft consortium agreement in English.
A checklist for the creation of a consortium agreement in pdf format can be found at www.eurostars-eureka.eu/files/checklist_consortiumAgreement.pdf.

How do I complete the application form?

You must use the pdf application form provided via the Eurostars Programme website. Applications will not be accepted in any other format. The form must not be altered, converted or renamed.

The application form contains specific form fields and it is important that you complete each field. Incomplete application forms will be rejected.

The space given in each field of the form is fixed and you must restrict the content of your response in each of the fields to the space provided. The typeface, font size and colour are predetermined and cannot be changed. Illustrations and graphics cannot be included in the application form, although they may be included in the annexes.

You must also submit additional information in annexes to the application form.

The following table provides guidance on the completion of fields of the application form, where extra clarification seems necessary.

Unless otherwise stated, the information you enter in the application form is published and publicly available. If a particular field is marked 'CONFIDENTIAL', this means that access to the information within it is only available to EUREKA National Project Coordinators from the involved countries, the EUREKA Secretariat, the funding agencies of those countries, the two technical experts who will assess the application, members of the Independent Evaluation Panel who will rank the application, and the Eurostars High Level Group.

Application Form

1. General information

Enter the acronym and title for your application.

Provide a small summary of the content and objectives of your project including what is innovative about it.

Select the technological and market area your application addresses.

Estimated project costs in M €

This information will appear automatically after completion of the form.

Participants' contribution

This information will appear automatically after completion of the form.

2. Project outline

2.1. Project description

Note: the information entered in this section is considered as public.

Describe the goal and background of your project including technical and market applications. Give a general description of the project consortium.

2.2. Technological development envisaged

Note: the information entered in this section will be treated as confidential.

2.2.1. What is innovative about your project?

Clearly identify the innovative aspects of your project. What is the level of this innovation and how far will this push boundaries and knowledge past current leading-edge work? Alternatively, how does your project apply existing technologies to the new areas? For example this should include details of the technical breakthrough being sought.

2.2.2.1. What are the technological risks?

Describe the technological steps related to your project and describe how these will be addressed, which steps are considered risky and describe the risk involved.

2.2.2.2. What are the technological alternatives, their advantages and disadvantages compared to the technological developments envisaged in your project?

State if there are any technological alternatives and mention the advantages or disadvantages compared to the technological developments envisaged in your project.

2.2.2.3. Research method

Describe the research methods used in your project as well as the alternatives to these methods. Explain the advantages and disadvantages of the chosen method.

2.2.2.4. What are the specific problems or demands in your project's area of application or sector?

Describe the technological problems your project intends to solve and which specific technology market demands your project will meet.

2.2.3. What are the expected project results?

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

2.3. Market application and exploitation

Note: the information entered in this section will be treated as confidential.

2.3.1. What type of market does your project reach?

Describe the markets your project is aimed at (including possible spin-offs) and indicate market sectors at national and international level.

2.3.2. What is the estimated market size and expected market share?

Describe the estimated market size and expected market share of your project.

2.3.3. Partner position on the market(s)

Describe the position of the partner on the market(s)

2.3.4. What is the status of competition on the market(s)?

Describe the status of competition on the market(s), competing products, services and processes. Include the competitors' positions on the market and describe competing technological developments to your knowledge.

2.3.5. Non-technological aspects of the market introduction

Describe the non-technological aspects of introducing the project results onto the market (e.g. market acceptance, cost process aspects, legislation and regulations, standards and certification, knowledge protection, etc).

2.3.6. Marketing approach

Give a general description of the marketing approach and how the consortium will introduce results onto the market.

2.4. Cooperation

Note: the information entered in this section will be treated as confidential.

2.4.1. Participants and subcontractors

Explain and justify the choice of participants and subcontractors.

2.4.2. Who is responsible for knowledge protection and how will the rights for this knowledge be distributed?

State the arrangements that have been made between the project participants regarding intellectual property rights (IPR).

2.4.3. For which parties outside this consortium could your project results be useful?

Describe how the project results will be used (licenses, publications, etc) and indicate the parties outside the consortium for which the project results could be useful.

2.4.4. How is your project management set up?

Describe your project management structure.

2.5. Project execution

Note: the information entered in this section will be treated as confidential.

2.5.1. Technical approach

Describe how solutions to technical problems will be approached including activities, methods, techniques and go and no-go decisions. Give an explanation of the criteria for the go and no-go decisions.

2.5.2. Project phases

Complete the different phases involved in your project by stating the phase describing its content and indicating the planned start and end dates.

3. Main participant

3.1. Organisation

Enter details of your organisation as prompted by the fields.

3.2. Contact person data

Enter details of your project's main contact person as prompted by the fields.

3.3. Organisation type

Enter details of your organisation type as prompted by the fields.

3.4. Expertise

Note: the information entered in this section will be treated as confidential.

3.4.1. Expertise and core business

Describe your organization's expertise and core business.

3.4.2. Percentage of FTE dedicated to R&D

Indicate the percentage of full-time equivalent (FTE) your organisation dedicates to R&D.

Note: this information is used in the definition of an R&D-performing SME.

3.4.3. Annual R&D expenditures

Indicate the percentage of annual turnover your organisation dedicates to R&D.

Note: this information is used in the definition of an R&D-performing SME.

3.4.4. Managerial expertise

Describe your managerial expertise with regard to R&D projects.

3.5. Contribution to the project

Note: the information entered in this section will be treated as confidential.

3.5.1. Technical contribution

Describe the specific technical expertise you contribute to the project.

3.5.2. Goal in project participation

Explain what you expect as a result of the project in terms of new technology, products, services, processes, IPR and market access.

3.5.3. Detailed cost contribution in K €

Describe the main participant's detailed contribution costs in K €.

3.6. Economic impact

Note: the information entered in this section will be treated as confidential.

In figures, describe what you expect as a result of the project in terms of new technology, products, services, processes, IPR and market access.

3.6.1. Expected employment growth as a result of your project

Indicate the percentage of expected employment growth as a result of your project.

3.6.2. Impact on annual turnover

Indicate the percentage of impact your project hopes to have on your annual turnover.

3.6.3. Economic results of the project

Describe the different levels of this project's economic results in your organisation and the time and cost for their market introduction.

4. Participant

Note: The system will automatically generate section 4 for each named participant in the application

4.1. Organisation

Enter details of your organisation as prompted by the fields.

4.2. Contact person data

Enter details of your project's contact person as prompted by the fields.

4.3. Organisation type

Enter details of your organisation type as prompted by the fields.

4.4. Expertise

Note: the information entered in this section will be treated as confidential.

4.4.1. Expertise and core business

Describe your organization's expertise and core business.

4.4.2. Percentage of FTE dedicated to R&D

Indicate the percentage of full-time equivalent (FTE) your organisation dedicates to R&D.

Note: this information is used in the definition of an R&D-performing SME.

4.4.3. Annual R&D expenditures

Indicate the percentage of annual turnover your organisation dedicates to R&D.

Note: this information is used in the definition of an R&D-performing SME.

4.4.4. Managerial expertise

Describe your managerial expertise with regard to R&D projects.

4.5. Contribution to the project

Note: the information entered in this section will be treated as confidential.

4.5.1. Technical contribution

Describe the specific technical expertise you contribute to the project.

4.5.2. Goal in project participation

Explain what you expect as a result of the project in terms of new technology, products, services, processes, IPR, market access.

4.5.3. Detailed cost contribution in K €

Describe the participant's detailed contribution costs in K €.

4.6. Economic impact

Note: the information entered in this section will be treated as confidential.

In figures, describe what you expect as a result of the project in terms of new technology, products, services, processes, IPR and market access.

4.6.1. Expected employment growth as a result of your project

Indicate the percentage of expected employment growth as a result of your project.

4.6.2. Impact on annual turnover

Indicate the percentage of impact your project hopes to have on your annual turnover.

4.6.3. Economic results of the project

Describe the different levels of this project's economic results in your organisation and the time and cost for their market introduction.

What are the requirements for the annexes to the application form?

With the exception of financial reports and business plans, which may be submitted in the national language, all annexes must be provided in English.

What happens after I have submitted my project application form?

As soon as the completed project application form is received, the EUREKA Secretariat will check if the project application form is duly completed and all required documents have been submitted. Only applications which are complete at the cut-off date of the call will be accepted. Any application received after the ongoing cut-off date will be automatically registered for the next cut-off date.

If your project application form is incomplete, as the main participant, you and your NPC will be informed what information is missing. Missing information has to be provided before the cut-off date.

You will receive an acknowledgement by e-mail from the EUREKA Secretariat confirming receipt of your complete application. If you have not received confirmation within 48 hours of submitting your application form, please contact prjadmin@es.eureka.be.

In parallel, all participants will receive an email sent to the email address specified in the project application form. This email includes the project application form, as it was received by the EUREKA Secretariat, and a commitment and signature form to be signed by the authorised representative of each participating organisation.

This form can be signed electronically or manually, and can be sent back to the EUREKA Secretariat by email to projectadmin@eurostars-eureka.eu, fax to +32 2 770 74 95, or Postal mail to EUREKA Secretariat, 107 rue Neerveld, 1200 Brussels, Belgium.

This form will have to be received by the EUREKA Secretariat within 14 calendar days following the reception of the above mentioned email, and maximum 7 calendar days after the cut-off date. An email will be sent by the EUREKA Secretariat to the participants to inform them that their application is complete.

Commitment and signature form

Legal entity

Indicate full name and address.

Authorised representative

Indicate first and last name, and function.

Declaration

Tick the following boxes before signing the form.

Exclusion of technical expert(s)

If necessary, indicate the technical expert(s) that cannot be involved in the assessment of your application.

Signature

Sign this document to fully complete your application.

The ten-point eligibility check explained

Your project application must meet all the eligibility criteria, otherwise it will not be put forward for assessment and evaluation.

These are the questions asked to ensure only eligible projects are taken forward:

1. Does the project proposed meet the criteria set by EUREKA¹?
2. Is the main participant a research-performing SME, according to the Eurostars Programme criteria for main participants (10% of full-time equivalent or 10% of turnover dedicated to R&D activities and established in a Eurostars member country)?
3. Do all the SME participants fulfil the European Union-adopted definition of an SME (http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)?
4. Will at least 50% of the total project costs be carried out by the R&D performing SME participant(s)? (This percentage can, however, include minor sub-contracting.)
5. Is there at least one other participant from another Eurostars member country in the consortium?
6. Is the project consortium well balanced? Is there no participant or country responsible for more than 75% of the declared project costs?
7. Is the planned duration of the project no more than 36 months?
8. Within two years of project completion, is it foreseen that the product of the research be ready for launch onto the market? Or, in the case of biomedical or medical projects, will clinical trials start within two years of project completion?
9. Are all participants legal entities?
10. Is there any obvious reason for exclusion on the basis of national track record?

If all the above eligibility criteria are met, your Eurostars project application will be taken forward to assessment, evaluation and ranking stage.

4. APPLICATION ASSESSMENT AND EVALUATION

Introduction

The process to seek funding support from the Eurostars Programme is undertaken using a competitive application process. The evaluation of applications is based on the principles of technology, market and the fulfilment of basic project conditions.

Fairness and confidentiality

Technical experts assess all applications and members of the Independent Evaluation Panel (IEP) evaluate and rank them. These processes are free from any conflict of interest and uphold the confidentiality of the intellectual property underlying the applications submitted.

Efficient streamlined process

The assessment and evaluation processes ensure responses to applicants within a stated timeframe whilst meeting probity considerations and the objectives of the Eurostars Programme.

¹ According to EUREKA criteria, a Eurostars project can address any technological area, but must have a civilian purpose and be aimed at the development of a new product, process or service.

Transparency

The assessment and evaluation processes are transparent and managed at arm's length of the EUREKA Secretariat. The evaluation criteria are clearly articulated to applicants and feedback is provided to all applicants.

Technical experts and the Independent Evaluation Panel

A common assessment and evaluation process applies to all applications. It follows a two-step procedure, first a technical assessment by two independent experts, and then evaluation and ranking by the Independent Evaluation Panel (IEP).

Through a careful selection process, recognised specialists in their relevant fields are appointed as technical experts and members of the IEP, to assess, evaluate and rank all Eurostars applications.

- Technical experts and IEP members are required to sign confidentiality agreements and to declare any potential conflicts of interest. They shall refrain from assessing applications in which they have a conflict of interest. Applicants have the right to request exclusion of specific experts by quoting the companies and/or organisations that should not be involved in the evaluation of the application in section 5 of the application form. To guarantee their independence, the identities of the technical experts and IEP members will however remain confidential.
- Technical experts and IEP members are required to treat applications in the strictest confidence. They are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the evaluations themselves and not ask someone to evaluate the application in their place. They must not ask anyone to give another opinion of their assessment.
- All technical experts and IEP members are trained by the EUREKA Secretariat to undertake assessment and evaluation according to Eurostars Programme requirements.

The assessment and evaluation process

1. Technical experts

Applications will be assessed by two assessors - technical experts commissioned by the EUREKA Secretariat. The most appropriate technical experts will be selected. Preference will be shown for those from countries outside of those represented in the proposed project consortium. The Expert Report produced will consist of an analysis and an assessment of the project management and the project consortium, the technological innovation envisaged and the economic impact of the project. The assessors will rate applications on each criterion by using the quality indicators 'Poor, Average, Good or Excellent' on the Technical Expert Report.

2. Independent Evaluation Panel

Each application is then collectively reviewed and ranked by an Independent Evaluation Panel in an IEP Meeting, where the members meet to discuss the relative strengths and weaknesses of each application against the set criteria. The ranking system allows an allocation of a maximum of 10 points to each criterion on a scale from zero to 10. This reflects that the Basic Assessment conditions [10], the Technology and Innovation aspects [10] and the Market and Competitiveness aspects [10] are considered of equal importance for a successful Eurostars project. Details on the IEP ranking system can be found below. The total score for an application is the sum of the scores given to each criterion,

producing a maximum of 30 points. All projects will be ranked. If an application scores less than six on one of the evaluation criteria or less than 20 points overall, the application will automatically become ineligible for funding within the Eurostars Programme.

3. The Independent Evaluation Panel ranking system

Basic Assessment relates to the partnership and partners - and project structure. It deals with the project plan and the capabilities of the partners in relation to their tasks in the project. Aspects to be considered include:

- > well-balanced partnership
- > added value through cooperation
- > technological capacity of all participants
- > managerial capacity of all participants
- > methodology and planning approach
- > milestones and deliverables
- > cost and financing structure
- > financial commitment of each participant

Technology and Innovation relates to the requirement that the project must involve a high advance in technology. Aspects to be considered include:

- > degree of technological maturity or risk
- > technological achievements envisaged
- > degree of innovation
- > technological progress performed in the project by the SMEs
- > geographical and/or sectoral impact

Market and Competitiveness relates to the market targeted, the profitability of the project results and the competitive advantages for the partners involved. Assessment aspects include:

- > market size
- > market access and risk
- > time to market
- > return on investment
- > market potential for SMEs
- > strategic importance of the project
- > enhanced capabilities and visibility for the participants

The IEP agrees appropriate final scores for the applications, all comments are recorded and an IEP Report is produced. This Report recommends to the Eurostars High Level Group a ranked list of applications to be adopted or rejected by them in its entirety. The Report forms part of the audit process and is used to generate official feedback to applicants. The EUREKA Secretariat communicates the decision of the Eurostars High Level Group to all applicants within 3 months of the cut-off date of the call for applications.

4. Funding decision

Within 4 months of the call cut-off, final contract negotiations between the main participant and its national funding body should have been concluded.

5. Monitoring and reporting of projects

The EUREKA Secretariat will be responsible for monitoring the progress of Eurostars projects. Every six months, the main participant will be required to report (in English) on project progress.

Project participants will also have reporting obligations under their national funding schemes. These obligations differ between Eurostars member countries. You can find out

the rules that apply to your country by contacting your EUREKA NPC. You can find their contact details at www.eureka.be/contacts

To enhance the monitoring and evaluation of running projects and to identify and remedy potential difficulties at national levels, a member of the EUREKA NPC office will visit their project participant once during the lifetime of the project and once after its completion. The EUREKA Secretariat will be informed of the conclusion of the visit.

6. Changes in the nature of a project

The main participant must immediately inform the EUREKA Secretariat of any major changes in the nature of the project (eg content, duration, financing, consortium). The EUREKA Secretariat will in turn inform the relevant NPCs and national funding authorities. If required by national regulations, project participants have to inform their relevant NPCs and national funding authorities about all changes in the project.

The EUREKA Secretariat will inform the Eurostars HLG of all major changes, such as a change in the project objectives or consortium. All such modifications will be noted and attached to the project dossier held by the EUREKA Secretariat.

5. FURTHER INFORMATION

For further information on the Eurostars Programme and the application process:

- the Eurostars Programme website www.eurostars-eureka.eu provides comprehensive information on the Programme including a list of frequently asked questions (FAQs);
- EUREKA National Project Coordinators (NPC) can address your specific questions either by telephone or email. Contact details for all NPCs are provided at www.eureka.be/contacts
- potential applicants are also invited to attend briefing meetings organised by their EUREKA NPCs. Further details including the dates of these meetings will be made available at www.eurostars-eureka.eu

APPENDIX 1

Eligible costs

The rules applying to eligible costs vary from one Eurostars member country to another. Your EUREKA National Project Coordinator (NPC) can address your specific questions either by telephone or email. Contact details for all NPCs are provided at www.eureka.be/contacts

APPENDIX 2

Information security and confidentiality

Electronic submission of application documents

The electronic submission of applications uses https, which encrypts and decrypts the requests and information between the applicant's browser and the server to which applications are submitted, using a Secure Socket Layer (SSL). SSL allows an SSL-enabled server to authenticate itself to an SSL-enabled client and vice versa, enabling the machine to establish an encrypted connection.

Technical expert and Independent Evaluation Panel confidentiality and potential conflicts of interest

Technical experts and the Independent Evaluation Panel are required to sign confidentiality agreements and to declare any potential conflicts of interest. They are required to treat applications in the strictest confidence. They are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the assessment or evaluation themselves and not ask someone to assess or evaluate the application in their place. They must not ask anyone to give another opinion of their work.

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 www.privacycommission.be

The information that applicants provide on the application forms will be used in the processing of all aspects of the relevant application. This will include recording on the in-house and the Eurostars-contracted Programme Manager's processing computer and management information systems and in the preparation of material for applicants and for use by the assessment panels. 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 Secretariat, Rue Neerveld 107, 1200 Brussels.

Information provided to national funding bodies

All information provided to the EUREKA Secretariat as part of the application process will be passed by the EUREKA Secretariat to any co-funding bodies to which the applicant is applying for funds for assessment, unless specifically stated otherwise in the co-funder's documentation. Details of the assessment procedures of these bodies are provided in the co-funder's documentation with regard to the Eurostars Programme.

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

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

The EUREKA Secretariat reserves the right to use any project as a case study or success story to publicise the Eurostars Programme and the benefits of collaborative working. Publicity material will be agreed with consortia members before release.

GLOSSARY

The Eurostars Programme : a European innovation programme managed by EUREKA. A joint initiative with the European Commission, it aims to provide funding for market-oriented research and development with the active participation of R&D-performing small and medium-sized enterprises (SMEs).

EUREKA : an intergovernmental network committed to enhancing the competitiveness of European industry by promoting cross-border, market-oriented innovation.

EUREKA Secretariat : a dedicated legal entity which implements the decisions made by the Eurostars High Level Group. It acts as the primary representative of the Eurostars Programme towards the European Commission, the EUREKA network and the outside world.

R&D-performing small and medium-sized enterprises (SMEs) : a niche market of businesses that invest 10% of full time employment in R&D.

EU Seventh Framework Programme for Research and Technological Development (FP7) : the EU's main instrument for funding research in Europe, running from 2007 until 2013 and designed to respond to Europe's employment needs and competitiveness.

EUREKA National Project Coordinators (NPC) : representatives who act as the direct contact with project participants, and potential project participants, in each member country. NPCs facilitate the setting-up and running of a project and are responsible for project generation, national and international support and follow-up.

Cut-off date : the deadline for submitting an application.

Application process : the different steps for setting up the Eurostars projects.

Application : all documents necessary to apply for a Eurostars project.

Completeness : ensuring all documents have been submitted and that the application is complete.

Complete application : a dossier containing all the required documents for application.

Eurostars eligibility criteria : the list of criteria that makes the application eligible for processing.

Technical experts : experts in the various technological areas, responsible for assessing all applications.

Independent Evaluation Panel (IEP) : independent body that evaluates and ranks the applications for a specific call on the basis of the application and cover note, the technical and market assessment.

Eurostars Evaluation Result Letter : a letter sent to project participants stating that the application has been successful.

National funding scheme : an instrument for funding research and development at national level that can be used to support a Eurostars project.

Eurostars member countries : countries actively participating in the Eurostars Programme. SMEs in these countries will be able to participate and apply for Eurostars funding.

Co-funding : combining national and European Community research funding.

Main participant : the (SME) project participant leading the project.

National funding body : the organisation that administers funding at national level.

Project application form : an electronic form to be completed when submitting an application.

Participants : SMEs and other organisations involved in the project.

Annexes : required documents sent to support the project application form. These include the approved financial report or business plan in the case of a start-up, the financial viability statement and the draft consortium agreement.

Competitive application process : project applications are evaluated and successful projects will be those ranked highest.

Evaluation criteria: list of concrete criteria required to evaluate and rank a project.

Project call : a timeframe for submitting Eurostars project applications.

Evaluation and ranking process : second step of the application process undertaken by members of the International Evaluation Panel (IEP).

Technical and market assessment : first step of the assessment and evaluation process undertaken by technical experts.

Eligibility check : process by which project eligibility is verified on the basis of pre-set eligibility criteria.

Expert Report : a report produced by the technical experts, which consists of an analysis and an assessment of the project's management, consortium, the technological innovation and the economic impact.

IEP meeting : a meeting during which the IEP members discuss the relative strengths and weaknesses of each application against the set criteria and apply the final ranking to each application.

Eurostars High Level Group : Eurostars Programme decision-making body which endorses new Eurostars projects composed of high-level representatives from participating EUREKA member countries.

Project dossier : the final dossier on the project including ranking, the Expert Report, NPC cover note, project progress report and final report.

Eligibility criteria : list of criteria required for an application to be eligible for the Eurostars Programme

Project progress report : document that reflects the project progress. Every six months, the main participant will be required to report (in English) on project progress via this document.

Technology and innovation : relates to the requirement that the project must involve a major advance in its field of technology.

Market and competitiveness : relates to the market targeted, the profitability of the project results and the competitive advantages for the partners involved.

Basic assessment : relates to the consortium and project structure. It deals with the project plan and the capabilities of the participants in relation to their tasks in the project.

Eligible costs : costs that are considered eligible in the project for which a financial contribution can be obtained. They may vary from country to country.

Legal entity : an officially-recognised (registered) organisation.

Declared project costs : corresponds to the level of costs declared by the project consortium (no participant should be responsible for more than 75% of the declared project costs).

Minor contracting : outsourcing of a certain amount of work to another company outside the project consortium, which also includes some of the project's core research.