

Checklist for a successful Eurostars application



1. Identify **Your Unique Idea** for an application to the Eurostars programme.
2. Check the eligibility criteria for participation - **Eligibility Guidelines** (www.eurostars-eureka.eu/content/eurostars-eligibility-guidelines), on the Eurostars web.
3. Small and Medium sized Enterprises check that they fulfil the **EU SME definition** (https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)
4. Register on the Eurostars web to access **The Online Application form** (www.eurostars-eureka.eu/submission/about)
5. Contact the **Eurostars National Project Coordinator** (NPC) in your country. In Sweden, you may contact the EU SME support office (www.eusme.se) or the Eurostars NPC and Project Officers at Vinnova (<https://www.vinnova.se/e/eurostars-2-medfinansiering>).
6. Be sure to get proper directions on how to fill in the application form. Access the **Application Guidelines** (www.eurostars-eureka.eu/downloads/guidelines), on the Eurostars web.
7. Start to discuss the consortium agreement in parallel with drafting the application. The agreement is not submitted with the application but need to be finalised and signed before the project can start. **The Eurostars Skeleton for a Consortium Agreement** is a good starting point: <https://www.eurostars-eureka.eu/content/skeleton-consortium-agreement>
8. Make sure that all information in the application form is correct and especially the contact details for the contact persons in each participating organisation. **Submit your Eurostars Project Application** to the Eurostars programme in Brussels (www.eurostars-eureka.eu/content/using-online-application-system) before the specified cut-off date and time. If possible, avoid submission during the last hours.
9. Be prepared to complete and return **The Eurostars Commitment and Signature Form** and if you are an SME also **The European Commission SME declaration**. Instructions will be sent to the contact persons specified in the application approximately 1 week after the Cut-Off date. This is not the time to be away on a holiday!
10. Wait for **The Evaluation of your Eurostars Application** to be finalised, including the subsequent check for availability of national funding (Approximately 4 months).
11. All funding to participants in approved projects is managed by their respective national funding body according to **National Funding Rules and Procedures**. (<https://www.eurostars-eureka.eu/eurostars-countries/europe>). In Sweden, Vinnova will invite Swedish project partners in successful Eurostars applications to **Apply for National Funding**.
12. **Finalise and Sign the Consortium Agreement** together with project partners. The main participant in the consortium sends the signed agreement as a PDF-file by e-mail to the Eurostars programme in Brussels. To be done within 12 weeks after the official notification from the Eurostars programme by e-mail that funding is available for your project.

Good luck!

