



Aim Higher

# EUROSTARS

Funding  
excellence in  
innovation

Guidelines for

- >Commitment and signature form
- >SME declaration



August 2016  
Version 2.0



This document provides applicants with information on the use of the Eurostars commitment and signature form and the European Commission SME declaration. It provides instructions on how to complete and return these documents.

Eureka Association  
Avenue de Tervuren 2  
1040 Brussels  
BELGIUM  
Tel. +32 2 777 0950

Internet: <http://www.eurostars-eureka.eu>  
Contact: <http://www.eurekanetwork.org/in-your-country>

© EUREKA Secretariat, 2016  
No part of this document may be reproduced in whole or in part without the express written consent of the EUREKA Secretariat.



Aim Higher

# CONTENTS

Introduction	4
What is the Eurostars commitment and signature form?	4
What is the European Commission SME declaration?	4
Why should I check the submitted application form?	4
Can I correct the application form?	4
Who should sign the documents?	5
What is the deadline for submitting the documents?	5
Eurostars commitment and signature form	6
Instructions for completing the form	6
Will I receive confirmation of receipt?	6
Content of the form	7
Recipient	7
Declaration - (Mandatory)	7
Exclusion of expert(s) - (Optional)	7
Signature - (Mandatory)	7
European Commission SME declaration	8
Instructions for completing the declaration	8
Will I receive confirmation of receipt?	8
To do list	9



## Introduction

Once you have successfully submitted your proposal, each contact person of the consortium will be invited to register in the project management platform, myEUREKA. On this platform, you will have access to all the project related information and documentation, as well as to all the different tasks you are required to perform in regards to your project. The invitation email is addressed to the official contact point specified in the application form (Section 6 The participants – Question P17).

After your registration on myEUREKA, an email will inform that each organization in the project is required to submit a unique commitment and signature form (COMMITMENT AND SIGNATURE TASK).

If you declared yourself to be an SME in the application form, you must complete also the EC SME declaration (SME DECLARATION TASK).

These documents must be completed and uploaded through myEUREKA platform within the specified due date.

**Failure to deliver any of the requested documents will result in the application being removed from the Eurostars process.**

You can access your project application form as it was received by the EUREKA Secretariat within myEureka.

### What is the Eurostars commitment and signature form?

The commitment and signature form is a legal document that must be completed and signed. It is the final step of the application process. Each organization involved in the application must sign their specific commitment and signature form. You must not sign the documents of other organizations in your application.

### What is the European Commission SME declaration?

The European Commission SME declaration is a reference document that provides information relating to the qualification of an enterprise as an SME. If you are an SME, this declaration must be completed and signed.

### Why should I check the submitted application form?

The commitment and signature form contains a declaration that the information in the application form is complete, accurate and correct. In order to validate this, an applicant organization must be able to verify the information which has been submitted. The application form is presented in a read-only format and cannot be edited or resubmitted.

### Can I correct the application form?

Factual information pertaining to an applicant organization such as phone-number, email address, or contact person may be corrected or updated. Revisions to other sections of the application form are not permitted and requests to do so will be rejected.

### Who should sign the documents?

The documents must be signed by a person that has all required authorisation to act as a legal representative of your organization. The individual should be able to sign any legally-binding document on behalf of your organization. It may be that your organization requires documents to be co-signed by two authorised representatives in order to be validated. Co-signed documents will be accepted by the EUREKA Secretariat.

**The authorised legal representative is not necessarily the person acting as the official contact point.**

### What is the deadline for submitting the documents?

All commitment and signature forms and SME declarations must be received by the EUREKA Secretariat **within the deadline specified** in the email informing of the task to be performed. The documents must be uploaded through myEUREKA platform.

# Eurostars commitment and signature form

## Instructions for completing the form

01. Login to myEureka (<https://myeureka.io>)
02. Open the Commitment and signature form task under your 'To Do List' and follow the 3 steps (download, upload and send for validation)
03. The commitment and signature document must be opened using Adobe Acrobat Reader.  
We always recommend using the latest version of the software, available for free at: [www.adobe.com](http://www.adobe.com) It may be required to add additional language settings if prompted. Apple users should ensure that they are using the appropriate Adobe software, and not the software supplied within the operating system.
04. The commitment and signature form is unique to each organization. You are not required to sign the documents of other organizations in your application. Using the commitment and signature form of a different organization is not permitted and will result in rejection.
05. The Unique Identifying Marks (Project Number, Project Acronym, Reference code, Organization name, and name of official contact) of the commitment and signature form must be visible in the submitted document. Documents without the identifying marks or with non-original identifiers will be rejected. Insertion of this information through defacement of the document is not permitted. **If the marks are not visible your software may require updating (see point 3).**
06. The declarations within the commitment and signature form may not be altered or amended in any way. Such commitment and signature forms will be rejected.
07. The form must be signed by a person(s) that has the authorisation to act as a legal representative of your organization. The EUREKA Secretariat may contact you directly to verify this fact.
08. The commitment and signature document may be signed by hand or with an electronic signature.
09. Annexes to the commitment and signature form will be rejected. Only information relating to the receipt of alternative public funds for the same activities may be attached. This must be communicated to the EUREKA Secretariat by formal letter. It should describe all relevant information about the alternative source of public funding and be signed by a legal representative of your organization.
10. All tick boxes must be ticked off.
11. If you want to exclude certain organisations or individuals from evaluating your application, specify these in the 'exclusion of experts' comment box
12. The completed and signed document must be uploaded through the commitment signature task in myEureka and sent for validation

## Will I receive confirmation of receipt?

An email will be sent by the EUREKA Secretariat within 7 days to your organization to acknowledge that your commitment and signature form has been verified and accepted. If the commitment and signature form contains any errors and cannot be accepted, the Eurostars team will contact you via email and you will be required to correct and upload the revised document through myEureka.

If you have not received confirmation within 7 days of uploading it please contact the EUREKA Secretariat at [applications@eurostars-eureka.eu](mailto:applications@eurostars-eureka.eu).

## Content of the form

### Recipient

This commitment and signature document has been delivered to your organization through the official contact person NAME LISTED CONTACT PERSON as specified in the submitted application form (Section 6 The participants – Question P15).

### Declaration - (Mandatory)

Indicate the first and last name of the authorised legal representative and their function within the organization.

- > all necessary internal authorisations have been obtained in order to permit the legal entity I represent to submit this application.
- > all the information given in relation with this application are complete, accurate and correct.
- > the legal entity I represent is committed to participate in and cooperate within the project, as described in this application, in accordance with the provisions set out in the agreement to be signed with the funding body.
- > the legal entity I represent has stable and sufficient funding to maintain its activity throughout its participation to the project as described in this application.
- > the legal entity I represent has or will have the necessary resources to carry out its involvement in the project as described in this application.
- > the legal entity I represent has not been granted until now any financial support for the activities described in the associated Eurostars application form from the Eurostars programme, nor from any other national or international public funding mechanism. The legal entity I represent shall inform the ESE and/or the Funding Body of any current and future application for public financial support from any public funding schemes as regards the same activities or a part thereof. Should such application(s) result in any grant of funding, the legal entity I represent shall inform the ESE and/or the Funding Body and all authorities/agencies with which such applications were filed, and shall cooperate in such adaptations of the granted funds as necessary for the compliance with all applicable rules, including avoidance of any double public direct or indirect funding of these activities or of a part thereof.
- > The legal entity I represent is free of convictions for fraudulent behaviour, any other financial irregularities or illegal business practices.
- > The legal entity I represent is neither bankrupt nor in the process of being declared bankrupt.

### Exclusion of expert(s) - (Optional)

Applicants have the opportunity to request that certain organisations or individuals are excluded from evaluating their application. You cannot specify that experts from an entire country are excluded, although experts from the countries listed within the application form are automatically discounted.

### Signature - (Mandatory)

Sign this document to fully complete your application.

**Each organization is required to upload their own unique completed and signed commitment and signature form through myEureka. Failure to do so will result in the removal of the application from the Eurostars process.**

## European Commission SME declaration

If you declared yourself to be an SME in the application form you must complete the [European Commission SME declaration](#) by filling in the appropriate sections. The completed declaration should be uploaded to myEureka platform.

### Instructions for completing the declaration

01. Login to myEureka (<https://myeureka.io>)
02. Open the SME declaration task under your 'To Do List' and follow the 3 steps (download, upload and send for validation)
03. Print and fill-in manually all relevant sections of the model declaration. Follow the explanatory notes provided in the declaration and in the user guide. The user guide presents the changes being made by the new SME definition, explains how to determine if an enterprise can qualify as an SME by following a step-by-step approach and you can find it [here](#).
04. The form must be signed by a person(s) that has the authorisation to act as a legal representative of your organization. The EUREKA Secretariat may contact you directly to verify this fact.
05. The European Commission SME declaration should be signed by hand.
06. Annexes to the declaration will be rejected.
07. The completed and signed document must be uploaded through the commitment signature task in myEureka and sent for validation

### Will I receive confirmation of receipt?

An email will be sent by the EUREKA Secretariat within 7 days to your organization to acknowledge that your EC SME declaration has been verified and accepted. If the declaration contains any errors and cannot be accepted, the Eurostars team will contact you via email and you will be required to correct and upload the revised document through myEureka.

If you have not received confirmation within 7 days of uploading it please contact the EUREKA Secretariat at [applications@eurostars-eureka.eu](mailto:applications@eurostars-eureka.eu).

**The failure of an SME to submit this declaration this declaration will result in the removal of the application from the Eurostars process**



## To do list

01. Register to myEureka (<https://myeureka.io>)
02. Check with the contact person of your organization that they have received the email with the request to submit their commitment and signature form in myEureka platform  
  
If you declared yourself to be an SME, you must ensure that the contact person as also received the request for the submission of the EC SME Declaration
03. A person with the authorisation to act as a legal representative of the organization must:
  - > complete all sections of the commitment and signature form;
  - > sign the commitment and signature form electronically or manually.
04. If you declared yourself to be an SME, the person with the authorisation to act as a legal representative of the organization must:
  - > complete all relevant sections in the European Commission's SME declaration;
  - > sign the declaration manually.
05. Upload your commitment and signature form through myEureka platform within the specific due date. If applicable, upload also your EC SME Declaration through myEureka platform within the specific due date
06. Contact your partners to verify that they are registered to myEureka and that they have received and returned their commitment and signature form and the SME declaration if required.