

# Glossary

In our glossary you will find explanations of the most important terms related to the different EU funding instruments that you can find on EuroAccess.

## General information

**Certifying Authority:** The Certifying Authority is the body responsible for checking project expenditure, applying for funding from the European Commission and disbursing project funds.

**De-minimis aid:** [De minimis aid](#) is aid granted by an EU Member State to a company. Under certain conditions, such aid is not subject to the notification procedure to the European Commission, as due to the amount limit it is assumed that neither competition nor trade between Member States is affected.

**EU Login:** EU Login is the European Commission's user authentication service. It allows authorised users to access a range of European Commission web services. Registration is a prerequisite for submitting applications and managing projects in most funding programmes.

**European Green Deal:** The European Green Deal is the plan to make the EU economy sustainably carbon neutral by 2050. The plan describes the required investments and the available financing instruments. The Green Deal bundles all the measures and research programmes that will be implemented to achieve this goal.

**FAIR data:** FAIR data stands for discoverable, accessible, interoperable and reusable data with the aim of making science more open. The EU strongly encourages the production of FAIR data. It is advisable that data produced in EU-funded projects are discoverable with metadata, identifiable and findable through a standard identifier.

**Grant:** A grant is a direct financial contribution from the EU budget, awarded according to specific rules and procedures, to fund activities that are in line with EU policies, e.g., research and innovation, regional and urban development, employment and social inclusion, etc. There are different forms of grants:

- **Actual cost grant:** A grant based on actual costs incurred, but may also include other forms of funding, such as unit costs, lump sums, flat rates or funding not linked to costs (budget-based mixed actual cost grant).
- **Lump sum grant:** A lump sum that covers all costs of the projects. The payment of the grant is linked to the successful completion of the respective work packages.
- **Unit-based grant:** A grant based on unit rates (fixed amount per unit) set by the European Commission.

**Joint Research Centre (JRC):** The JRC is the EU's research institution and part of the EU Commission. The Centre provides independent scientific and technical advice to the EU

Commission and EU Member States, carries out research activities (direct actions) and participates as a beneficiary in EU grants (indirect actions).

**Managing Authorities:** Each EU-funded programme has a [Managing Authority](#), which has operational responsibility for the programme. The authority ensures that projects are approved, implemented and monitored according to agreed criteria.

**Monitoring Committee:** The Monitoring Committee is the central body of a programme. Its task is to ensure the quality and effectiveness of programme implementation. Project applications are approved or rejected by the SC. Normally, each country involved in a programme is represented by one person on the committee and decisions are made by consensus.

**Multiannual Financial Framework (MFF):** The MFF is the multi-annual EU budget that sets the priorities and parameters for EU spending for successive 5–7-year periods. The MFF sets binding annual ceilings for both overall EU spending and major policy areas. The current framework covers the period 2021-2027.

**Responsible Research and Innovation (RRI):** RRI is a strategy framework that aims to interpret and manage the relationships between science, technology and society from both a theoretical and operational perspective. In particular, the RRI approach aims to incorporate a reflexive, critical and meta-scientific dimension into scientific research and technological development in order to highlight the moments when the needs of science and society may conflict, or when simply research and innovation can potentially bring important transformative effects and impacts on society.

**Sustainable Development Goals (SDGs):** The SDGs, or Global Goals, are a collection of 17 interlinked global goals that aim to be a "blueprint for a better and more sustainable future for all". The SDGs were set by the United Nations General Assembly in 2015 and are to be achieved by 2030. The 17 SDGs are: (1) Zero Poverty, (2) Zero Hunger, (3) Good Health and Wellbeing, (4) Quality Education, (5) Gender Equality, (6) Clean Water and Sanitation, (7) Affordable and Clean Energy, (8) Decent Work and Economic Growth, (9) Industry, innovation and infrastructure, (10) Reducing inequality, (11) Sustainable cities and communities, (12) Responsible consumption and production, (13) Climate action, (14) Life under water, (15) Life on land, (16) Peace, justice and strong institutions, (17) Partnerships for the goals.

**Technology Readiness Level (TRL):** The following definitions apply to the Technology Readiness Level (TRL):

- TRL 1 – basic principles observed
- TRL 2 – technology concept formulated
- TRL 3 – experimental proof of concept
- TRL 4 – technology validated in lab
- TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 7 – system prototype demonstration in operational environment
- TRL 8 – system complete and qualified

- TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

**Work programme:** Based on legal foundations (regulations) for the establishment of funding programmes, each programme is obliged to draw up work programmes. In addition to general and specific objectives, these work programmes also contain specifications on the contents and budgets of planned calls for project submissions and their deadlines. The work programmes can be annual or multi-annual.

## Project application

**(Project) intervention logic:** The (project) intervention logic (or logic model) explains and illustrates the overall concept of a project and explains how change takes place, starting from the identified needs for project interventions to the expected impacts that would reduce the needs.

**Affiliated entities:** Affiliated entities are entities that are legally/economically linked to a beneficiary and contribute to the implementation of projects. Affiliated entities are named and budgeted in the grant agreement, but do not sign it. Affiliated entities can claim costs as part of the regular reporting.

**Applicant:** The applicant is a person or organisation (or consortium) applying for EU funding.

**Associated partners:** Associated partners are institutions that are assigned to a partner and participate in the implementation of the project free of charge. Associated partners do not sign the grant agreement and therefore have no possibility to claim costs.

**Beneficiary:** The beneficiary is the person or organisation applying for/receiving EU funds in the form of a grant.

**Budget:** The budget is the estimate of the total eligible costs (broken down by project beneficiary and budget category) necessary to carry out the project and, if approved, form part of the grant agreement. The four main budget categories are personnel costs, subcontracting costs, acquisition costs (incl. travel costs) and other costs.

**Call for proposals:** The Call for Proposals is the procedure by which applicants are invited to submit project proposals in order to apply for EU funding.

**Consortium:** A consortium is a group of beneficiaries applying for EU funding or implementing a project. Some programmes have mandatory rules for the composition of consortia, e.g., a minimum number of consortium partners, or they do not allow certain types of roles in a consortium. Therefore, the specific programme guidelines must always be consulted.

**Coordinator:** One of the consortium partners must be the project coordinator, also known as the lead applicant, who is the main contact person for the funding body throughout the project.

**Eligibility criteria:** Eligibility criteria are rules set out in a programme that beneficiaries must follow when designing and implementing their projects. Compliance with the eligibility criteria is a prerequisite for receiving EU funding.

**Financial support for third parties:** Financial support to third parties or "cascade funding" is a mechanism to distribute funding to support beneficiaries such as start-ups, scale-ups, SMEs and/or mid-cap companies to launch or develop digital innovations. It allows applicants to reach and involve a large number of legal entities that would not normally participate in the funding programme and opens participation to a wider range of potential stakeholders. Funding (in the form of grants, prizes or similar forms of support) is provided by the beneficiary(ies) to so-called "third parties" who are not

party(ies) to the grant agreement. Actions can only include financial support to third parties if this is explicitly allowed in the work programme/call.

**Joint Secretariat (JS):** The JS is the body responsible for the day-to-day implementation of the programme; its tasks are often carried out under the responsibility of the Managing Authority. The Joint Secretariat is usually specialised in all communication down to the project level and in processing the reporting information received from the projects to the projects.

**Legal Entity Appointed Representative (LEAR):** The [LEAR](#) is the person nominated by an organisation to manage its data in the portal and to manage and keep the organisation's data up to date.

**National Contact Points (NCPs):** NCPs are a network of national bodies (in the EU Member States and associated countries) that provide applicants with individual advice on funding instruments on the spot.

**NUTS:** The classification of territorial units for statistics (Nomenclature des Unités territoriales statistiques - [NUTS](#)) divides the territory of the European Union into three hierarchical levels: NUTS-1, NUTS-2 and NUTS-3. This classification allows cross-border statistical comparison of EU regions.

- NUTS 1: large socio-economic regions
- NUTS 2: basic regions for the application of regional policy
- NUTS 3: small regions for specific diagnoses

**One-stage/two-stage submission procedure:** Proposals may be submitted in one or two steps. For one-step submissions, applicants must submit a full proposal at the time of the submission deadline. For two-stage submissions, applicants submit a short proposal on the day of the first deadline, which is evaluated. If the first evaluation stage is passed positively, applicants are invited to submit a full proposal by the second submission deadline. This full proposal will be subject to a new, independent evaluation.

**Participant Identification Code (PIC):** The PIC is a 9-digit number that serves as a unique identifier for organisations (legal entities) registered in the portal.

**Participant Register:** The EU Participant Register contains all participants in EU programmes. Any legal entity wishing to participate in a call for proposals/tender with eSubmission must be registered.

**Partners:** Partners are the signatories of the grant agreement and can claim project costs as part of regular reporting.

**Self-registrant:** The Self-registrant is the person who enters a new organisation into the Participant Register for the first time and manages the organisation's data until a LEAR is appointed.

**Work package:** A work package is a building block of the project work plan that enables project management to define the steps required to complete the work. A work package can be considered as a sub-project that, together with other work package units, forms the complete project.

## Project implementation

**Amendment request:** An amendment request is an act by which the terms and conditions in the grant agreement are changed. It must be signed electronically via the electronic exchange system of the participant portal.

**Audit:** An audit is a formal inspection by independent auditors (sometimes at the beneficiaries' premises) to verify compliance with the conditions set out in the grant agreement. It can be a financial

audit (examination of beneficiaries' accounts and records) or a performance audit (examination of project implementation and results). An audit always ends with a report drawn up in accordance with an adversarial procedure.

**Consortium agreement:** The consortium agreement is a (binding) internal written agreement between the beneficiaries on their functioning and coordination in order to ensure the proper implementation of the project. The consortium agreements may regulate the internal organisation of the consortium, the distribution of EU funds, additional rules on rights and obligations regarding background and results, the resolution of internal disputes, liability, indemnity and confidentiality agreements between beneficiaries, etc. The consortium agreement may not contain provisions that conflict with the grant agreement.

**Costs:** The term costs includes all eligible costs incurred for a project. Eligible costs usually include the following cost categories:

- Personnel costs
- Subcontracting costs
- Acquisition costs
  - Travel and subsistence costs
  - Equipment costs
  - Cost of other goods and services
- Other costs
- Indirect costs (overheads, usually a percentage mark-up on the other cost categories).

Depending on the funding instrument, these costs may be actual costs or 'simplified cost forms' (i.e., based on unit costs, lump sums or flat rates).

**Deliverable:** A deliverable is a specific (partial) result of a project that is important with regard to the overall objectives of the project. Deliverables are planned in the course of project creation and are an essential part of the work programme during project implementation. In many cases, the fulfilment of the defined deliverables is relevant for the disbursement of funding.

**Dissemination:** Dissemination means publishing the results of a project by other appropriate means than protection or exploitation (e.g., scientific publications).

**Grant agreement:** The grant agreement is the contract concluded between the EU and the beneficiaries. It sets out the rights and obligations that apply to the grant. It consists of a main part and annexes (e.g., defining the project content and budget).

**Impact:** The impact of a project is its consequences, including the potential social, economic and financial benefits that a particular project has for the community.

**Milestone:** A milestone is a checkpoint in the project that helps to document progress. It may correspond to the completion of an important deliverable so that the next phase of work can begin, but it may also be required in intermediate phases to allow corrective action to be taken for problems that have occurred.

**Objective:** A project objective is a pre-determined outcome towards which efforts are directed. An objective is measurable and can be evaluated at the end of a project. Projects can have one or more objectives, divided into general and specific ones.

**Outcome:** An outcome is a medium-term result of a project, usually related to the project goal.

**Output:** An output is a direct result of the first level of a project. An output can be any tangible or intangible product resulting from the project activities.