



Glossary of European Commission Terms

The following explanations are provided for clarity and easy-reference; it is not an exhaustive list of European Commission terms. They have no legal authority, and do not replace any official definitions set out in the Council decisions.

A

Acknowledgement of receipt - Applicants are informed electronically after the deadline that a proposal has been successfully submitted (but not that it is necessarily eligible).

Associated countries - Non-EU countries which have agreed, negotiated and paid to participate in the Framework Programme. In the context of proposal consortia, organisations from these countries are treated on the same footing as those in the EU. The list of associated countries is given in the body of this guide.

Applicant - The term used generally in this guide for a person or entity applying to the Framework programme. The term 'participant' is used in the more limited sense of a member of a proposal or project consortium

C

Call fiche - The part of the work programme giving the basic data for a call for proposals (e.g. topics covered, budget, deadline etc). It is posted as a separate document on the CORDIS web page devoted to a particular call.

Call for proposals (or "call") - An announcement, usually in the Official Journal, inviting proposals for research activities in a certain theme. Full information on the call can be found on the CORDIS web-site.

Consortium - Most funding schemes require proposals from a number of participants (usually at least three) who agree to work together in a consortium.

Consortium agreement – This is an agreement made between the participants of a project consortium to govern a number of issues that may arise during delivery. It is required by all FP7 funded projects, unless otherwise indicated.



Continuous submission - Some calls are open for an extended period, during which proposals may be submitted at any moment.

Consensus discussion - The stage in the proposal evaluation process when experts come together to establish a common view on a particular proposal.

Coordinator - The member of the consortium who acts as the point of contact with the Commission.

CORDIS service - A web service providing access to all the documentation related to FP7, and access to the electronic proposal submission service. www.cordis.europa.eu

Cut-off date - An intermediate date in the context of a call operating a continuous submission procedure. *Full* proposals are evaluated in batches after each cut-off date.

D

Deadline - For a particular call, the moment after which proposals will not be received by the Commission, and when the Electronic Proposal Submission Service closes for that call. Deadlines are strictly enforced.

Deliverable - A deliverable represents a verifiable output of the project. Normally, each work package will produce one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

E

Electronic Proposal Submission Service (EPSS) - A web-based service which must be used to submit proposals to the Commission. Access is given through the CORDIS web-site, or via a specific site.

Eligibility criteria - The minimum conditions which a proposal must fulfil if it is to be evaluated. The eligibility criteria are generally the same for all proposals throughout FP7, and relate to submission before the deadline, minimum participation, completeness and scope. However, specific eligibility criteria may apply to certain calls, and applicants should check the work programme.



Evaluation criteria - The criteria against which eligible proposals are assessed by independent experts. The evaluation criteria are generally the same for all proposals throughout FP7, and relate to S/T quality, impact and implementation. Relevance is also considered. However, specific evaluation criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Evaluation Summary Report (ESR) - The assessment of a particular proposal following the evaluation by independent experts. It normally contains both comments and scores for each evaluation criterion.

F

Funding scheme - The type of support that can be given to a project within a call. The funding schemes have different objectives, and are implemented through different grant agreement conditions.

G

Grant agreement - The legal instrument that provides for Commission funding of successful proposals.

I

Individual assessment - The stage in the evaluation process when experts assess the merits of a particular proposal before discussion with their peers.

Information Days - Open events organised by the Commission to explain the characteristics of specific calls, and often as well, a chance for potential applicants to meet and discuss proposal ideas and collaborations.

Initial information letter - A letter sent by the Commission to applicants shortly after the evaluation by experts, giving a report from the experts on the proposal in question (the Evaluation Summary report).



International Cooperation Partner Countries (ICPC) - See here for the list of countries:
<ftp://ftp.cordis.europa.eu/pub/fp7/docs/icpc-list.pdf>

International organisations of European interest - International organisations, the majority of whose members are European Union Member States or Associated States, and whose principal objective is to promote European scientific and technological co-operation

J

Joint Research Centre (JRC) - The Commission's own research laboratories.

M

Member State – The EU-27 - Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK.

Milestone - Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is a pre-requisite for the next phase of work.

N

National Contact Points (NCP) - Persons officially nominated by the national authorities to provide tailored information and advice on each theme of FP7, in the national language(s).

Negotiation - The process of establishing a grant agreement between the Commission and an applicant whose proposal has been favourably evaluated, and when funds are available.



P

Part A - The part of a proposal dealing with administrative data. This part is completed using the web-based EPSS.

Part B - The part of a proposal explaining the work to be carried out, and the roles and aptitudes of the participants in the consortium. This part is uploaded to the EPSS as a pdf document.

File participants - The members of a consortium in a proposal or project.

Programme committee - A group of official national representatives who assist the Commission in implementing the Framework Programme.

Proposal - A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested

R

Reserve list - Due to budgetary constraints it may not be possible to support all proposals that have been evaluated positively. In such conditions, proposals on a reserve list may only be financed if funds become available following the negotiation of projects on the main list.

Risk-Sharing Finance Facility (RSFF) - A new mechanism to foster private sector investment in research, by increasing the capacity of the European Investment Bank and its financial partners to provide loans for European RTD projects.

RTD - Research and technological development.

S

Scientific and Technological Cooperation Agreements - Countries with signed S&T agreements: Argentina, Australia, Brazil, Canada, China, Chile, Egypt, India, Mexico, Morocco, Russia, South Africa, Tunisia, Ukraine and United States



Specific international cooperation actions (SICA) - In some calls on topics of mutual interest, special conditions apply to promote research collaborations between European organisations and those based in the International Cooperation Partner Countries (ICPC). This usually entails a minimum of two participants from EU or Associated countries, and two from ICPC.

SME - Small or medium sized enterprise. This definition applies to businesses with fewer than 250 employees and a turnover less than €50 million. **Small businesses** employ fewer than 50 people and have a turnover of less than €10 million, while **micro businesses** employ fewer than 10 people and have a turnover of less than €2 million.

T

Third Country - Countries that are not EU Member States, Candidate or Associated Countries

Thresholds For a proposal to be considered for funding, the evaluation scores for individual criteria must exceed certain thresholds. There is also an overall threshold for the sum of the scores.

Two-stage submission - Some calls require proposals to be submitted in two stages. In this case, applicants initially present their idea in a brief outline proposal. This is evaluated against a limited number of evaluation criteria, or sub-criteria. Applicants successful in the first stage will be invited to submit a full proposal at the second stage, which will be evaluated against a broader range of criteria.

W

Weightings - The scores for certain evaluation criteria may be multiplied by a weighting factor before the total score is calculated. Generally, weightings are set to 1; but there may be exceptions and applicants should check the details.

Work package - A work package is a major sub-division of the proposed project with a verifiable end-point - normally a deliverable or a milestone in the overall project



Work programme - A formal document of the Commission that sets out the research objectives and topics to be addressed. It also contains information that is set out further in this guide, including the schedule and details of the calls for proposals, indicative budgets, and the evaluation procedure.

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