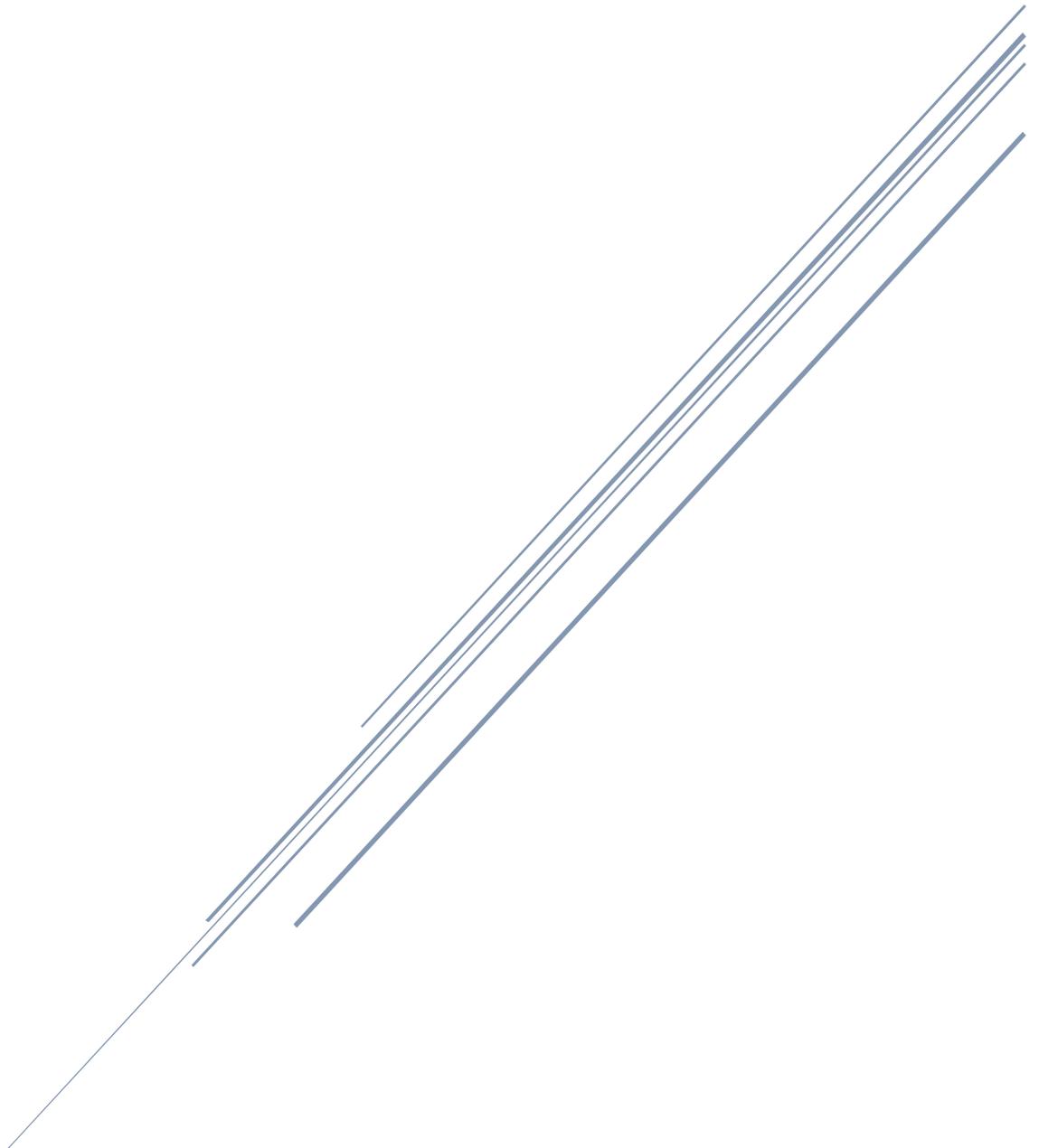# GLOSSARY OF TERMS IN H2020

Oficina de Projectes Internacionals

Universitat Autònoma de Barcelona

V 1.0

A

Academic sector
Consists of public or private higher education establishments awarding academic degrees, public or private non-profit research organisations whose primary mission is to pursue research, and international European interest organisations as they are defined in Horizon 2020 Rules for Participation.

Access rights
Rights to use results or background under the terms and conditions laid down in accordance with the Horizon 2020 Rules for Participation (Regulation (EU) No 1290/2013) (Article 2 L 347/88)

Access to risk finance
Access to risk finance shall aim to overcome deficits in the availability of debt and equity finance for R&D and innovation-driven companies and projects at all stages of development. Together with the equity instrument of the Programme for the Competitiveness of Enterprises and SMEs, it shall support the development of European Union-level venture capital.

Accompanying person
As a general definition applying to all fields of education training and youth, an accompanying person is the one who accompanies participants – whether learners or staff/youth workers - with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance. Additionally, in the case of VET learners and EVS volunteers mobility under Key Action 1, and short or long term pupils' mobility under Key Action 2, an accompanying person may also be the adult that accompanies one or several VET learners, EVS volunteers with fewer opportunities, or school pupils (especially minors or youngsters with little experience outside their own country) abroad, to ensure their protection and safety as well as their effective learning during the mobility experience.

Account Administrator
A role in the Participant Portal giving particular access rights for managing organisation-related data. Account Administrators are assigned by LEARs who delegate some of their tasks to them. Account Administrators have full read/write access to the organisation data and can assign Legal Signatories (LSIGNs) and Financial Signatories (FSIGNs).
More information: My area User account and roles

Accreditation
Process that ensures that the organisations wishing to receive funding under an Action of the Erasmus+ Programme respect a set of qualitative standards or prerequisites defined by the European Commission for that given Action. Depending on the type of Action or on the country where the requesting organisation is located, the accreditation is carried out by the Executive Agency, a National Agency or a SALTO Resource Centre. The accreditation process is in place for organisations wishing to participate in higher education projects (including mobility) or in mobility activities in the field of youth.

Action
A strand or measure of the Erasmus+ Programme. Examples of Actions are: Strategic Partnerships in the field of education, training and youth, Erasmus Mundus Joint Master Degrees, Sectors Skills Alliances, etc.

Activity
A set of tasks carried out as part of a project. An activity can be of different types (mobility activities, cooperation activities, etc.). In the framework of Jean Monnet, an Activity is equivalent to an Action (see definition above).

Adult education
All forms of non-vocational adult education, whether of a formal, non-formal or informal nature (for continuous vocational training see "VET").

Adult education organisation
Any public or private organisation active in the field of non-vocational adult learning.

Adult learner
Any person who, having completed or is no longer involved in initial education or training, returns to some forms of continuing learning (formal, non-formal or informal), with the exception of school and VET teachers/trainers.

Advance Planning Visit (APV)
Planning visit to the country of the receiving organisation ahead of youth mobility activities. The purpose of the APV is to build trust, understanding and a solid partnership between organisations in the project. Young participants can be involved in the visit to integrate them fully in the project design.

Affiliated entity
Any legal entity that is under the direct or indirect control of a participant, or under the same direct or indirect control as the participant, or is directly or indirectly controlling a participant. Control may take any of the forms set out in Article 8(2) of Horizon 2020 Rules for Participation (Regulation (EU) 1290/2013) (Article 2 L 347/88).

Applicant
Legal entity submitting an application for a call of proposals.
Participating organisation or informal group that submits grant application. Applicants may apply either individually or on behalf of a other organisations involved in the project. In the latter case, the applicant is also defined as coordinator.

(Application) deadline
Final date by when the application form must be submitted to the National or Executive Agency to be considered eligible.

Apprenticeship (Apprentice)
Apprenticeship-type schemes are understood as those forms of Initial Vocational Education and Training (IVET) that formally combine and alternate company based training (periods of practical work experience at a workplace) with school based education (periods of theoretical/practical education followed in a school or training centre), and whose successful completion leads to nationally recognised initial VET qualifications.

Associated country
A third country which is party to an international agreement with the European Union, as identified in Article 7 of Regulation (EU) No 1290/2013 [Horizon 2020].

Award Criteria
Also sometimes referred to as 'evaluation criteria'. All proposals are evaluated on three criteria: excellence, impact and quality and efficiency of the implementation. The work programme or work plan shall lay down further details of the application of the award criteria and specify weightings and thresholds.

B

Background
any data, know-how or information whatever its form or nature, tangible or intangible, including any rights such as intellectual property rights, which is: (i) held by participants prior to their accession to the action; (ii) needed for carrying out the action or for exploiting the results of the action; and (iii) identified by the participants in accordance with Article 45 of Horizon 2020 Rules for Participation (Regulation (EU) No 1290/2013)

Basic act
A legal act adopted by the European Union institutions in the form of a regulation, a directive or a decision within the meaning of Article 288 of the Treaty on the Functioning of the European Union (TFEU) which provides a legal basis for the action.

Beneficiary
Legal person, other than the European Commission, who is a Party in the Grant Agreement.
If the project is selected, the applicant becomes beneficiary of an Erasmus+ grant. The beneficiary sings a grant agreement with – or is notified of a grant decision by – the National or Executive Agency that has selected the project. If the application was made on behalf of other participating organisations, the partners may become co-beneficiaries of the grant.

Beneficiary Register
A central database of organisations (legal entities) participating in EU funding programmes. Each organisation has a Participant Identification Code (PIC) that is used as the unique identifier in all interactions in any proposals or grants in which the organisation is involved. A search for registered beneficiaries and their PICs and the service for self-registering new organisations are available [here](#)

Big Data
Data sets that are so large or complex that traditional data processing application softwares are inadequate to deal with them. Challenges include capture, storage, analysis, data curation, search, sharing, transfer, visualization, querying, updating and information privacy.

Blended learning
Study type that involves learning in a combination of modes. Often used more specifically to refer to courses which use a combination of traditional face-to-face teaching work-shops or seminars, and distance learning techniques on-line (such as internet, television, conference calls).

Bottom-up
It refers to programs whose funded research lines are open and are not defined in the call. It is the opposite of Top-down

C

Consortium Agreement (CA)
Is an internal agreement between members of a consortium establishing their rights and obligations with respect to the implementation of the action in compliance with the Grant Agreement.

Call Coordinator
A European Union official responsible for all practical questions in relation to a call, or part of a call, and who plans and organises the proposal reception and evaluation process.

Call for proposals
Procedure to invite applicants to submit project proposals with the objective of receiving funds from the European Union.
Invitation published by or on behalf of the Commission to present, within a given deadline, a proposal for action that corresponds to the objectives pursued and fulfils the required conditions. Calls for proposals are published in the Official Journal of the European Union (series) and/or at relevant websites of the Commission, National or Executive Agency.

Call publication
Is the act of publishing calls for project proposals on the Research & Innovation Participant Portal.

Certificate
In the context of Erasmus+, a document issued to a person having completed a learning activity in the field of education, training and youth, where relevant. Such document certifies the attendance and, where applicable, the learning outcomes of the participant in the activity.

Clerical Error
A minor mistake or inadvertence unintentionally made in a document that changes its meaning, such as a typographical error or the unintentional addition or omission of a word, phrase, or figure.

Co-financing
The co-financing principle implies that part of the costs of a project supported by the EU must be borne by the beneficiary, or covered through external contributions other than the EU grant.

Company
Legal persons established under civil or commercial law, including cooperative societies, and other legal persons governed by public or private law, except those which are non-profit-making.

Consortium
Two or more participating organisations teaming up to prepare, implement and follow up a project or an activity within a project. A consortium can be national (i.e. involving organisations established in the same country) or international (involving participating organisations from different countries).

Country correction coeficient (CCC)
EU Funding in Horizon 2020 Marie Sklodowska-Curie Actions (MSC) is based on unit costs per researcher month. In MSC Innovative Training Networks (ITN) and MSC Individual Fellowships (IF) actions, Country Correction Coefficients are applied to the \"Living allowance\" unit cost in order to take into consideration the different cost of living. The applied correction coefficient is the one of the host country where the research work is carried out.

Civil society
Civil society which includes: labour-market players (i.e. trade unions and employers federations – the "social partners"); organisations representing social and economic players, which are not social partners in the strict sense of the term (for instance, consumer organisations); NGOs (non-governmental organisations), which bring people together in a common cause, such as environmental organisations, human rights organisations, charitable organisations, educational and training organisations, etc.; CBOs (community-based organisations), i.e. organisations set up within society at grassroots level which pursue member-oriented

objectives, e.g. youth organisations, family associations and all organisations through which citizens participate in local and municipal life; and religious communities.

Civil Society Organisation
Any legal entity that is non-governmental, non-profit, not representing commercial interests and pursuing a common purpose in the public interest.

Close-to-market action
An action primarily consisting of activities directly aiming at producing plans and arrangements or designs for new, altered or improved products, processes or services. For this purpose they may include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.

Code of Conduct for the Recruitment of Researchers
A set of general principles and requirements that should be followed by employers and/or funders when appointing or recruiting researchers. These should ensure observance of values such as transparency of the recruitment process and equal treatment of all applicants, in particular with regard to the development of an attractive, open and sustainable European labour market for researchers.

COFUND - Cofunding of regional, national & international programmes
MSC action aiming at stimulating regional, national or international programmes to foster excellence in researchers' training, mobility and career development, spreading the best practices of MSC actions. This will be achieved by co-funding new or existing regional, national, and international programmes to open-up to, and provide for, international, intersectoral and interdicisplinary research training, as well as transnational and cross-sector mobility of researchers at all stages of their career.

Communication
Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about (i) the action and (ii) its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange.

Conflict of interest
Any event influencing the capacity of a candidate, tenderer, contractor or grant beneficiary to give an objective and impartial professional opinion, or preventing it, at any moment, from giving priority to the interests of the Contracting Authority. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, tenderer, contractor or grant beneficiary. These restrictions also apply to any sub-contractors and employees of the candidate, tenderer, contractor or grant beneficiary. Within the meaning of Article 52 of the Financial Regulation conflict of interest means that the impartial and objective exercise of the functions of a player in the implementation of the budget or an internal auditor is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

Consensus Discussion
A meeting of experts who participated in the individual evaluation, moderated by a Commission representative, usually performed in Brussels (or electronic forum), to discuss the scores awarded and to prepare comments. The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and comments which justify the scores and are suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report.

Continuous Submission Scheme
Some calls for proposals may be continuously open to allow proposal submission at any time, but may specify intermediate closure dates.

Contractor
Contractor means a natural or legal person with whom a procurement contract has been concluded.

Coordinator/Coordinating organisation
The coordinator of a consortium is the legal entity who submits the project in the name of the consortium. In case of successful application it participates in the grant preparation in the name of the consortium and during the project period keeps contact with the European Commission in the name of the consortium.
A participating organisation applying for an Erasmus+ grant on behalf of a consortium of partner organisations.

Coordinator Contact
A role in the Participant Portal giving particular access rights for the paperless management of Horizon 2020 grants. Coordinator Contacts have full, read/write access to their own and the consortium's common e-forms, and can submit to the Commission/Agency. They can nominate/revoke other Coordinator Contacts, Task Managers and Team Members of the coordinating entity.For more details on the management of roles and access rights in the Participant Portal, see [My area User account and roles](#)

CORDIS - Community Research and Development Information
It is the European Commission's primary public repository and portal to disseminate information on all EU-funded research projects and their results in the broadest sense.

Credit mobility
A limited period of study or traineeship abroad - in the framework of on-going studies at a home institution - for the purpose of gaining credits. After the mobility phase, students return to their home institution to complete their studies.

Credit
A set of learning outcomes of an individual which have been assessed and which can be accumulated towards a qualification or transferred to other learning programmes or qualifications.

Coordination and Support Action (CSA)
An action consisting primarily of accompanying measures such as standardisation, dissemination, awareness raising and communication, networking, coordination or support services, policy dialogues and mutual learning exercises and studies, including design studies for new infrastructure and may also include complementary activities of networking and coordination between programmes in different countries.

D

Degree mobility
Period of study abroad aimed at the acquisition of a whole degree or certificate in the destination country/ies.

Digital Agenda
The first of seven flagship initiatives of Europe 2020 strategy which contains the strategy of the European Union towards a digital economy through utilisation of digital technologies by 2020. See following link for further information: [Digital Agenda](#)

Diploma Supplement
An annex to the official qualification documentation, which is designed to provide more detailed information on the studies completed according to an agreed format which is internationally recognized a document accompanying a higher education diploma, providing a standardised description of the nature, level, context, content and status of the studies completed by its holder. It is produced by higher education institutions according to standards agreed by the European Commission, the Council of Europe and UNESCO. The Diploma Supplement is part of Europass (see below). In the context of an international joint study programme, it is recommended to deliver a "joint diploma supplement" covering the entire programme and endorsed by all the degree awarding universities.

Direct action
Research and innovation activities undertaken by the European Commission through its Joint Research Centre (JRC).

Dissemination
The public disclosure of the results by any appropriate means (other than resulting from protecting or exploiting the results), including by scientific publications in any medium.

Data Management Plan (DMP)
A document outlining how the research data collected or generated by a research project in Horizon 2020 will be handled during and after project end. It describes what data will be collected / generated, what methodology and standards are used, whether and how this data will be shared and/or made open, and how it will be curated and preserved (for more details please refer to the Guidelines on Data Management in Horizon2020 on the Participant Portal here

Doctoral programmes
One of the two types of programme supported by the MSC COFUND action addressing the development and broadening of the research competencies of early-stage researchers. The training will follow the EU Principles on Innovative Doctoral Training. Collaboration with a wider set of partners, including from the non- academic sector, which may provide hosting or secondment opportunities or training in research or transferable skills, as well as innovative elements of the proposed programme, are welcome. Each researcher shall be enrolled in a doctoral programme.

Double degree/multiple degree
A study programme offered by at least two (double) or more (multiple) higher education institutions whereby the student receives, upon completion of the study programme, a separate degree certificate from each of the participating institutions.

Dual career
The combination of high-level sports training with general education or work.

E

ECHE (Erasmus Charter for Higher Education)
An accreditation granted by the European Commission giving the possibility to higher education institutions from Programme Countries to be eligible to apply and participate in learning and cooperation activities under Erasmus+. The Charter outlines the fundamental principles an institution should adhere to in organizing and implementing high quality mobility and cooperation and states the requisites it agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.

ECTS (European Credit Transfer and Accumulation System)
A learner-centred system for credit accumulation and transfer, based on the transparency of learning, teaching and assessment processes. Its objective is to facilitate planning, delivery and evaluation of study programmes and learner mobility through the recognition of qualifications and periods of learning. a system that helps to design, describe and deliver study programmes and award higher education qualifications. The use of ECTS, in conjunction with outcomes-based qualifications frameworks, makes study programmes and qualifications more transparent and facilitates the recognition of qualifications.

ECVET (European Credit System for Vocational Education and Training)
A system that aims to facilitate the validation, recognition and accumulation of work-related skills and knowledge acquired during a stay in another country or in different situations. ECVET aims for better compatibility between the different vocational education and training systems in place across Europe and their qualifications. It should create a technical framework to describe qualifications in terms of units of learning outcomes, and it includes assessment, transfer, accumulation and recognition procedures.

Electronic Submission
Project proposals for Horizon 2020 calls are prepared and submitted electronically via the Participant Portal by the coordinator of the project consortium. The electronic submission service is accessed by selecting an open tòpic in the Participant Portal call service here

Eligibility criteria
Criteria used to determine whether a proposal meets the requirements to become eligible for European Union grant.

Enterprise
Any undertaking engaged in an economic activity regardless of its size, legal form or of the economic sector in which it operates.

Enterprise Europe Network
European information and consultancy network, funded by the European Union, providing innovation and business support to small business across the European Union. It consists of close to 600 business support organizations, such as chambers of commerce and industry, technology centers, research institutes and development agencies. Findfurther information at the Enterprise Europe Network website

Entry into force
Refers to the date upon which the grant agreement or amendment to the grant agreement has legal force and effect

Equity investment
Equity investment means the provision of capital to a firm, invested directly or indirectly in return for total or partial ownership of that firm and where the equity investor may assume some management control of the firm and may share the firm's profits.

European Research Area (ERA)
The European Union has the objective of strengthening its scientific and technological bases by achieving ERA in which researchers, scientific knowledge and technology circulate freely, and which encourages the European Union to become more competitive, including in its industry.

ERA chairs
A measure of the European Union to support outstanding academics with a clear potential for research excellence in order to help their institutions fully unlock their potential and create a more level playing field for research and innovation in the European Research Area (ERA).

ERA-NET
An instrument using grants to support public-public partnerships in their preparation, establishment of networking structures, design, implementation and coordination of joint activities as well as topping up of single joint calls and of actions of a transnational nature

ERA-NET Cofund
An action funding the implementation of a single joint call for proposals for trans-national research and/or innovation projects and additional joint activities related to the coordination of national/regional research and innovation programmes.

European Research Council (ERC)
The first European Union funding body set up to support investigator-driven frontier research. Its main aim is to stimulate scientific excellence by supporting and encouraging the scientists, scholars and engineers in their research.

ERC Executive Agency (ERCEA)
The administrative organ of the European Research Council (ERC), which is responsible for all aspects of administrative implementation and execution of ERC programmes. This executive agency manages the awards of ERC grants.

ERC ScC - Scientific Council
One of the components of the European Research Council who is responsible for the scientific strategy for the ERC.

ERC Scientific Council Member
The members of Scientific Council are scientists, engineers and scholars of the highest repute and appropriate expertise, ensuring the diversity of research areas and acting in their personal capacity, independent of extraneous interests. They are appointed by the European Commission.

Ethics Appraisal
Following the evaluation of the research content, the Commission undertakes an ethics review of proposals that are in line for funding and raise ethical issues.

EQAVET (European Quality Assurance Reference Framework for Vocational Education and Training)
A reference tool for policy-makers based on a four-stage quality cycle that includes goal setting and planning, implementation, evaluation and review. It respects the autonomy of national governments and is a voluntary system to be used by public authorities and other bodies involved in quality assurance.

EQF (European Qualifications Framework)
A common European reference tool that serves as a translation device between different education and training systems and their levels. It aims to improve the transparency, comparability and portability of qualifications across Europe, promoting workers' and learners' mobility and facilitating their lifelong learning, as defined in the 2008/C 111/01 Recommendation of the European Parliament and the Council.

ESCO (multilingual classification of European Skills, Competences, Qualifications and Occupations)
Identifies and categorises skills and competences, qualifications and occupations relevant for the EU labour market and education and training, in 25 European languages. The system provides occupational profiles showing the relationships between occupations, skills, competences and qualifications. ESCO has been developed in an open IT format and is available for everyone to use free of charge.

Established
Relates to an organisation or body fulfilling certain national conditions (registration, statement, publication, etc.) that allow such organisation or body to be formally recognized by its national authority. In case of an informal group of young people, the legal residence of its legal representative is considered as having the equivalent effects for the purposes of eligibility to an Erasmus+ grant.

Europass
Europass is a portfolio of five different documents and an electronic folder aiming to contain descriptions of the entire holder's learning achievements, official qualifications, work experience, skills and competences, acquired over time. These documents are: the Europass CV, the Diploma Supplement, the Certificate Supplement, the Europass Mobility and the Language Passport. Europass also includes the European Skills Passport, a user-friendly electronic folder that helps the holder to build up a personal, modular inventory of his/her skills and qualifications. The aim of Europass is to facilitate mobility and improve job and lifelong learning prospects in Europe.

European Development Plan
For VET, schools and adult education organisations, a document outlining the needs of the institution/organisation in terms of quality development and internationalisation, and how the planned European activities will meet those needs. The European Development Plan is part of the application form for schools and adult education organisations applying for learning mobility of staff under Key Action 1.

European Youth NGO
NGO that: operates through a formally recognised structure, composed of a) European body/secretariat (the applicant) legally established for at least one year in a Programme Country on the date of submission of the application and b) national organisations/branches in at least twelve Programme Countries having a statutory link with the European body/secretariat; 2) is active in the field of youth and runs activities that support the implementation of the fields of action of the EU Youth Strategy; 3) involves young people in the management and governance of the organisation.

European Fellowships (EF)
Type of an MSC IF held in Member States or Associated Countries and open to researchers coming from within and outside Europe. The researcher must comply with the rules of mobility in the country where the European Fellowship is held.

European Investment Bank (EIB)
The European Union's development bank. It is owned by the member states of the European Union, and provides loans to support pan-European infrastructure, economic development in the poorer regions of the European Union and environmental objectives among other aims.

European Industrial Doctorates (EID)
Type of an MSC ITN partnership. It is composed by at least two beneficiaries located in different Member States or Associated Countries, of which one must be entitled to award doctoral degrees and one must come from the non-academic sector, primarily enterprises. Above this minimum, the participation of institutions from any country or organisation is possible under the conditions provided by the Horizon 2020 Rules for Participation. In EID the enrolment in the doctoral programme and a creation of joint governance structure

with joint admission, selection, supervision, monitoring and assessment procedures is obligatory. In this programme, the early-stage researchers will spend at least 50% of their time in the non-academic sector.

European Joint Doctorates (EJD)
Type of an MSC ITN partnership. It is composed by at least three beneficiaries each entitled to award doctoral degrees located in different Member States or Associated Countries. Above this minimum, the participation of institutions from any country or organisation is possible under the conditions provided by the Horizon 2020 Rules for Participation. In EJD the enrolment in the doctoral programme and a creation of joint governance structure with joint admission, selection, supervision, monitoring and assessment procedures is obligatory.

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European information and consultancy network, funded by the European Union, providing innovation and business support to small business across the European Union. It consists of close to 600 business support organizations, such as chambers of commerce and industry, technology centers, research institutes and development agencies. Findfurther information at the Enterprise Europe Network website

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Ethics Appraisal
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European Training Networks (ETN)
Type of an MSC ITN partnership. It is composed by at least three beneficiaries located in different Member States or Associated Countries. Above this minimum, the participation of institutions from any country or organisation is possible under the conditions provided by the Horizon 2020 Rules for Participation. In ETN early-stage researchers may benefit from a period of training from 3 months to 3 years, or enrol in a full doctorate programme (up to 3 years) if one of the beneficiaries is entitled to award doctoral degrees and the network foresees such a possibility.

EURAXESS
Researchers in Motion is a unique pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it.

European Charter for Researchers
A set of general principles and requirements which specifies the roles, responsibilities and entitlements of researchers as well as of employers and/or funders of researchers. It aims at ensuring that the nature of the relationship between researchers and employers or funders is conducive to successful performance in generating, transferring, sharing and disseminating knowledge and technological development, and to the career development of researchers.

European Researcher's Night
MSC supporting action aiming to bring the researchers closer to the general public and to increase public awareness of the research and innovation activities, with a view to supporting the public recognition of researchers, creating an understanding of the impact of researchers' work on daily life, and encouraging young people to embark on scientific careers. It takes place yearly, typically on the last Friday of the month of September and is the occasion for a European wide public and media event for the promotion of research careers, in particular towards young people and their parents.

EUROSTARS
A joint programme between EUREKA and the European Commission that upports international innovative projects led by research and development- performing small- and medium-sized enterprises (R&D-performing SMEs).

Evaluation Procedure
Methodology under which the evaluation is performed for a specific call for proposals.

Evaluation Review Procedure (redress)
A coordinator may request an Evaluation review procedures if he/she believes the evaluation has not been carried out in accordance with the procedures set out in the Rules for Participation, the relevant work programme or the call for proposals. The review shall cover only the procedural aspects of the evaluation, and not the merits of the proposal.

Evaluation score
Proposals for projects to be funded in Horizon 2020 are evaluated on the basis of selection criteria (financial and operational capacity) and award criteria (excellence, impact, efficiency of implementation). Unless otherwise specified in the conditions of the call for proposals, each of the award criteria is scored between 0 and 5. The total score is calculated as a weighted sum of the scores for each criterion. The default is equal weight for all criteria. For Innovation Actions and the SME Instrument the impact criterion is given a weight of 1.5 to determine the ranking. Other weightings may be specified in the conditions of the call for proposals.

Evaluation threshold
These are the minimum evaluation scores that a Horizon 2020 project proposal must receive in order to be ranked. The default thresholds are a score of least 3 out of 5 for each individual criterion and a score of at least 10 out of 15 for the sum of the individual scores. The thresholds are applied to unweighted scores. Different thresholds may be specified in the conditions of the call for proposals. Proposals scoring below any of the thresholds will be rejected.

Exclusion Criteria
Experts check on the exclusion criteria which reflect if applicant is or not excluded and the reasons for exclusion. Tenderers and applicants must be excluded from participation in procurement procedures if they incur in one of the grounds set out in Article 93 of the Financial Regulation. Furthermore contracts shall not be awarded to tenderers or candidates who, during the procurement procedure for the contract in question find themselves in one of the situations referred to in Article 94 of the Financial Regulation.

Executive Agency (EA)
Organisations established in accordance with Council Regulation (EC) No 58/2003 (OJ L 11, 16.1.2003) with a view to being entrusted with certain tasks relating to the management of one or more Community programmes.

Exploitation
The use of results in further research activities other than those covered by the action concerned, or in developing, creating and marketing a product or process, or in creating and providing a service, or in standardisation activities.

F

Family allowance
It is an allowance granted to the researcher who has a family at the time of recruitment in ITN action, or at the time of call deadline in IF action. For this purpose family is defined as persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) dependent children who are actually being maintained by the researcher.

Fair and reasonable conditions
Appropriate conditions, including possible financial terms or royaltyfree conditions, taking into account the specific circumstances of the request for access, for example the actual or potential value of the results or background to which access is requested and/or the scope, duration or other characteristics of the exploitation envisaged

Fellowship programmes
One of the two types of programme supported by the MSC COFUND action funding individual research training and career development fellowships for experienced researchers. The programmes have regular selection rounds following fixed deadlines or regular cut-off dates allowing a fair competition between applying researchers. The selections must be based on open, widely advertised competition, with transparent international peer review and selection of candidates on merits. Mobility types supported by fellowship programmes may be similar as the ones supported under MSC IF. Fellowship programmes should be based on individual-driven mobility, i.e., researchers should be able to freely choose a research topic and the appropriate host organisation fitting their individual needs.

Financial Instruments
Financial instruments mean European Union measures of financial support provided on a complementary basis from the budget in order to address one or more specific policy objectives of the European Union. Such instruments may take the form of equity or quasi-equity investments, loans or guarantees, or other risk-sharing instruments, and may, where appropriate, be combined with grants.

Financial Regulation
Contains the principles and procedures governing the establishment and implementation of the budget of the European Union and the control of the European Communities' finances. For more details, see financial regulation

FORCE
Form C Editing module. It is a web based tool to edit and submit the Forms C.

Force majeure
Any unforeseeable exceptional situation or event beyond the parties' control, which prevents either of them from fulfilling any of their obligations under the grant agreement, which was not attributable to error or negligence on their part or on the part of subcontractors, affiliated entities or third parties involved in the implementation and which proves to be inevitable in spite of exercising all due diligence. An unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part.

Frontier research
Reflects a new understanding of basic research. On one hand it denotes that basic research in science and technology is of critical importance to economic and social welfare, and on the other that research at and beyond the frontiers of understanding is an intrinsically risky venture, progressing on new and most exiting research areas and is characterized by an absence of disciplinary boundaries.

FSIGN - Financial Signatory
A role in the Participant Portal giving particular access rights for the paperless management of Horizon 2020 grants. Finacial Signatories (FSIGNs) are persons in a beneficiary organisation authorised to (electronically) sign financial statements for EU grants. FSIGNs are nominated in the Participant Portal by the Legal Entity Appointed Representative (LEAR) of the organisation. For more information on roles and access rights in the Participant Portal, see My area User account and roles

Funding Body
A body or authority, other than the European Commission, as referred to in point (c) of Article 58(1) of Regulation (EU, Euratom) No 966/2012, to which the European Commission has entrusted budget implementation tasks in accordance with Article 9(2) of Regulation (EU) No 1290/2013[Horizon 2020].

G

Grant Agreement (GA)
The Grant Agreement is an EU standard contract defining the basic conditions for the project financing. Apart from these conditions, which are stipulated in the main body of the contract, the Grant Agreement consists of the following Annexes:
- Annex I: "Description of the action", composed of the originally submitted Proposal, including the individual Work Packages and Deliverables and the Milestones of the individual Project.
- Annex II: "Estimated Budget for the action".
- Annex III: "Accession Forms", primarily a form to be signed by those Project Participants acceding to the Grant Agreement. (Annex IIIa is an adapted version for Project Participants who are not Beneficiary of the Grant Agreement, such as Linked Third Parties, etc.)
- Annex IV: "Model financial statements".
- Annex V: "Model on the certificate of the financial statement".
- Annex VI: "Model for the certificate on the methodology".

Signatories of the Grant Agreement are the European Commission as the EU's representative and the Coordinator. Under Horizon2020, the Grant Agreement is signed only electronically. Additional Project Participants accede to the treaty by signing the "Accession Form" (Annex III) and are thereby liable to the same rights and duties as described in the Grant Agreement. This equally applies for parties from a third country, which receive no project funding from the EU and are subject to the Grant Agreement as "beneficiaries not receiving EU funding". The Model Grant Agreement (MGA) and its appertaining Annexes may be found in the Participant Portal. The individual terms of the MGA are adapted to the corresponding Project. In case of alterations during the contract duration, an Amendment must be compiled.

Grassroots sport
Organised sport practised at local level by amateur sportspeople, and sport for all.

Group Leader
In youth mobility projects, a group leader is an adult who joins the young people participating in a Youth Exchange in order to ensure their effective learning (Youthpass), protection and safety.

Groups of young people active in youth work but not necessarily in the context of a youth organisation (also informal groups of young people)
group of at least four young people which does not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on their behalf. These groups of young people can be applicants and partners in some Actions of Erasmus+. For the purpose of simplification, they are assimilated to legal persons (organisations, institutions, etc.) in this Guide and fit within the notion of Erasmus+ participating organisations for the Action in which they can take part. The group must be composed of at least four young persons and their age should be according with the overall age of the young people in the programme (13-30). In exceptional cases and if all young people are minors, the group could be represented by an adult. This would allow a group of young people (were all are minors) with a help of a youth worker/coach to submit an application.

H

Higher education institution
Any type of higher education institution which, in accordance with national law or practice, offers recognised degrees or other recognised tertiary level qualifications, whatever such establishment may be called, or any institution which, in accordance with national law or practice, offers vocational education or training at tertiary level.

Higher education modernisation agenda
Strategy of the European Commission aimed to support Member States' reforms and contribute to the goals of Europe 2020 in the field of higher education. The main areas for reform identified in the new agenda are: to increase the number of higher education graduates; to improve the quality and relevance of teaching and researcher training, to equip graduates with the knowledge and core transferable competences they need to succeed in high-skill occupations; to provide more opportunities for students to gain additional skills through study or training abroad, and to encourage cross-border co-operation to boost higher education performance; to strengthen the "knowledge triangle", linking education, research and business and to create effective governance and funding mechanisms in support of excellence.

I

Informal groups of young people
See the definition of "groups of young people active in youth work but not necessarily in the context of a youth organisation" above.

Informal learning
Learning resulting from daily activities related to work, family or leisure which is not organised or structured in terms of objectives, time or learning support; it may be unintentional from the learner's perspective.

International
In the context of Erasmus+, relates to any action involving at least one Programme Country and at least one Partner Country.

J

Job Shadowing (practical learning experience)
A short stay at a partner organisation in another country with the aim of receiving training by following practitioners in their daily work in the receiving organisation, exchanging good practices, acquiring skills and knowledge and/or building long- term partnerships through participative observation.

Joint degree
Single degree certificate awarded to a student upon completion of a joint programme. The joint degree must be signed by the competent authorities of two or more of the participating institutions jointly and recognised officially in the countries where those participating institutions are located.

Joint programmes

Higher education (study or research) programmes jointly designed, delivered and fully recognised by two or more higher education institutions. Joint programmes can be implemented at any higher education level, i.e. bachelor, master or doctorate. Joint programmes can be national (i.e. when all universities involved are from the same country) or transnational/international (i.e. when at least two different countries are represented among the higher education institutions involved).

K

Key competences

The basic set of knowledge, skills and attitudes which all individuals need for personal fulfilment and development, active citizenship, social inclusion and employment, as described in Recommendation 2006/962/EC of the European Parliament and of the Council.

L

Learning mobility

Moving physically to a country other than the country of residence, in order to undertake study, training or non-formal or informal learning; it may take the form of traineeships, apprenticeships, youth exchanges, volunteering, teaching or participation in a professional development activity, and may include preparatory activities, such as training in the host language, as well as sending, receiving and follow-up activities.

Learning outcomes

Statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and competence .

Lifelong learning

All general education, vocational education and training, non-formal learning and informal learning undertaken throughout life, resulting in an improvement in knowledge, skills and competences or participation in society within a personal, civic, cultural, social and/or employment-related perspective, including the provision of counselling and guidance services.

M

Mentoring

Measures for personal support that are provided to EVS volunteers, next to the task related support measures. Main responsible for mentoring is a mentor, appointed by the Receiving or the Coordinating Organisation. Mentoring consist of having regular meetings to follow up on the personal wellbeing of the volunteer within as well as outside the Receiving Organisation. Mentoring is targeted towards the individual volunteer and thus the content and frequency of the meetings will vary according to the individual needs. Possible topics of mentoring meetings: personal wellbeing, wellbeing in the team, satisfaction with the tasks, practicalities etc.

Mobility/Learning agreement

An agreement between the sending and receiving organisation, as well as the participating individuals, defining the aims and the content of the mobility period in order to ensure its relevance and quality. It can also be used as a basis for the recognition of the period abroad by the receiving organisation.

Month
In the context of the Erasmus+ Programme and for the purpose of calculating the grants, a month is equal to 30 days.

N

Non-formal learning
Learning which takes place through planned activities (in terms of learning objectives and learning time) where some form of learning support is present, but which is not part of the formal education and training system.

O

Occupational profil·le
The set of skills, competences, knowledge and qualifications that is usually relevant for a specific occupation.

One-cycle study programmes
Integrated/long programmes leading either to a first or a second-cycle degree and which, in some countries, can still be better characterised by duration in years rather than credits. In most of these countries, the programmes outside the Bologna first-cycle model are in the fields of medicine, dentistry, veterinary medicine, nursing and midwifery and in most cases involve 1-8 % of the student population. The typical length of integrated programmes leading to regulated professions is in general 300-360 ECTS/five-six years depending on the regulated profession in question.

Open licence
A way by which the owner of a work grants permission to everyone to use share and adapt the resource. A licence is associated to each resource. An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR) and the benefit.

Open Method of Coordination
An intergovernmental method providing a framework for cooperation between the EU Member States, whose national policies can thus be directed towards certain common objectives. Within the scope of the Programme, the OMC applies to education, training and youth.

P

Participants
In the context of Erasmus+ participants are considered those individuals fully involved in a project and, in some cases, receiving part of the European Union grant intended to cover their costs of participation (notably travel and subsistence). Under certain Actions of the Programme (i.e. Strategic Partnerships) a distinction is hence to be made between this category of participants (direct participants) and other individuals indirectly involved in the project (e.g. target groups).

Participating organisation
Any organisation or informal group of young people involved in the implementation of an Erasmus+ project. Depending on their role in the project, participating organisations can be applicants or partners (also defined as co-applicants, if they are identified at time of submission of the grant application). If the project is

granted, applicants become beneficiaries and partners may become co-beneficiaries if the project is financed through a multi-beneficiary grant.

Partner (organisation)
Participating organisation involved in the project but not taking the role of applicant.

Partner Countries
Countries which do not participate fully in the Erasmus+ Programme, but which may take part (as partners or applicants) in certain Actions of the Programme. The list of Erasmus+ Partner Countries is described in Part A of this Guide, section "Who can participate in the Erasmus+ Programme".

Partnership
An agreement between a group of participating organisations in different Programme Countries to carry out joint European activities in the fields of education, training, youth and sport or establishing a formal or informal network in a relevant field such as joint learning projects for pupils and their teachers in the form of class exchanges and individual long-term mobility, intensive programmes in higher education and cooperation between local and regional authorities to foster inter-regional, including cross-border, cooperation; it may be extended to institutions and/or organisations from Partner Countries with a view to strengthening the quality of the partnership.

People with fewer opportunities
Persons facing some obstacles that prevent them from having effective access to education, training and youth work opportunities. A more detailed definition of people with fewer opportunities can be found in Part A of this Guide - section "Equity and inclusion".

People with special needs
A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project or mobility activity would not be possible without extra financial support.

Profit-making body active in Corporate Social Responsibility
a private company that a) carries out its business in compliance with ethical standards and/or b) on top of its business activities, carries out some actions that have social value.

Programme Countries
EU and non EU countries that have established a National Agency which participate fully in the Erasmus+ Programme. The list of Erasmus+ Programme Countries is described in Part A of this Guide, section "Who can participate in the Erasmus+ Programme".

Project
A coherent set of activities which are organised in order to achieve defined objectives and results.

Project Officers
A project officer is a civil servant or a person hired by the EC, affiliated agencies or joint undertakings, in charge of a specific call from H2020 and its funded projects. They coordinate the contents definitions of the Work Programs and they are in charge of the execution and technical revision of the projects.

Q

Qualification
A formal outcomes of an assessment and validation process which is obtained when a competent body determines that an individual achieved learning outcomes to given standards.

R

Receiving organisation
Under some Actions of Erasmus+ (notably mobility Actions) the receiving organisation is the participating organisation receiving one or more participants and organising one or more activities of an Erasmus+ project.

Reinforced Mentorship
Reinforced Mentorship is the intensified Mentoring process that is necessary to support young people with fewer opportunities, if they are not able to implement an EVS independently/with regular mentoring or tutoring support. Reinforced Mentorship involves closer contact to and more meetings with the volunteer as well as allowing more time to implement the tasks of regular mentoring, guaranteeing a step by step support for the volunteers during project activities as well as outside of working hours. Reinforced Mentorship is targeted at successful implementation of the project and at enabling the volunteer to gain as much autonomy in this as possible.

Roadmap
The roadmap are high priority line of research and an implementation specific schedule, both define by the Stakeholders or the main actors of a thematic area, group togheter into an association, platform or PPP. The Work Programs contents from the H2020 calls have in mind these roadmaps.

S

School
An institution providing general, vocation or technical education, on any level from pre-school to upper secondary education. Please consult the list of types of institutions defined as schools in each country; for more information contact the National Agency in the country.

Sending organisation
Under some Actions of Erasmus+ (notably mobility Actions) the sending organisation is the participating organisation sending one or more participants to an activity of an Erasmus+ project.

Short cycle (or short-cycles higher education - SCHE) qualifications
In most countries it is within the first cycle in the Qualifications Framework for the European Higher Education Area (ISCED Level 5). They are typically represented by approximately 120 ECTS credits within national contexts, leading to a qualification that is recognised at a lower level than a degree at the end of the first cycle. Some programmes are longer than three years but typically will not give more than 180 ECTS credits. In the majority of countries students can use most of the credits earned in SCHE to progress to degree courses. The descriptors of the short cycle correspond to the learning outcomes of EQF level 5.

SESAM
An IT application to support timely acquisition and analysis of the relevant information about project organisation, progress and continuous alignment to EC research key objectives. It is the service for Technical Reporting (Reports; Deliverables; Publications).

SMEs (Small and medium-sized enterprises)
Enterprises (see definition above) which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million EUR, and/or an annual balance sheet total not exceeding 43 million EUR.

Social Enterprise
An undertaking, regardless of its legal form, which is not listed on a regulated market within the meaning of point (14) of Article 4(1) of Directive 2004/39/EC, and which: 1) in accordance with its articles of association, statutes or any other statutory document establishing the business, has as its primary objective the achievement of measurable, positive social impacts rather than generating profit for its owners, members and stakeholders, where the undertaking: a) provides innovative services or goods which generate a social return and/or b) employs an innovative method of production of goods or services and that method of production embodies its social objective; 2) reinvests its profits first and foremost to achieve its primary objective and has in place predefined procedures and rules for any circumstances in which profits are distributed to shareholders and owners, in order to ensure that any distribution of profits does not undermine the primary objective; 3) is managed in an entrepreneurial, accountable and transparent way, in particular by involving workers, customers and/or stakeholders affected by its business activities.

Staff
Persons who, on either a professional or a voluntary basis, are involved in education, training or youth non-formal learning, and may include professors, teachers, trainers, school leaders, youth workers and non-educational staff.

Stakeholders
The EC does frequent reference inside its texts to the stakeholders, as the interested parts or groups and affected agents by a specific EC policy. Many associations and sectorial interest groups are created and presented as the stakeholders of an area, theme, or sector to influence the EC policies and to define research and innovation programs to help progress the competitivity of that area, theme or sector.

Structured dialogue
Dialogue with young people and youth organisations and decision makers which serves as a forum for continuous joint reflection on the priorities, implementation and follow-up of European cooperation in the youth field.

T

Third cycle
The third cycle level in the Qualifications Framework for the European Higher Education Area agreed by the ministers responsible for higher education at their meeting in Bergen in May 2005 in the framework of the Bologna process. The descriptor of the third cycle of the QF EHEA corresponds to the learning outcomes for EQF level 8.

Timesheets
As set out in article 25.2 of the Common Provisions, the time which each employee spends working on the project shall be recorded on a timely basis using timesheets or an equivalent time registration system established and certified regularly by the coordinating beneficiary / associated beneficiary.

Top-down
It refers to programs whose funded research lines are open and are defined in the call. It is the opposite of Bottom-up

Traineeship (work placement)
Spending a period of time in an enterprise or organisation in another country, with a view to acquire specific competences that are required by the labour market, carry out work experience and improve the understanding of the economic and social culture of that country.

Transnational
Relates, unless otherwise indicated, to any action involving at least two Programme Countries.

Union transparency and recognition tools
Instruments that help stakeholders to understand, appreciate and, as appropriate, recognise learning outcomes and qualifications throughout the Union.

V

Validation of non-formal and informal learning
A process of confirmation by an authorised body that an individual has acquired learning outcomes measured against a relevant standard and consists of the follow- ing four distinct phases:
1.Identification through dialogue of particular experiences of an individual; 2.Documentation to make visible the individual's experiences;3. A formal assessment of these experiences; and
Certification of the results of the assessment which may lead to a partial or full qualification

Vocational education and training (VET)
Education and training which aims to equip people with knowledge, know-how, skills and/or competences required in particular occupations or more broadly on the labour market. For the purpose of Erasmus+ projects focusing on initial or continuing vocational education and training are eligible under VET actions.

Virtual mobility
A set of activities supported by Information and Communication Technologies, including e-learning, that realise or facilitate international, collaborative experiences in a context of teaching, training or learning.

W

Workplace learning
Study type which involves the acquisition of knowledge, skills and competences through carrying out – and reflecting on – tasks in a vocational context, either at the workplace (such as alternance training) or in a vocational education and training institution

Y

Young people

In the context of the Erasmus+ Programme, individuals aged between 13 and 30.

Youth activity

An out-of-school activity (such as youth exchange, volunteering or youth training) carried out by a young person, either individually or in a group, in particular through youth organisations, and characterised by a non-formal learning approach.

Youth worker

A professional or a volunteer involved in non-formal learning who supports young people in their personal socio-educational and professional development.

Youthpass

The European tool to improve the recognition of the learning outcomes of young people and youth workers from their participation in projects supported by the Erasmus+ Programme. Youthpass consists of: a) certificates that can be obtained by participants in several Actions of the Programme; and b) a defined process which supports young people, youth workers and youth organisations to reflect about the learning outcomes from an Erasmus+ project in the field of youth and non-formal learning. Youthpass is also part of a broader European Commission strategy which aims to enhance the recognition of non-formal and informal learning and of youth work in Europe and beyond.