



Horizon Europe Glossary:
a simple guidance through HEU terminology

**NATIONAL CONTACT POINT
HORIZON EUROPE**



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Introduction

Each new European Commission Research and Innovation programme brings with it a renewed policy assett, new objectives and a series of impacts. Along with each new cycle a consistent amount of new concepts are brought forward by European Commission and all actors (from NCPs of the programme to the applicants) need to understand and communicate further the relevant new concepts. That is why in the starting phase of the brand new **Horizon Europe** (2021-2027). BRIDGE2HE project is highlighting in this glossary a selection of terms which every HE active users will encounter in the reading of official EC documents, in the awareness raising occasions and during the first phase.

This HE Glossary has been created by NCPs for NCPs in the context of the BRIDGE2HE project (Bridging the gap between Horizons through transnational cooperation of its NCP support structures, ref: H2020 -101005071), and it will be also made available to all HE users through the **Horizon Europe NCP Portal** for an easy and quick identification of the new terms and the main elements that every applicant should know while approaching the calls search and before starting a proposal preparation.

In a general sense, a glossary contains explanations of concepts relevant to a certain field; this one is related to Horizon Europe programme so the terms choosen are explained in the HE Context. In the first section BRIDGE2HE clarifies the terms related to the main structure and the implementation of HE, while in second section it includes some of the main terms related to the proposal preparation phase.

BRIDGE2HE

The BRIDGE2HE project “Bridging the gap between Horizons through transnational cooperation of its NCP support structures” (ref H2020- ref: H2020-101005071) is the project that supports the writing of this glossary and, that facilitates training, tools and services for NCPs and participants during the time between Horizon 2020 and the first calls of Horizon Europe. It has created a central point for relevant information regarding Horizon Europe that can be found in [this link](#).

RESEARCH AND INNOVATION

Find current and upcoming funding opportunities for your research, as well as research partners, jobs and fellowships. Learn about research projects and results, joint research initiatives and EU action to promote innovation. ([link here](#))

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1. General Terminology for Horizon Europe



- **Bottom up approach**

‘Bottom-up’ funding is crucial to support excellent curiosity-driven science, led by individual researchers who can choose the topics they wish to investigate or market-creating business who can benefit from emerging market opportunities. Horizon Europe will mainly use bottom up approach in Pillar I and III.



- **Call for proposal**

Group of topics with one opening and closing date that are open in parallel and address the same policy domain.

- **Cluster**

The “cluster” is the thematic component of the second Pillar, ‘Global Challenges and European Industrial Competitiveness’. Six clusters were identified on the basis of the thematic consistency of R&I activities. The cluster-based structure of the second pillar ultimately aims at maximising integration across the respective thematic areas while securing high and sustainable levels of impact for the Union in relation to the resources that are expended.



- **Destination**

A destination consists of packages of actions around which each work programme part will be designed, aimed at contributing to the objectives and the expected impacts set out in the strategic orientations. The destination will provide the policy narrative for the calls and actions included in the Work Programme.



- **Expected impacts**

The expected impacts are a core element of the impact-driven approach of Horizon Europe, describing the long-term effects to which research and innovation are due to contribute. In total, the strategic plan defines 32 expected impacts that cover a wide range of social, economic, ecological and scientific aspirations. The expected impacts for Pillar II were co-designed to bridge the intervention areas set out by Horizon Europe legal basis with societal expectations. Each expected impact is deployed in the work programmes relevant parts, to cover the different dimensions (creation of knowledge, technology and social innovation) of research and innovation needed to achieve the objectives.



- **Frontier research**

Frontier research, supported by the ERC (European Research Council), stands at the forefront of creating new knowledge and developing new understanding. Those involved are responsible for fundamental discoveries and advances in theoretical and empirical understanding, and even achieving the occasional revolutionary breakthrough that completely changes our knowledge of the world.

The traditional distinction between ‘basic’ and ‘applied’ research implies that research can be either one or the other but not both. With frontier research researchers may well be concerned with both new knowledge about the world and with generating potentially useful knowledge at the same time. Therefore, there is a much closer and more intimate connection between the resulting science and technology, with few of the barriers that arise when basic research and applied research are carried out separately. This includes (frontier) researchers working in industry as well as those in universities and public research organisations. There have been several examples of Nobel Prizes awarded to researchers employed in company research laboratories.



- **GreenDeal**

The European Green Deal is the plan to make the EU's economy sustainable carbon-neutral by 2050. The plan outlines investments needed and financing tools available. The Green Deal brings together all the measures and research programmes put in place to achieve this objective



- **Horizon Europe**

Horizon Europe framework programme represents the largest collaborative multinational research and innovation investment in Europe and is open to participants worldwide. The European Union undertakes an investment of this magnitude because research and innovation is essential for finding new solutions to the challenges we are facing – and because the challenges are of such a magnitude that they cannot be addressed by one country alone. Research and innovation generates new opportunities, helps to tackle climate change, supports sustainable economic growth and the competitiveness of businesses and industries, and provides better public services for all Europeans. Research and innovation allows us to shape the future and the reality in which we want to live.

Its specific objective is to generate knowledge, strengthen the impact of research and innovation in developing, supporting and implementing Union policies and support the access to and uptake of innovative solutions in European industry, notably in SMEs, and society to address global challenges, including climate change and the Sustainable Development Goals.

- **Horizon Europe NCP Portal**

[\(Link here\)](#)

This portal aggregates resources for both NCPs and participants useful for participating in Horizon Europe. The resources include training and training material, access to events relevant for Horizon Europe, useful tools and services for participating in Horizon Europe (such as annotated templates or others) and a password protected NCP corner with useful resources only for NCPs.



- **Impact**

The impact described in Horizon Europe documents should set the direction for the future Horizon Europe work programmes; Impact may be broadly defined as a change or a benefit to the economy, society, culture, public policy or services, health, the environment or quality of life. The European Commission's Horizon Europe Intervention Logic distinguishes between three types of expected impacts – scientific, innovation/economic and societal. But successful Horizon Europe proposals need to cover impacts that go even further, such as: - Generating or improving awareness - Changing attitudes - Positive effects on the economy or the environment - Improving health and wellbeing - Effecting a desired cultural change.



- **Key Enabling Technologies (KETs)**

KET is originally a group of six technologies (micro and nanoelectronics, nanotechnology, industrial biotechnology, advanced materials, photonics, and advanced manufacturing technologies) introduced by the EC in 2009, considered to allow European industries to retain competitiveness and capitalise on new markets. In 2018, the High Level Strategy Group on Industrial Technologies published the report “Re-finding Industry” ([Link here](#)), which also updated the list of KETs:

- Advanced Manufacturing Technologies
- Advanced Materials and Nanotechnology
- Life Sciences Technologies
- Micro-Nanoelectronics and Photonics
- Artificial intelligence
- Security and Connectivity

- **Key Impact Pathways (KIP)**

The identification and use of KIPs will help to better measure scientific, societal and economic impacts of projects (including their contributions in meeting the Sustainable Development Goals)

• Key Strategic Orientations (KSOs)

The four key strategic orientations detailed in the Strategic Plan 2021-24 mirror the political priorities of the European Union, outline the way research and innovation can address them and enable us to better measure impact. They will guide the Horizon Europe work programmes until 2024 and will provide the basis for building synergies with other EU programmes and funds, as well as investments in research and innovation at Member State level in the context of the European Research Area.

The KSOs are the following:

- a. Promoting an open strategic autonomy by leading the development of key digital, enabling and emerging technologies, sectors and value chains to accelerate and steer the digital and green transitions through human-centred technologies and innovations;
- b. Restoring Europe's ecosystems and biodiversity, and managing sustainably natural resources to ensure food security and a clean and healthy environment;
- c. Making Europe the first digitally enabled circular, climate-neutral and sustainable economy through the transformation of its mobility, energy, construction and production systems;
- d. Creating a more resilient, inclusive and democratic European society, prepared and responsive to threats and disasters, addressing inequalities and providing high-quality health care, and empowering all citizens to act in the green and digital transitions.

• Knowledge Centres

The JRC (Joint Research Centre) coordinates knowledge services to process science-based evidence to inform policy-makers and to provide tools and services for all EU policy areas. These are virtual entities ([Link here](#)), bringing together experts and knowledge from different locations inside and outside the European Commission. Their job is to inform policy-makers in a transparent, tailored and concise manner about the status and findings of the latest scientific evidence. JRC Knowledge services are bridging the world of policymakers — who ideally develop public policy based on sound scientific evidence — and scientists who develop that evidence in the first place.



- **Mission**

“**Mission**” means a portfolio of excellence-based and impact-driven R&I actions across disciplines and sectors, intended to: – achieve, within a set timeframe, a measurable goal that could not be achieved through individual actions, – have impact on society and policy-making through science and technology, and – be relevant for a significant part of the European population and a wide range of European citizens; missions will be umbrella actions drawing funds from several clusters or/and other parts of the programme. They will also develop synergies with national initiatives. The maximum allocated budget per mission is expected to reach € 600 million. Duration of funding from the Framework Programme must not exceed 10 years and will be subject to regular revision (in work programmes).

- **Mobility**

Is a fundamental element of the research activity funded by the Marie Skłodowska Curie Actions (MSCA); the mobility implies that the researcher, while implementing its research activity, should be based in a host institution outside his own country of residence.



- **National Contact Points (NCPs)**

NCPs provide guidance, practical information and assistance on all aspects of participation in Horizon Europe. NCPs are established in all European Member States and Associated Countries and in many non-EU and non-associated countries.

NCP Services: as the NCPs are national structures, the type and level of service offered may differ from country to country.

In general, the following basic services are available:

- Guidance on choosing relevant Horizon Europe topics and types of action
- Advice on administrative procedures and contractual issues
- Training and assistance on proposal writing
- Distribution of documentation (forms, guidelines, manuals etc.)
- Assistance in partner search



- **Output**

A specific output of the project, meaningful in terms of the project's overall objectives in the form of a report, document, technical diagram, piece of software, etc. It should usually be reported on and submitted to the European Commission through the relevant IT platform.



- **Partnership**

European Partnerships are initiatives where the EU together with private and/or public partners commit to jointly support the development and implementation of a programme of research and innovation activities. They will play an important role in achieving the EU's strategic objectives of accelerating the twin transitions towards a green, climate neutral, and digital Europe. Partnerships are also in a unique position to address complex challenges that require an integrated approach, since they allow bringing together a broad range of actors across the value chain and countries to work on the basis of a common vision and a roadmap that is shared and committed to by all partners. Horizon Europe introduces a more strategic, coherent and impact-driven approach to European Partnerships. European Partnerships will be established only in cases where they will achieve objectives of Horizon Europe more effectively than what can be achieved by other activities of the Framework programme.

- **Pillar**

Horizon Europe is built on 3 pillars. The pillar concept emphasizes that an excellent research and Innovation european ecosystem should be built on 3 founding R&I dimensions, among them interconnected and synergic:

- Pillar 1 – Open Science (ERC, MSCA, Research Infrastructures) (€25.8 billion)
- Pillar 2 – Global Challenges and Industrial Competitiveness (€52.7 billion)
- Pillar 3 – Open Innovation (European Innovation Council, European innovation ecosystems, European Institute of Innovation and Technology) (€13.5 billion)

• **Project Portfolio approach**

The project Portfolios is a set of actions presenting thematic similarities or contributing to the same Challenge or strategic objective defined by the European Commission. These portfolios of selected projects will be further developed and enhanced, each along a vision developed with their Communities, but also shared with the research and innovation community at large. It ensures that the projects articulate a clear strategy beyond the confines of the own project. The portfolio approach should articulate a clear and ambitious vision, a set of possible novel paths to achieve this vision, a strategy for making a difference beyond the narrow confines of the R&I Communities, in order to determine relevant barriers to the vision (market-entry, regulatory, in terms of standardization issues or technical) and support its progress and success.



• **Scientific/Technological/Economic impact pathway indicators**

The Horizon Europe Programme is expected to have scientific/technological/economic impact especially within the Union by influencing the creation and growth of companies, especially SMEs including start-ups, creating direct and indirect jobs especially within the Union, and by leveraging investments for research and innovation. Progress towards this impact will be monitored through proxy indicators set along these three key impact pathways.

• **Strategic Plan (2021-2024)**

This first Horizon Europe strategic plan ([Link here](#)) defines the strategic orientations for EU research and innovation investments over the period 2021-2024 and acts as a compass to stay on course with the political priorities of the Commission with a focus on a climate-neutral and green Europe, fit for the digital age, where the economy works for the people. The aim is to ensure an effective interface between EU policy priorities, and programme activities and ultimately, the research and innovation projects funded by Horizon Europe.

• Strategic Planning

The Strategic Planning Process is an important founding new feature of Horizon Europe. It prepares the contents of multiannual work programmes and calls for proposals covering a maximum period of four years. It defines the priorities, suitable types of action and forms of implementation to use. It focuses especially on Pillar II of Horizon Europe. Its aim is to provide transparency and a broad multi-stakeholder involvement and a real consultation process, prioritisation and flexibility to align to political priorities and programme coherence and synergies with other programmes.

• Sustainable Development Goals (SDGs)

The Sustainable Development Goals (SDGs) or Global Goals are a collection of 17 interlinked global goals designed to be a “blueprint to achieve a better and more sustainable future for all”. The SDGs were set in 2015 by the United Nations General Assembly and are intended to be achieved by the year 2030. They are included in a UN Resolution called the 2030 Agenda or what is colloquially known as Agenda 2030. Horizon Europe is supporting the achievement of the Union’s key policy goals, including the Sustainable Development Goals. Each project funded by HE will support the overall SDGs implementation.

The 17 SDGs are: (1) No Poverty, (2) Zero Hunger, (3) Good Health and Well-being, (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 Below Water, (15) Life On Land, (16) Peace, Justice, and Strong Institutions, (17) Partnerships for the Goals.



- **Synergies**

For what concerns the term synergy, it is to intend the enhanced complementarity of programming and objectives between Horizon Europe and other European funds or programmes. In short, synergies mean avoiding duplications or overlapping of resources, while boosting financial leverage through European funds and reducing administrative burden for beneficiaries and recipients. To make synergies happen, Horizon Europe provided the upgrading of the existing legislative basis (Common Provisions Regulation) and some ad hoc rules stemming from the different funds' regulations.

This type of exercise generated four types of recognized synergies between funds, which are: Alternative Financing (through the Seal of Excellence it is possible to attract structural funds for Horizon Europe projects); Combined financing (funding co-financed and institutionalised European Partnerships through national and regional funds); Cumulative financing (source of financing arising from two European programmes or funds); Transfer of resources (indirect funds shall be transferred to Horizon Europe projects – up to 5% - depending on a Member state voluntary base).



- **Top down approach**

The European Commission uses a “top down” funding approach to support collaborative Research to address societal challenges. The top-down approach supports collaborative research in an effort to address specific societal challenges and therefore is more politically driven. Horizon Europe will use the topdown approach mainly in Pillar II.

- **Topic**

Part of a call addressing the same expected outcome and scope. The proposals submitted to the same topic will be evaluated together and compete against each other.



- **Von Der Leyen Political Guidelines**

The Political Guidelines focus on six headline ambitions for Europe over the years from 2019 to 2024 and well beyond: A European Green Deal, An economy that works for people, A Europe fit for the digital age, Protecting our European way of life, A stronger Europe in the world, A new push for European democracy



- **Widening policies**

For Widening policies, it is to intend a series of political and implementing activities in order to tackle fragmentation and disruptions existing across European R&I landscapes, from Eastern to Western Europe. Specifically, these policies are aimed to reduce the R&I results gap between European countries with a low R&I performing index – most known by the abbreviation EU13 - and the rest of European Union's Member states, the latter providing more recognized results and outstanding best practices stemming from research and innovation activities.

The EU13 countries are represented by Member states that joined the EU in 2004 - Cyprus, Czechia, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia - 2007 - Bulgaria, Romania - and 2013 - Croatia - plus Greece and Portugal.

- **Work programme**

A document adopted by the Commission for the implementation of the specific programme. It usually includes all the calls under the same programme component. The main Work Programme is adopted on a two-year basis and includes all clusters under the pillar 'Global Challenges and Competitiveness of European Industry', MSCA, research infrastructures, support to innovation ecosystems, widening participation and spreading excellence, and reforming and enhancing the European R&I System. Separated work programmes are adopted for the European Research Council, the European Innovation Council and the JRC.

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2.

Inside Horizon Europe: basic terminology around proposal preparation

-A

- **Acronym**

A short name identifying the project; it can be derived from the title, but it is recommended to be kept easy to pronounce, and possibly evocative.

-B

- **Beneficiary**

The legal entities who have signed the grant agreement (GA) with the Commission/Agency (i.e. participate in a project supported by an EU grant).

- **Blended finance**

A single financial support to an innovation and market deployment action (IMDA), consisting in a specific combination of a grant or a reimbursable advance with an investment in equity and/or quasi-equity.

- **Budget**

The estimation of the total eligible costs (broken down by beneficiary and budget category) required to implement the project and annexed to the Grand Agreement. The five main budget categories are Personnel costs, Subcontracting costs, Purchase costs, Other costs and Indirect costs.

- **Business plan**

A business plan is a formal written document containing the goals of a business, the methods for attaining those goals, and the time-frame for the achievement of the goals. It also describes the nature of the business, background information on the organization, the organization's financial projections, and the strategies it intends to implement to achieve the stated targets. In its entirety, this document serves as a road-map (a plan) that provides direction to the business.

- **Business readiness level scale (BRL)**

Measures the capacity of a business to be ready to go to market with useful, useable and trusted outputs. Whilst the real purpose of achieving 'market readiness' is to develop a commercial offering for a group of customers, the process can be discretized to create a sector agnostic scale able to quantify how far is a business to be ready to market. While it has nine levels, as the ones from TRL it can be divided into 3 main parts: Business conceptualization: (0-3), Business testing: (4-5) & Business deployment: (6-9)



- **Citizen science**

Citizen science broadly refers to the active engagement of the general public in scientific research tasks. Citizen science is a growing practice in which scientists and citizens collaborate to produce new knowledge for science and society. According to the Science with and for Society work programme, "Citizen Science covers a range of different levels of participation: from raising public knowledge about science, encouraging citizens to participate in the scientific process by observing, gathering and processing data, right up to setting scientific agenda and co-designing and implementing science-related policies".

Citizen Science can contribute to the Commission's goal of Responsible Research and Innovation, as it reinforces public engagement and can redirect research agendas toward issues of concerns to citizens. As one important dimension and priority of Open Science, Citizen science can make science more socially relevant, accelerate and enable production of new scientific knowledge, increase public awareness about science and ownership of policy making, as well as increase the prevalence of evidence-based policy making. ([link here](#))

- **Communication plan**

“Communication” means measures for promoting the action itself and its results to a multitude of audiences, including the media and the public, and possibly engaging in a two-way exchange. The communication activities must be planned and implemented from the outset (and continue throughout the entire action), with a comprehensive communication plan that defines clear objectives (adapted to various relevant target audiences) and sets out a concrete planning for the communication activities including a description and timing for each activity in every Horizon Europe project proposal a communication plan should be included to ensure that project results are widely communicated to the public, even outside the R&I community.

- **Consortium Agreement (CA)**

The internal written agreement between the beneficiaries regarding their operation and coordination to ensure that the project is implemented properly. The Consortium Agreements may cover the internal organisation of the consortium, the distribution of EU funding, additional rules on rights and obligations related to background and results, settlement of internal disputes, liability, indemnification and confidentiality arrangements between the beneficiaries, etc. The consortium agreement must not contain any provision contrary to the Grant Agreement.

- **Coordinator**

The lead beneficiary in a group of beneficiaries and the main contact point for the EU regarding a project implementation.



- **Disruptive innovation**

A disruptive innovation is an innovation that creates a new market or eventually disrupts an existing market, displacing established market-leading firms and products. What is disrupted is the entire support network for the existing products and firms, therefore disruptive innovations encounter strong resistance from the market. In the long run, high (disruptive) technology bypasses, upgrades, or replaces the outdated support network.



- **Dissemination plan**

“Dissemination” means the public disclosure of the results by appropriate means (other than resulting from protecting or exploiting the results), including by scientific publications in any medium; in every Horizon Europe work plan a dissemination plan should be included to ensure the sharing of the knowledge produced.

- **Diversity and Inclusiveness**

Diversity and inclusiveness contribute to excellence in collaborative research and innovation: collaboration across disciplines, sectors and throughout the European Research Area makes for better research and higher quality project proposals, can lead to higher rates of societal take-up, and can foster the benefits of innovation, thus advancing Europe.



- **Equity investment**

Form of funding provided by financial instruments. Provides capital to a firm, invested directly or indirectly in return for total or partial ownership of that firm. The equity investor may assume some management control of the firm and may share the firm’s profits.

- **Ethical issues**

For all activities funded by the European Union, ethics is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve real research excellence. To ensure compliance with the ethical requirements, applicants are requested to perform a self-assessment of their proposal, going through the different relevant issues, including data handling and confidentiality, health and safety, use of human embryos or animals in research, etc. While such ethical self-assessment is mostly focused on the integrity dimension of research procedures and methodologies, the consideration of ethical issues goes beyond that. In particular, the RRI framework stresses how R&I shall incorporate in its practice appropriate approaches in order to anticipate and foresee the possible long-term and wide-spectrum societal implication of science and technologies, also from the ethical point of view.



- **Exploitation plan**

“Exploitation” means the use of results in further research and innovation activities other than those covered by the action concerned, including inter alia, commercial exploitation such as developing, creating, manufacturing and marketing a product or process, creating and providing a service, or in standardisation activities. It is strongly advised to include such plans in a R&I proposal, especially when the project outputs have a good potential of entering the market.



- **FAIR data**

Findable, Accessible, Interoperable and Reusable data. With the view to have an even more open science, the EU strongly encourage to the production of FAIR data, making them available on public repository. It is advisable that the data produced and/or used in the project are discoverable with metadata, identifiable and locatable by means of a standard identification mechanism (e.g. persistent and unique identifiers such as Digital Object Identifiers), or indicating what naming conventions do you follow, provide search keywords that optimize possibilities for re-use, etc. ([Link here](#))

- **Financial Support to Third Parties**

Also known as ‘cascade funding’ is a simplified mechanism to distribute public funding in order to assist beneficiaries, such as start-ups, scale-ups, SME and/or mid-caps, in the uptake or development of digital innovation. It allows applicants to reach and involve a large number of legal entities that might not normally be involved in the Framework Programme, opening up the participation to a wider number of potential actors. The funding (in the form of grants, prizes or similar forms of support) is provided by the beneficiary to one or more recipient(s) that is/are not party(ies) to the Grant Agreement (GA). Actions may involve financial support to third parties only where this is explicitly allowed in the work programme/call.

○ Forms of Grants

The type of the Horizon Europe Grant is defined in the call for proposal/ topic and can take one of the following forms: Actual Cost Grant, Lump sum Grant, Unit based Grant:

○ Actual costs grant

A grant based on actual costs incurred, but which may also include other forms of funding, such as unit costs, flat-rate costs, lump sum costs or financing not linked to costs (budget-based mixed actual cost grant).

○ Lump sum grant

A global amount deemed to cover all costs of the projects. For example, in a CSA-LS (Coordination and Support Action – Lump sum) grant the funding amount is predefined in the GA and the payment of the grant is linked to the approval of the deliverables instead of the eligible costs.

○ Unit based grant

A grant based on unit rates (fixed amount per unit) determined by the EC. For example, the funding amount of a MSCA project is calculated by multiplying the time of the fellow spent on the project by the unit rate pre-defined by EC.

● Funding and Tenders Opportunities portal

The Funding & Tenders Portal is the entry point (Single Electronic Data Interchange Area) for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies. The portal provides electronic management of EU programmes and tenders and facilitates the related interactions with the EU Institutions. ([Link here](#))



- **Gender (including GEP - Gender Equality Plan):**

In Horizon Europe, the gender dimension is a cross-cutting issue, mainstreamed in each of the different parts of the Work Programme, ensuring a more integrated approach to research and innovation.

Main objectives of incorporating gender issues are:

- Fostering gender balance in research teams, in order to close the gaps in women's participation to science and STEM disciplines.
- Ensuring gender balance at the decision-making level;
- Integrating the gender dimension in research and innovation (R&I) activities (research questions; methodologies; procedures) in order to ensure that biological diversity as well as different perspective and points of view are duly conveyed into the research work, with a consequent improvement of the scientific quality and societal relevance of the produced knowledge, technology and/or innovation.
- A Gender Equality Plan as a set of actions aiming at:
- Conducting impact assessment / audits of procedures and practices to identify gender bias;
- Identifying and implementing innovative strategies to correct any bias;
- Setting targets and monitoring progress via indicators.
- This set of actions, which can have different degrees of complexity, is meant to articulate a strategic view aimed at achieving gender equality. Gender equality plans will also gradually become part of the eligibility criteria for public bodies, research organisations and higher education establishments applying to the programme.

- **Grants**

Direct financial contributions donated from the EU budget, under specific rules and procedures, in order to finance activities that are in line with EU policies, i.e research and innovation, regional & urban development, employment & social inclusion, etc.



- **Horizon Dashboard**

The **Horizon Dashboard** is an intuitive and interactive reporting platform, composed of a set of sheets that allows series of views to discover, filter and share real-time programme data (implementation: proposals, projects and participants) in an easy, flexible and user-friendly manner.



- **Innovation Management (IM)**

Innovation Management should be ideally interconnected with the management structure of the project; in principle, a definition for an Innovation Management system is the following: IM systems can be described as structured and regularly practiced ways of running organisational activities contributing to its innovativeness capacity and performance, including organisational structure, responsibilities, procedures, practices, activities and resources needed for the development, implementation, achievement and maintenance of organisational policies and objectives. This aspect is a very important part in the project planning where we want to ensure that all results produced are highlighted and valorized.



- **Legal entity**

Any natural or legal person created and recognised as such under national law, European Union law or international law.

- **Legal entity appointed representative (LEAR)**

Person (in a beneficiary organisation) responsible for managing the beneficiary's data in the Funding and Tender Opportunities Portal. Must keep the data up to date and is responsible for attributing user roles in the organisation.

- **Legal representative**

A legal representative is a natural person who has been empowered (directly or indirectly) by a legal entity to enter into legal commitments on its behalf.

- **Loans**

Agreed sum of money for an agreed period of time provided by financial instruments. The borrower is obliged to repay that amount within the agreed time.



- **Model Grant Agreement (MGA)**

The grant contract concluded between the EU and the beneficiaries. It establishes the rights and obligations that govern the grant. It consists of the core part (determining the terms and conditions of the grant, including the Datasheet which is a summary of the specific data of the grant agreement) and the annexes (including Annex1: Description of the action, Annex2: Budget Table, Annex5: Special Rules etc).

- **Mutual Insurance Mechanism (MIM)**

The Mutual Insurance Mechanism replaces the H2020 Guarantee Fund and extends to other funding programmes of the EU beyond Horizon Europe. It is an insurance scheme for all Horizon Europe beneficiaries by providing security against certain defaults in payment. The beneficiaries' liability towards the Commission/funding agency is thus limited to their own debts. An amount of up to 8% (usually 5%) of each project's total grant is retained from the pre-financing payment and transferred to the MIM on behalf of the beneficiaries. The amount is returned to the consortium with the final payment of the project.



- **Non-profit making**

A legal entity which by its legal form is non-profitmaking or which has a legal or statutory obligation not to distribute profits to its shareholders or individual members.



- **Open science**

Open Science is defined as an umbrella term that involves various practice that aim to make academic research more accessible, inclusive, and transparent. It encompasses several movements such as open access to publications, open research data, open source software, open collaboration, open peer review, open notebooks, open educational resources, open monographs, citizen science, or research crowdfunding. Each one of them has a specific goal but a common objective to remove the barriers for sharing any kind of output, resources, methods or tools, at any stage of the research process, trying to re-define the paradigm of the future of knowledge creation and dissemination of scientific knowledge. [Factsheet Link](#)

The European Commission has defined eight ambitions in Open Science :

- Open Data: FAIR (Findable, Accessible, Interoperable and Re-usable data) and open data sharing should become the default for the results of EU-funded scientific research.
- European Open Science Cloud (EOSC): a ‘federated ecosystem of research data infrastructures’ will allow the scientific community to share and process publicly funded research results and data across borders and scientific domains.
- New Generation Metrics: New indicators must be developed to complement the conventional indicators for research quality and impact, so as to do justice to open science practices.
- Future of scholarly communication: all peer-reviewed scientific publications should be freely accessible, and the early sharing of different kinds of research outputs should be encouraged.
- Rewards: research career evaluation systems should fully acknowledge open science activities.
- Research integrity: all publicly funded research in the EU should adhere to commonly agreed standards of research integrity.
- Education and skills: all scientists in Europe should have the necessary skills and support to apply open science research routines and practices.
- Citizen science: the general public should be able to make significant contributions and be recognised as valid European science knowledge producers.



- **Pathway to impact**

It is a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. In Horizon Europe, the Pathway to Impact is a key part of the Impact section of the proposal. Proposers will be asked to describe the unique contribution project results would make towards the outcomes specified in this topic, and the wider impacts, in the longer term, specified in the respective destinations in the work programme. Further, they will be requested to describe any requirements and potential barriers - arising from factors beyond the scope and duration of the project - that may determine whether the desired outcomes and impacts are achieved. Finally, they will have to give an indication of the scale and significance of the project's contribution to the expected outcomes and impacts, should the project be successful, possibly in quantitative way.

- **Participant Identification Code (PIC)**

9-digit number serving as a unique identifier for organisations (legal entities) registered to participate in EU funds/funding programmes.

- **Public Body**

Any legal entity established as a public body by national law or an international organisation. Excludes Research Organisations and Higher or Secondary Education Establishments.



- **Responsible Research and Innovation (RRI)**

Responsible Research and Innovation is a policy framework aimed at interpreting and guiding the relationship among science, technology and society, from both the theoretical and operational point of view. In particular, the RRI approach aims to incorporate into the scientific research and technological development processes a reflective, critical, and meta-scientific dimension in order to highlight the moments where the needs of science and society may conflict, or where simply research and innovation may entail potential important transformational effects and impacts on society. In order to realize the RRI approach, a number of founding values shall be incorporated within the R&I methodologies and approaches, and namely: anticipation; reflexivity; reactive adaptation; inclusion and diversity; openness and transparency; sustainability. The European Commission has identified a number of interconnected and priority policy areas – the so-called RRI pillars – strategic to convey RRI principle into action and operation. Such pillars are: governance of R&I; gender [and diversity] issues; ethics; public engagement; science education; open access [and open science].



- **Security issues**

Proposals can be dealing with information that are subject to be EU-classified, or their results may be subject of dual-use, both civil and military. Proposers are asked to disclose such potential security issues, in order to enable the appropriate screening procedure.

- **Single stage/two stages Submission**

Different mechanisms of proposals submissions. In the single stage submission, proposers should send a full, complete proposal on the day of the single deadline. In the two stages submission process, applicants submit a first, shorter proposal, which is then evaluated; proposers going through this first evaluation, are invited to submit a full proposal, which undergoes a new, independent evaluation.

• Social innovation

Social innovation is an “innovation that is social both in its ends and its means” (Murray et al., 2010). Social in its ends means aiming at addressing and solving societal problems or challenges; social in its means relates to the fact that social innovations mobilize and activate societal resources. Therefore, social innovations “lead to new or improved capabilities and relationships and better use of assets and resources. In other words, social innovations are both good for society and enhance society’s capacity to act” (The Young Foundation, 2012). To understand social innovations is also important to specify that:

- Social innovations can be products, solutions, services, but also markets, processes, organizational models and systems.
- Resources and assets relevant for social innovation are also intangible and non monetary ones, since they directly contribute to the creation of social capital, e.g. time, knowledge, competences, emotional ties, the quality of relationships.
- Social innovations target the deep causes of a problem, and not its symptoms, therefore they may lead to structural transformations of the relationship among societal actors, and of social fabric.

[Link here](#)

• Stakeholder Engagement

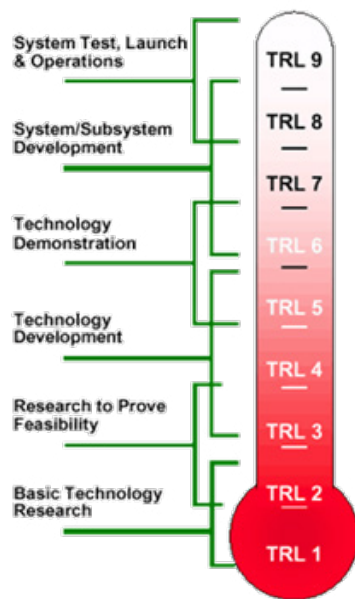
Stakeholder engagement refers to the series of processes and methodologies aimed at involving and including different social actors in dialogue and bi-directional and interactive opinion exchange activities. The final objective of stakeholder engagement (or public engagement, if referred to a wider panorama of actors) is to better understand actors’ different needs, interests, and perspectives, to integrate those within the research and innovation process, or co-decide on sensitive issues. Through the actuation of the RRI principles of participation, inclusion, reactive adaptation, and societal desirability, stakeholder engagement contributes to RRI objectives through improving the mutual understanding between science and society. Stakeholder engagement is effective if its process is appropriately designed. In particular we shall be able to understand and assess: If there is real need to engage (do I need different and additional knowledge? Is the issue too complex?); Why and on what R&I questions to engage; When/ in which phase of our research or policy work we want to engage; Who shall be engaged (who has interests? Who can provide a useful perspective?); How to engage, through which methodologies, processes and formats; How much to engage, meaning the intensity of engagement (e.g. shall the action be recursive; at which extent there is a real power delegation and co-decision).



- **Technology readiness levels (TRLs)**

TRLs are a method for estimating the maturity of technologies during the acquisition phase of a program, developed at NASA during the 1970s. They are adopted in EU Framework Programmes since Horizon 2020. TRLs are based on a scale from 1 to 9 with 9 being the most mature technology. In general, TRL are defined according the image below.

The different level of maturity of the technology, and the consequent relative innovation risk, is normally linked to the funding instrument in Horizon Europe. Very low TRL are addressed normally by EIC Pathfinders, ERC and MSCA grants; low TRL are addressed by Research and Innovation Actions; higher TRL can be found in Innovation Actions and in the EIC Accelerator; and finally, the equity component of the EIC Accelerator is designed to support activities at the end of the TRL scale.



- **Template**

The Standard Proposal Template (RIA, IA, CSA, etc.) for Horizon Europe proposals dictate the required format and outline of a proposal by providing a clear and uniformed structure. The template aims to guide and assist the applicants in preparing an outstanding proposal. It has been designed to guide and assist the applicants in preparing their proposals and ensure that the important aspects of the applicants planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. There are available different templates, basically one per type of action.

○ **Type of action**

The funding scheme inside a programme with common features (i.e. scope, single or multi-beneficiary, purpose, reimbursement rates, etc). Under Horizon Europe, the following types of actions are used, among others: Coordination and support actions (CSA), Innovation actions (IA), Innovation and market deployment actions (IMDA), Pre-commercial procurement actions (PCP actions), Prizes, Programme co-fund actions (CoFund), Public procurement of innovative solutions actions (PPI actions) Research and innovation actions (RIA), Training and mobility actions (TMA).

○ **Coordination and Support Action (CSA)**

They fund projects consisting mainly of accompanying measures or complementary activities, such as standardisation, dissemination, awareness-raising and communication, networking, coordination or support services, policy dialogue, mutual learning exercises, studies and networking and coordination between programmes in different countries (no research funding per se).

○ **Innovation Action (IA)**

Innovation action means an action primarily consisting of activities with a relatively high TRL expected at the end, and a strong focus on putting a product or a technology on the market, such as activities directly aimed at producing plans and arrangements or designs for new, altered or improved products, processes or services, possibly including prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.

○ **Innovation and market deployment actions (IMDA)**

An action consisting activities embedding an innovation action and other activities necessary to deploy an innovation in the market, including the scaling-up of companies and blended finance.

- **Pre-commercial procurement actions (PCP)**

It can be used when there is a need for new and better solutions that are technologically demanding and for which no commercially stable solution exists yet on the market, or existing solutions exhibit shortcomings which require new R&D. Such actions may consist activities aiming to enable a transnational buyers' group to reinforce the public procurement of research, development, validation and possibly the first deployment of new solutions that can bring significant quality and efficiency improvements in areas of public interest, whilst opening market opportunities for industry and researchers active in Europe. Eligible activities include the preparation, management and follow-up, under the coordination of a lead procurer, of one joint PCP and additional activities to embed the PCP into a wider set of demand-side activities.

- **Prize**

It is a Financial contribution given as a reward following a contest. There are different types of Prizes used in the context of EU R&I programmes:

- **Inducement prize**

A prize to stimulate investment in a given area, by specifying a goal prior to the performance of the work. Contests for inducement prizes must address technological and/or societal challenges. The award criteria will define a goal, but without prescribing how to achieve it. Contests for inducement prizes are split into rewards of the contestant that first meets the specific goal defined in the contest rules, and rewards of the best contestant within a given period.

- **Recognition prize**

A prize to reward past achievements and outstanding work after it has been performed. Recognition prizes must contribute to raise public awareness of EU policies, create role models and support best-practice exchange. The Rules of the Contest (RoC) of a specific prize describe the eligibility and award criteria, the evaluation procedure, the indicate timetable and the reward. The RoC is found in the call topic page on the Portal.

- **Programme co-fund actions (CoFund)**

Programme co-funding action' means an action to provide multi-annual co-funding to a programme of activities established and/or implemented by entities managing and/or funding research and innovation programmes, other than Union funding bodies. Eligible participants are legal entities owning or mandated to manage national research and innovation programmes.

- **Public procurement of innovative solutions actions (PPI)**

It can be used effectively when challenges can be addressed by innovative solutions that are nearly or already in small quantity in the market and don't required new research and development activities. Such actions may include activities aiming to enable a transnational buyers' group to reinforce the early deployment of innovative solutions by enabling a transnational buyers' group to overcome the fragmentation of demand for innovative solutions and to share the risks and costs of acting as early adopters of innovative solutions, whilst opening market opportunities for industry.

- **Research and Innovation Action (RIA)**

Research and innovation action means an action primarily consisting of activities aiming to establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution. This may include basic and applied research, technology development and integration, testing, demonstration and validation on a small-scale prototype in a laboratory or simulated environment.

- **Training and mobility actions (TMA)**

An action consisting activities geared towards the improvement of the skills, knowledge and career prospects of researchers based on mobility between countries and, if relevant, between sectors or disciplines.

○ Type of beneficiaries:

○ **Private Sector**

Private, for-profit entities, including small or medium-sized enterprises and excluding Universities and Higher or Secondary Education Establishments.

○ **Research Organisation**

A legal entity that is established as a non-profit organisation and whose main objective is carrying out research or technological development.

○ **University**

A legal entity that is recognised by its national education system as a University or Higher or Secondary Education Establishment. It can be a public or a private body.

○ **Other**

Any entity not falling into one of the other four categories.

○ Type of Costs

Methods for determining / calculating the eligible costs. The Horizon Europe Model Grant Agreement (MGA) specifies the following 4 types of costs: Actual cost, Lump sum cost, Unit cost and Flat-rate cost:

○ **Actual cost**

Cost which is real (actually incurred, identifiable and verifiable, recorded in the accounts, etc.) and not estimated or budgeted.

○ **Flat-rate costs**

Cost calculated by applying a percentage fixed in advance to other types of eligible costs. Under Horizon Europe, Flat-rate cost applies only for the calculation of the indirect cost.

- **Lump sum cost**

Global amount to cover one or several cost categories or all the costs of the project.

- **Unit cost**

A fixed amount per unit. The unit cost can be determined by the commission (eg SME owner's unit cost) or calculated by the beneficiary based on its usual accounting practices (eg average personnel cost, internally invoiced goods and services, etc).



- **Work Package**

Major sub-division of the beneficiaries' project, organising the planned work.

- **Work Programme**

Multi annual document, by the EU Commission, describing the activities that will be undertaken during a certain period of time as well as the overall objectives, the respective destinations, calls for proposals, and the topics within each call and the general rules (standard admissibility conditions, eligibility criteria, selection and award criteria) applied.