

## GLOSSARY

### Words and acronyms in FP7

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [W](#)

A		
	AAL	Ambient Assisted Living Joint Programme
	AC	Additional Cost Model
	AC	Associated Countries of the European Union: "Non-EU countries which are party to an international agreement with the Community, under the terms or on the basis of which it makes a financial contribution to all or part of the Seventh Framework Programme. In the context of proposal consortia, organisations from these countries are treated on the same footing as those in the EU." [from an FP7 guide for applicants]. Countries are (as at July 2009): Albania, Bosnia and Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey. (Faroe Islands expected 1 January 2010. Other countries may become associated during the course of FP7. The latest news will be posted on the CORDIS web site.)
	Accession to contract forms	Forms signed by all project beneficiaries once the grant agreement has been signed between the project coordinator and the EC. Signing confirms the beneficiaries acceptance of the grant agreement.
	Acknowledgement of receipt	Applicants are informed by email shortly after the deadline that a proposal has been successfully submitted (but not that it is necessarily eligible). Contact the help desk urgently if you do not receive such an acknowledgement.
	ACP	Africa, Caribbean, Pacific
	Annex 1	Otherwise known as the Technical Annex or Description of Work and forms "Part B" of the proposal, this document outlines the technical content of the project.
	Applicant	The term used generally in this guide for a person or entity applying to a call for proposals. The term 'participant' is used in the more limited sense of a member of a proposal or project consortium.
	ARTEMIS	Advanced Research & Technology for Embedded Intelligence & Systems
	AS	Associate State
	Associated countries	Non-EU countries which are party to an international agreement with the EU, under the terms or on the basis of which it makes a financial contribution to all or part of the Seventh Framework Programme. In the context of proposal consortia, organisations from these countries are treated on the same footing as those in the EU.
	Associated partner	Associated partners in projects do not receive funding directly from the European Union. They are linked to a full partner and typically invoice the full partner for their costs although it is highly recommended that these costs are agreed in advance and are subject to the consortium agreement.
B		
	BNCI	Brain-Neural Computer Interfaces
	BRIC	Brazil, Russia, India, China
	BSG	Research for the Benefit of Specific Groups
	Beneficiary	Title given to a member organization of a project that receives EC funding, can be thought of as "project member" or "participant". Primarily refers to an organization rather than an individual.
C		
	CA	Coordination action
	Call fiche	The part of the work programme giving the basic data for a call for proposals (e.g. topics covered, budget, deadline etc). It is posted as a separate document on the CORDIS and Participant Portal web pages devoted to a particular call.
	Call for proposal	Call for Proposals As published in the Official Journal. Opens parts of the workprogramme for proposals, indicating what types of actions (RTD projects, Accompanying actions etc.) are required. A provisional timetable for such calls is included in the workprogramme

CAPACITIES	“Capacities” is the fourth Specific Programme of FP7 and is worth over €4 billion from 2007 to 2013. It aims to enhance research capacities throughout Europe and ensure their optimal use. It is made up of the following broad areas: Research Infrastructures; Research for the Benefit of SMEs; Regions of Knowledge; Research Potential for the Benefit of Convergence Regions; Science in Society; Support to Coherent Development of Research Policies; and International Co-operation. <a href="http://cordis.europa.eu/fp7/capacities">http://cordis.europa.eu/fp7/capacities</a>
CFS	Certificate on financial statement. Certificates on the Financial Statements are used to enable the Commission to ensure that the costs charged to a European Community funded research project meet the conditions for financial support.
CIG	Career Integration Grants
CIP	Competitiveness and Innovation Programme. The Competitiveness and Innovation Programme will run from 2007 to 2013. With a budget of €3.6 billion, it is made up of three Specific Programmes: the Entrepreneurship and Innovation Programme; the ICT Policy Support Programme; and the Intelligent Energy-Europe Programme. ( <a href="http://ec.europa.eu/enterprise/enterprise_policy/cip/index_en.htm">http://ec.europa.eu/enterprise/enterprise_policy/cip/index_en.htm</a> )
Clean Sky	Aeronautics and Air Transport Joint Technology Initiative
Consensus meeting	The stage in the proposal evaluation process when experts come together to establish a common view on a particular proposal.
Consortium	Most funding schemes require proposals from a number of participants (usually at least three) who agree to work together in a consortium.
Consortium Agreement	Contract between the members of a project, see DESCA for a model consortium agreement
Continuous submission	Some calls are open for an extended period, during which proposals may be submitted at any moment. In these cases, proposals are evaluated in batches after fixed cut-off dates.
Contractor	A project participant who has a wide-ranging role in the project throughout its lifetime. Means a signatory to the contract (and the JRC when it participates in the contract via an administrative agreement), other than the Community.
Coordinator	The coordinator leads and represents the applicants. He or she acts as the point of contact with the Commission.
CORDA	Common Research Data Warehouse
CO-OPERATION	“Co-operation” is the first Specific Programme of FP7. Worth over €30 billion between 2007 and 2013, it is made up of ten thematic areas: Health; Food, Agriculture, Fisheries and Biotechnology; Information Communications Technology (ICT); Nanosciences, Nanomaterials, Materials and New Production Technologies; Energy; Environment; Transport; Socio-economic Sciences and the Humanities; Space; and Security. <a href="http://cordis.europa.eu/fp7/cooperation">http://cordis.europa.eu/fp7/cooperation</a>
CORDIS service	A web service providing access to all the documentation related to FP7, and access to the electronic proposal submission service. (See also Participant Portal).
COST	COST supports co-operation among scientists and researchers across Europe <a href="http://www.cost.esf.org/">http://www.cost.esf.org/</a>
COUNCIL	Council' refers to the 'Council of Ministers', the principal decision-making body within the European Union. It has both executive and legislative powers, the latter in some cases exercised jointly with the European Parliament (co-decision procedure). The Council is composed of one representative at ministerial level from each member state.
CP	Collaborating Project within FP7
CP/CP-CSA	Combination of Collaborative Project & Coordination and Support Action
CPF	Contract Preparation Form
CREST	Representatives of National Ministries. CREST is the Scientific and Technical Research Committee responsible for assisting the Community institutions in the field of scientific research and technological development.
CSA	Coordination and Support Action
CSO	Civil Society Organisation
Cut-off date	An intermediate date in the context of a call operating a continuous submission procedure. Proposals are evaluated in batches after each cut-off date.
<b>D</b>	
Deadline	For a particular call, the moment after which proposals cannot be submitted to the Commission, and when the Electronic Proposal Submission Service closes for that call. Deadlines are strictly enforced.
Deliverable	A deliverable represents a verifiable output of the project. Normally, each workpackage will produce one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

DESCA	Development of a Simplified Consortium Agreement for FP7: <a href="http://www.desca-fp7.eu/download-desca/">http://www.desca-fp7.eu/download-desca/</a>
Description of Work	See Annex 1
DG	Directorate General (e.g. DG Research). Directorate General (DG) is an administrative unit of the Commission. Currently the Commission is divided into about 30 DGs (and comparable services). Five of them are involved in the management of FP7: DG Research, DG Information Society and Media, DG Enterprise, DG Fisheries and Maritime Affairs, DG Energy and Transport. The Director General is the top civil servant in charge of an individual Directorate General.
Direct costs	Direct costs are all eligible costs which can be attributed directly to the project and are identified by the participant as such, in accordance with its accounting principles and its usual internal rules.
DIS	Dedicated Implementation Structure
DNA	DNA Deoxyribonucleic acid
DS	Design Study within FP7
<b>E</b>	
EAG	External Advisory Group
Early Warning System (EWS)	An internal information tool of the Commission to flag identified financial risks related to beneficiaries.
EC	European Commission
EDCTP	European & Developing Countries Clinical Trials Partnership
EEIG	European Economic Interest Group
EFDA	European Fusion Development Agreement
EG	Expert Group
EIB	European Investment Bank
EIRO	Forum Partnership of Europe's seven largest intergovernmental research organisations ( <a href="http://www.eiroforum.org/">http://www.eiroforum.org/</a> )
Electronic Proposal Submission Service (EPSS)	A web-based service which must be used to submit proposals to the Commission. Access is given through the CORDIS web-site, or via the Participant Portal.
Electronic Proposal Submission Service (EPSS) Helpdesk	A telephone / email service to assist applicants who have difficulty in submitting their proposal via the Electronic Proposal Submission System: tel: +32 2 233 3760 email <a href="mailto:support@epss-fp7.org">support@epss-fp7.org</a>
Eligibility criteria	The minimum conditions which a proposal must fulfil if it is to be retained for evaluation. The eligibility criteria are generally the same for all proposals throughout FP7, and relate to submission before the deadline, minimum participation, completeness and scope. However, additional eligibility criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.
Eligibility Review Committee	An internal committee which examines in detail cases of proposals whose eligibility for inclusion in an evaluation is in question
EMRP	European Metrology Joint Research Programme
ENIAC	European Nanoelectronics Initiative Advisory Council
ENP	European Neighbourhood Policy
EOI	Expression of Interest
EP	European Parliament
EPSS	Electronic Proposal Submission Service
ER	Experienced Researcher funded within People: Marie Curie, and the guide for applicants states they "must, at the time of recruitment, (i) be in possession of a doctoral degree, independently of the time taken to acquire it or (ii) have at least four years of full-time equivalent research experience, including the period of research training, after obtaining the degree which formally allowed them to embark on a doctorate in the country in which the degree was obtained or in the country of the host institution to which they are seconded or recruited (irrespective of whether or not a doctorate was envisaged)."
ERA	European Research Area
ERA-NET	European Research Area Network
ERC	European Research Council <a href="http://erc.europa.eu">http://erc.europa.eu</a>
ERCEA	European Research Council Executive Agency
ESF	European Science Foundation <a href="http://www.esf.org/">http://www.esf.org/</a>
ESFRI	European Strategy Forum on Research Infrastructures

ESR	Evaluation Summary Report
Ethics issues table	Research activities supported by the Framework Programme should respect fundamental ethical principles. The main issues which might arise in a project are summarised in tabular form in a checklist included in the proposal
ETP	European Technology Platform <a href="http://cordis.europa.eu/technology-platforms/home_en.html">http://cordis.europa.eu/technology-platforms/home_en.html</a> Page 188 of 190
EURAB	European Research Advisory Board
EUREKA	A Europe-wide Network for Industrial RTD ( <a href="http://www.eureka.be">www.eureka.be</a> )
EUROSTARS	European innovation programme managed by EUREKA, to provide funding for market-oriented research and development specifically with the active participation of R&D-performing small and medium-sized enterprises ( <a href="http://www.eurostars-eureka.eu/">http://www.eurostars-eureka.eu/</a> )
EURATOM	The European Atomic Energy Community (Euratom) was set up in 1957 and is legally separate from the European Community. Euratom will have €2.7 billion from FP7 to fund nuclear research and training activities between 2007 and 2011.
EVALUATION	The process by which proposals are retained with a view to selection as projects, or are not retained Evaluation is conducted through the application of Evaluation Criteria identified in the Workprogramme.
Evaluation criteria	The criteria against which eligible proposals are assessed by independent experts. The evaluation criteria are generally the same for all proposals throughout FP7, and relate to S/T quality, impact and implementation. Relevance is also considered. However, additional evaluation criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.
Evaluation Summary Report (ESR)	The assessment of a particular proposal following the evaluation by independent experts is provided in an Evaluation Summary Report. It normally contains both comments and scores for each criterion.
EWSP	European Wide Service Platform
<b>F</b>	
F4E	Fusion for Energy European Joint Undertaking
FC	Full Cost Model
FCF	Full Cost Flat Rate Model
FCH	Fuel Cells and Hydrogen Joint Technology Initiative
FET	Future and Emerging Technologies. FET is the ICT incubator and pathfinder for new ideas and themes for long-term research in the area of information and communication technologies. Its mission is to promote high risk research, offset by potential breakthrough with high technological or societal impact.
FoF	FoF Factory of the Future
Form C	Statement of financial costs of a participant of a project. This document is submitted to the EC at the end of specified reporting periods.
FP	Framework Programme
FP6	Framework 6
FP7	Framework 7
FP7 enquiry service	A general information service on all aspects of FP7. Contact details are given in annex 1 to this Guide.
FPGA	FPGA Field-Programmable Gate Array
Full partner	See Beneficiary
Funding scheme	The mechanisms for the EU funding of research projects. The funding schemes have different objectives, and are implemented through grant agreements.
<b>G</b>	
GANTT CHART	A Gantt chart shows the timing of the different WPs and their components from start to finish of the project. A Gantt chart is part of almost all project proposals
GEANT	Pan-European Data Network ( <a href="http://www.geant.net/">http://www.geant.net/</a> )
GIF	Generation IV International Forum
Grant Agreement (GA)	The legal instrument that provides for Commission funding of successful proposals.
Green Paper	Green Papers are communications published by the European Commission on a specific policy area. Primarily, they are documents addressed to interested parties who are invited to participate in a process of consultation and debate. In some cases they provide an impetus for subsequent legislation
GPF	Grant Preparation Forms help to identify the beneficiaries who will sign the Grant Agreement and to determine the eligible costs and EC contribution. These are submitted via the NEF online tool.

H		
	Hearing	Applicants whose proposals have been evaluated are sometimes invited to provide explanations and clarifications to any specific questions raised by the experts. These questions are submitted to the applicants in advance.
	HES	Higher or Secondary Education Organisation
	HFSP	Human Frontier Science Program ( <a href="http://www.hfsp.org">www.hfsp.org</a> )
I		
	I3	Integrated Infrastructure Initiative
	IA	Integrating Activity within FP7
	IAPP	Marie Curie Industry-Academia Pathways and Partnerships
	ICPC	International Cooperation Partner Country. A list of low-income, lower-middle income and upper-middle-income countries, given in annex 1 of the work programmes. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met.
	ICT	Information and communications technologies
	ICTC	Information and Communication Technologies Committee
	IDEAS	"Ideas" is the second Specific Programme of FP7 worth over €7 billion from 2007 to 2013. New to the Framework Programme, Ideas fosters Investigator-driven 'frontier research', within the framework of activities commonly understood as 'basic research', and is a key driver of wealth and social progress, as it opens new opportunities for scientific and technological advance, and is instrumental in producing new knowledge leading to future applications and markets. It is implemented through the European Research Council and consists of two grant schemes, the Starting Independent Researcher Grant and the Advanced Investigator Grant.
	IEF	Intra-European Fellowships
	IEIO	International European Interest Organisation
	IGD-TP	Implementing Geological Disposal Technology Platform
	IIF	International Incoming Fellowships
	IMI	Innovative Medicines Initiative
	Indirect costs	Indirect costs, (sometimes called overheads), are all those eligible costs which cannot be identified by the participant as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.
	Individual evaluation	The stage in the evaluation process when experts assess the merits of a particular proposal before discussion with their peers.
	Information Days	Open events organised by the Commission to explain the characteristics of specific calls, and often as well, a chance for potential applicants to meet and discuss proposal ideas and collaborations.
	Initial information letter	A letter sent by the Commission to applicants shortly after the evaluation by experts, giving a report from the experts on the proposal in question (the Evaluation Summary Report).
	International Cooperation Partner Countries (ICPC)	A list of low-income, lower-middle income and upper-middle-income countries, given in annex 1 to the work programme. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met.
	International European Interest Organisation	International organisations, the majority of whose members are European Union Member States or Associated Countries, and whose principal objective is to promote scientific and technological co-operation in Europe.
	IOF	International Outgoing Fellowships
	IP	Large-scale integrating project
	IP	Integrated Project
	IPR	Intellectual Property Rights
	IRSES	Marie Curie International Research Staff Exchange Scheme
	IST	Information Society Technologies (FP6 programme)
	ISTAG	Information Society Technologies Advisory Group
	ITER	International Thermonuclear Experimental Reactor
	ITN	Initial Training Networks within FP7
	ITRS	International Technology Roadmap for Semiconductors
	IWRM	Integrated water resources management

J		
	JAC Joint-Assessment Committee	
	JET	Joint European Torus
	Joint Research Centre (JRC)	The Commission's own research institutes.
	JPA	Joint Programme of Activities: the method by which "Networks of Excellence" work together
	JTI	Joint Technology Initiative
	JU	Joint Undertaking
L		
	LEAR (Legal Entity Authorised Representative)	The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the Commission related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the Commission (see below), and distributes this number within his/her organisation.
	Legal Entity	A legal entity can be a so-called "natural person" (e.g. Mme Dupont) or a "legal person" (e.g. National Institute for Research)
	Lump sum	Lump sums do not require the submission of financial justifications (statements), as they are "fixed". ICPC participants when participating in an FP7 grant agreement (GA) have got the option between being reimbursed on the basis of eligible costs or on the basis of lump-sums. This option can be made (and changed) up to the moment of the signature of the GA. Once made, it will apply during the whole duration of the GA without the possibility of changing it. ICPC participants may opt for a lump sum in a given project and for reimbursement of costs in another. Whatever the final option chosen, the maximum EC contribution for the project will remain.
M		
	Marie Curie Fellowships	Within the PEOPLE programme there are a number of different grants which allow individual researchers or groups of researchers to work in another country. These fellowships are named after the double Nobel Prize laureate Marie Curie.
	MCA	Marie Curie Actions
	MELODI	Multidisciplinary European Low-Dose Initiative
	Milestones	Control points where decisions are needed with regard to the next stage of the project.
	MS	Member State (of the European Union). Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom
N		
	National Contact Points (NCP)	Official representatives nominated by the national authorities to provide tailored information and advice on each theme of FP7, in the national language(s).
	NEF	NEgotiation Forms - an EC online tool used during the negotiation process to collect legal and financial data as well as background information about the partner involved with a particular project. See also GPF.
	Negotiation	The process of establishing a grant agreement between the Commission and an applicant whose proposal has been favourably evaluated, and when funds are available.
	NMP	A "theme" within FP7 Cooperation representing Nanosciences, Nanotechnologies, Materials and New Production Technologies
	NOE	Network of Excellence
	Non-profit	A legal entity is qualified as "non-profit" when considered as such by national or international law.
	NREN	National Research and Education Network
O		
	OECD	Organisation for Economic Cooperation and Development
	OFDM	Orthogonal Frequency Division Multiplexing
	OLAE	Organic photonics technologies such as OLEDs (Organic Light-Emitting Diode) or OPVs (Organic Photovoltaics)
	OLAF	EU Anti-Fraud Office
	OMC	Open Method of Coordination
	OPV	Organic Photovoltaic
	Overheads	See indirect costs.

P	
P2P	Peer to peer
Part A	The part of a proposal dealing with administrative data. This part is completed using the web-based EPSS.
Part B	The part of a proposal explaining the work to be carried out, and the roles and aptitudes of the participants in the consortium. This part is uploaded to the EPSS as a pdf file
Part B template	A document in PDF format supplied by the EPSS, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B. The template format is given in Annex 4 to this Guide.
Participant Identification Code (PIC)	Organisations participating in FP7 will progressively be assigned Participant Identification Codes (PIC). The PIC is a unique 9-digit number for each organisation. Possession of a PIC will enable organisations to take advantage of the Participant Portal's services (see below), and to identify themselves in all transactions related to FP7 proposals and grants. An online tool to search for existing PICs and the related organisations is available at <a href="http://ec.europa.eu/research/participants/portal">http://ec.europa.eu/research/participants/portal</a> .
Participant Portal	The single entry point for interaction with the Research Directorates-General of the European Commission. It hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the electronic proposal submission service.
Participants	The members of a consortium in a proposal or project. These are legal entities, and have rights and obligations with regard to the EU.
PCP	Pre-Commercial Procurement
PEOPLE	The third Specific Programme of FP7 is worth over €4 billion during the period from 2007 to 2013. Made up of the Marie Curie Actions, it aims to improve the quality of the human resources in European R&D and increase the number of employees working in the European R&D sector. It aims to achieve its goals by promoting a career path in research, encouraging European researchers to stay in Europe and making Europe more attractive to the best researchers from around the world. At the same time, training and career development of researchers will be actively supported.
PERT DIAGRAM	A Pert diagram is a clear representation of the interdependencies of the different Work Packages. A Pert diagram is part of almost all project proposals.
PESS	Proposal Evaluation Software System
PGS	Patient Guidance System
PHR	Patient Health Record
PHS	Personal Health System
PIC	Participant Identity Code
PMO	Office for Administration and Payment of Individual Entitlements
PPP	Public Private Partnership
PRC	Private for Profit
Programme committee	A group of official national representatives who assist the Commission in implementing the Specific Programmes of FP7.
Project Officer	The project officer is the officer of the European Commission responsible for the project on the part of the European Commission. The project officer negotiates the terms of the project on behalf of the EC, monitors the progress of the project and approves reports. All communication with the EC goes through the coordinator and the project officer.
Proposal	A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested
Public body	Public body means any legal entity established as such by national law, and international organisations.
Q	
QoS	Quality of Service
R	
R&D	Research and Development
REA	Research Executive Agency
REC	Research Organisation
Redress procedure	The initial information letter will indicate an address if an applicant wishes to submit a request for redress, if he or she believes that there have been shortcomings in the handling of the proposal in question, and that these shortcomings would jeopardise the outcome of the evaluation process. An internal evaluation review committee ("redress committee") will examine all such complaints. This committee does not itself evaluate the proposal. It is possible that the committee will recommend a re-evaluation of all or part of the proposal.

Research organisation	A legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Reserve list	Due to budgetary constraints it may not be possible to support all proposals that have been evaluated positively. In such conditions, proposals on a reserve list may only be financed if funds become available following the negotiation of projects on the main list.
Risk-Sharing Finance Facility (RSFF)	A new mechanism to foster private sector investment in research, by increasing the capacity of the EIB and its financial partners to provide loans for European RTD projects.
RO	Redress Office
ROs	Research Organisations
RSFF	Risk Sharing Finance Facility. A new mechanism to foster private sector investment in research by increasing the capacity of the EIB and its financial partners to provide loans for European RTD projects
RSFF	Risk Sharing Financial Facilities
RTD	Research and Technology Development.
RTDI	Research, Technological Development and Innovation
<b>S</b>	
S&T	Science and Technology
SA	Specific Support Actions
ScC	Independent Scientific Council
Scientific and Technological Cooperation Agreements	Countries with signed S&T agreements: Argentina, Australia, Brazil, Canada, China, Chile, Egypt, India, Mexico, Morocco, Russia, South Africa, Tunisia, Ukraine and United States
SET-Plan	Strategic Energy Technology Plan
SFIC	Strategic Forum for International Cooperation
SICA	Specific International Cooperation Actions
SiS	Science in Society
SLA	Service Level Agreement
SME	Small and Medium Sized Enterprise
SNE-TP	Sustainable Nuclear Energy Technology Platform
SP	Specific Programme
Specific flat rate (60%)	A 60% flat rate of the total direct costs applicable under certain conditions to non-profit public bodies, secondary and higher education establishments, research organisations and SMEs. This rate is now available for the entire duration of FP7.
Specific International Cooperation Actions (SICA)	In some calls on topics of mutual interest, special conditions apply to promote research collaborations between European organisations and those based in the International Cooperation Partner Countries (ICPC). This usually entails a minimum of two participants from EU or Associated countries, and two from ICPC.
SRA	Strategic Research Agenda
SSA	Specific Support Action
SSH	Socio-economic Sciences and Humanities
State-of-the-art	The highest level of development, as of a device, technique, or scientific field, achieved at a particular time. It also applies to the level of development (as of a device, procedure, process, technique, or science) reached at any particular time usually as a result of modern methods
STREP	Strategic Targeted Research Project
<b>T</b>	
Technical Annex	See Annex 1
Theme / thematic area	A theme or thematic area is a sub-section of one of the FP7 "Priorities" e.g. Health is a theme within FP7 Cooperation
Third Countries	Countries that are neither EU Member States nor countries associated to FP7 (Associated countries)
Thresholds	For a proposal to be considered for funding, the evaluation scores for individual criteria must exceed certain thresholds. There is also an overall threshold for the sum of the scores.
TP	Technology Platform
Transitional flat rate	A 60% flat rate of the total direct costs (excluding the direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the applicant) as indirect costs applying to grants awarded under calls for proposals closing before 1st January 2010. The 60% flat rate will apply for the whole duration of any grant agreement signed under any call closed before 1st January 2010 (even if that grant agreement lasts beyond 2010). After that date, this 60% flat rate will be revised.

Two-stage submission	Some calls require proposals to be submitted in two stages. In this case, applicants initially present their idea in a brief outline proposal. This is evaluated against evaluation criteria, or sub-criteria for this stage set out in the call. Applicants successful in the first stage will be invited to submit a full proposal at the second stage, which will be evaluated against criteria for this second stage set out in the call. The first stage criteria, as set out in the work programme, are usually a limited set of those applying at the second stage.
Two-step evaluation	An evaluation procedure in which a proposal is evaluated first on a limited number of evaluation criteria (usually, just one), and only those proposals which achieve the threshold on this are subject to a full evaluation on the remaining criteria.
<b>U</b>	
URF	Unique Registration Facility is an online system each organisation needs to use to register with the EC before participating in an FP7 project <a href="http://ec.europa.eu/research/participants/urf">http://ec.europa.eu/research/participants/urf</a> On this website you will also find a search tool to check if your organisation is already registered or not.
<b>W</b>	
Weightings	The scores for certain evaluation criteria may be multiplied by a weighting factor before the total score is calculated. Generally, weightings are set to one; but there may be exceptions and applicants should check the details in annex 2 to this Guide.
White Paper	White Papers are documents containing proposals for Community action in a specific area. They often follow a Green Paper.
Work Package	A work package is a major sub-division of the proposed project with a verifiable end-point – normally a deliverable or a milestone in the overall project.
Work Programme (WP)	A formal document of the Commission for the implementation of a specific programme, that sets out the research objectives and topics to be addressed. It also contains information that is set out further in this Guide, including the schedule and details of the calls for proposals, indicative budgets, and the evaluation procedure.