



European Centre for Vocational
Certification



EU Policy Expert CERTIFICATION HANDBOOK

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Contents

A. About ECVC	2
B. Overview of EU Policy Expert Certification	3
C. Overview of EU Funding and Grants Associate Certification (EFGAC)	4
C.1. Key Benefits	4
C.2. Learning Objectives	5
C.3. Target Audience	6
C.4. Study Materials	7
C.5. Exam Format	7
C.6. Exam Outline	8
C.7. Prerequisites	9
D. Overview of EU Funding and Grants Practitioner Certification (EFGPC)	9
D.1. Key Benefits	10
D.2. Learning Objectives	11
D.3. Target Audience	12
D.4. Study Materials	12
D.5. Exam Format	13
D.6. Exam Outline	13
D.7. Prerequisites	14
E. Overview of EU Funding and Grants Professional Certification (EFGProC)	15
E.1. Key Benefits	16
E.2. Learning Objectives	17
E.3. Target Audience	18
E.4. Study Materials	18
E.5. Exam Format	19
E.6. Exam Outline	19
E.7. Prerequisites	20



A. About ECVC

The European Centre for Vocational Certification (ECVC) is a leading authority in providing globally recognized certifications across a wide range of high-demand fields. Our mission is to empower individuals and organizations through cutting-edge, industry-relevant qualifications that reflect excellence and support professional success in today's competitive environment.

Rooted in European Union legislation, policies, and official publications, ECVC certifications not only meet global standards but are also closely aligned with the regulatory frameworks and policy guidelines that shape professional practices within the EU.

ECVC is more than just a certification provider, we are a dedicated partner in your professional journey. With a strong commitment to quality and innovation, we strive to make your certification experience both meaningful and transformative. Our programs are designed to strengthen your knowledge, enhance your skills, and support your career advancement.

B. Overview of EU Policy Expert Certification

ECVC offers a structured EU Policy Expert Certification framework for different levels of education, experience, and professional responsibility across key areas of European Union policy and public-sector practice. The framework supports the progressive development of policy knowledge, applied competence, and strategic expertise, with certifications aligned to appropriate European Qualifications Framework levels. All certification examinations are delivered through the ECVC examination platform.

EU Policy Expert certifications assess candidates' ability to understand, interpret, and apply EU policy frameworks, official guidance, programme requirements, and related legal and regulatory provisions. Depending on the certification level and subject area, candidates may be assessed on foundational knowledge, practical implementation, operational management, policy analysis, institutional governance, risk management, strategic planning, and the ability to advise organisations and decision-makers.

Together, these certifications provide a clear professional development pathway for individuals seeking to build specialised expertise in European Union policy. The framework supports both individuals and organisations in strengthening policy interpretation, programme implementation, governance, compliance, institutional capability, and strategic engagement with EU priorities and initiatives. As the category continues to expand, it can accommodate additional certification pathways across a broader range of European Union policy domains.

C. Overview of EU Funding and Grants Associate Certification (EFGAC)



The EU Funding and Grants Associate Certified (EFGAC) examination is the entry-level certification in the EFG Certification Programme. It assesses candidates' foundational knowledge of the EU funding ecosystem, the key legal and regulatory frameworks governing EU grants, and the core processes involved in identifying funding opportunities, developing proposals, and managing awarded grants at a basic level.

The EFGAC examination consists of 60 multiple-choice questions to be completed within 60 minutes. Questions are drawn from all twelve Core Knowledge Domains and the seven Cross-Cutting Competencies of the EFG Body of Knowledge, with an emphasis on recall, comprehension, and basic application. The examination is delivered online through the ECVC examination platform. No negative marking applies at this level.

The EFGAC certification is aligned with European Qualifications Framework (EQF) Levels 4–5, recognising foundational professional competence. It is ideal for individuals who are new to the field of EU grants management and wish to demonstrate a structured understanding of the discipline.

C.1. Key Benefits

For Organisations

- Ensures that staff engaged in EU grant activities have a validated baseline of knowledge.

- Reduces the risk of procedural errors and compliance failures in grant applications and management.
- Provides a recognised benchmark for recruitment and role assignment in grants teams.
- Supports onboarding of new staff into EU funding roles with a structured learning pathway.
- Demonstrates organisational commitment to professional standards in grants management.
- Facilitates team communication by ensuring a shared vocabulary and conceptual framework.

For Individuals

- Provides an internationally recognised credential that validates foundational EU grants expertise.
- Establishes a clear starting point for a structured career pathway in EU grants management.
- Enhances employability across public authorities, universities, research organisations, and consultancies.
- Demonstrates commitment to professional development and continuous learning.

C.2. Learning Objectives

Upon successful completion of the EFGAC examination, candidates will be able to:

- Identify the key components of the EU's Multiannual Financial Framework (MFF) and the main funding programmes operating under it.
- Describe the roles and responsibilities of the principal EU institutional actors in the funding process.

- Explain the legal and regulatory framework governing EU grants, including the Financial Regulation and programme-specific rules.
- Identify and evaluate EU funding opportunities relevant to an organisation's mission and strategic objectives.
- Describe the key elements of a competitive EU grant proposal and the standard structure of a proposal submission.
- Explain the principles of EU-compliant budget development, including eligible and ineligible cost categories.
- Describe the process of consortium formation and the key provisions of a consortium agreement.
- Identify the key obligations arising from a grant agreement, including reporting requirements and amendment procedures.
- Explain the principles of financial management and reporting for EU-funded projects.
- Describe the requirements for audit readiness and document retention in EU-funded projects.
- Identify the key principles of dissemination, exploitation, and open access in EU-funded research.
- Explain the role of monitoring and evaluation in demonstrating project impact and accountability.

C.3. Target Audience

The EFGAC certification is designed for:

- Recent graduates entering the field of EU grants management or research management.
- Administrative staff in universities, research organisations, or public authorities who support EU-funded projects.
- Project assistants and coordinators who are new to EU funding.
- Finance and accounting professionals who work with EU-funded projects for the first time.

- Communication and dissemination staff involved in EU-funded projects.
- Policy officers and programme managers in public authorities who interact with EU funding instruments.
- Consultants and advisors who are beginning to specialise in EU funding and grants.
- NGO and civil society professionals seeking to understand EU funding mechanisms.

C.4. Study Materials

Topics covered include:

- EU Funding and Grants Body of Knowledge (EFG BoK), First Edition — Primary reference (available at www.ecvc.eu/resources).
- Funding & Tenders Portal – Official European Commission portal for EU funding opportunities, programme information, guidance documents, and proposal submission procedures.
- Annotated Grant Agreement (AGA) – European Commission guidance document explaining the interpretation and application of grant agreement provisions.
- Model Grant Agreements (MGA) applicable to major EU programmes.
- Official programme documentation and regulations for major EU funding programmes (Horizon Europe, Erasmus+, LIFE, etc.)
- Relevant European Commission guidance documents, FAQs, and beneficiary guidance published through the Funding & Tenders Portal.

C.5. Exam Format

This is a closed book online proctored exam powered by ECVC examination platform:

- Multiple choice questions
- 60 questions per exam
- 60 minutes duration
- At least 36 questions need to be answered correctly to pass the exam
- One mark awarded for every correct answer
- No negative marking for wrong answers
- Difficulty level: Low-Medium

C.6. Exam Outline

The 60 exam questions are distributed in thematic categories as per the below table:

Thematic Category	No. of questions	Percentage
1. EU Funding Landscape	5	8%
2. Legal and Regulatory Framework	5	8%
3. Opportunity Identification	4	7%
4. Proposal Development	6	9%
5. Budget Development	5	8%
6. Consortium Building	4	7%
7. Grant Agreement Management	5	8%
8. Financial Management	6	9%
9. Compliance and Audit	5	8%
10. Dissemination and Exploitation	4	7%
11. Monitoring and Evaluation	5	8%

12. Strategic Management	4	7%
13. CC1–CC7: Cross-Cutting Competencies	2	6%
Total Number of Questions	60	100%

C.7. Prerequisites

There are no mandatory prerequisites. The EFGAC examination is open to all candidates. However:

- Basic familiarity with the European Union and its institutions is recommended but not required.
- Some exposure to grant applications, project management, or public administration is beneficial.
- Reading of Part I (Domains 1–6) and Part II (Domains 7–12) of the EFG BoK prior to examination.

D. Overview of EU Funding and Grants Practitioner Certification (EFGPC)



The EU Funding and Grants Practitioner Certified (EFGPC) examination is the intermediate-level certification in the EFG Certification Programme. It assesses candidates' ability to apply EU grants management knowledge to real-world operational situations, demonstrating competence in managing the full lifecycle of EU-funded projects, from opportunity identification and proposal development through to financial management, compliance, and reporting.

The EFGPC examination consists of 60 multiple-choice questions to be completed within 90 minutes. Questions are predominantly scenario-based, requiring candidates to apply their knowledge to practical situations, analyse options, and select the most appropriate course of action. No negative marking applies at this level.

The EFGPC certification is aligned with European Qualifications Framework (EQF) Levels 6–7, recognising applied professional competence. It is designed for professionals who are actively managing EU-funded projects or grants offices, and who wish to demonstrate their operational expertise through a rigorous, internationally recognised credential.

D.1. Key Benefits

For Organisations

- Validates that grants managers have the operational competence to manage EU-funded projects effectively.
- Reduces the risk of financial penalties, audit findings, and compliance failures.
- Provides a recognised benchmark for career progression within grants management teams.
- Supports the development of a professionalised grants office with clearly defined competency levels.
- Demonstrates to funders and auditors that the organisation's grants management function is professionally staffed.
- Facilitates knowledge transfer and quality assurance across project teams.
- Provides a basis for performance management and professional development planning.

For Individuals

- Provides an internationally recognised credential that validates applied EU grants management expertise.
- Demonstrates the ability to manage the full lifecycle of EU-funded projects independently.
- Significantly enhances career prospects and earning potential in the grants management profession.
- Provides a structured pathway from associate to professional level within the EFG framework.
- Demonstrates commitment to professional standards and ethical practice in grants management.

D.2. Learning Objectives

Upon successful completion of the EFGPC examination, candidates will be able to:

- Apply knowledge of the EU regulatory framework to ensure compliance in grant implementation.
- Conduct systematic analysis of funding opportunities and develop evidence-based funding strategies.
- Lead the development of competitive EU grant proposals, including narrative, work plan, and budget.
- Negotiate and finalise consortium agreements and manage consortium relationships effectively.
- Interpret and implement the provisions of a grant agreement, including amendment procedures.
- Prepare accurate and compliant financial reports for EU-funded projects, applying eligibility rules correctly.
- Implement audit-ready financial management systems and documentation practices.
- Develop and implement dissemination and exploitation plans that

maximise the impact of funded projects.

- Design and implement monitoring and evaluation frameworks that demonstrate project progress and impact.
- Apply cross-cutting competencies, including project management, stakeholder engagement, and digital tools, to grants management practice.

D.3. Target Audience

The EFGPC certification is designed for:

- Grants managers and project officers with 1–5 years of experience in EU-funded projects.
- Research managers and administrators in universities and research organisations.
- Financial officers responsible for the financial management of EU-funded projects.
- Project coordinators and work package leaders in EU-funded consortia.
- Grants office staff seeking to validate and formalise their operational expertise.
- Consultants and advisors who manage EU grant applications and projects on behalf of clients.
- Public administration officers responsible for managing EU structural funds or other EU instruments.
- EFGAC holders seeking to advance to the practitioner level of the EFG Certification Framework.

D.4. Study Materials

Topics covered:

- EU Funding and Grants Body of Knowledge (EFG BoK), First Edition — Primary reference (available at www.ecvc.eu/resources).
- Funding & Tenders Portal – Official European Commission portal for EU funding opportunities, programme information, guidance documents, and proposal submission procedures.
- Annotated Grant Agreement (AGA) – European Commission guidance document explaining the interpretation and application of grant agreement provisions.
- Model Grant Agreements (MGA) applicable to major EU programmes.
- Official programme documentation and regulations for major EU funding programmes (Horizon Europe, Erasmus+, LIFE, etc.)
- Relevant European Commission guidance documents, FAQs, and beneficiary guidance published through the Funding & Tenders Portal.

D.5. Exam Format

This is a closed book online proctored exam powered by ECVC examination platform:

- Multiple choice questions
- 60 questions per exam
- 90 minutes duration
- At least 39 questions need to be answered correctly to pass the exam
- One mark awarded for every correct answer
- No negative marking for wrong answers
- Difficulty level: Medium-high

D.6. Exam Outline

The 60 exam questions are distributed in thematic categories as per the below table:

Thematic Category	No. of questions	Percentage
1. EU Funding Landscape	5	8%
2. Legal and Regulatory Framework	5	8%
3. Opportunity Identification	4	7%
4. Proposal Development	6	9%
5. Budget Development	5	8%
6. Consortium Building	4	7%
7. Grant Agreement Management	5	8%
8. Financial Management	6	9%
9. Compliance and Audit	5	8%
10. Dissemination and Exploitation	4	7%
11. Monitoring and Evaluation	5	8%
12. Strategic Management	4	7%
13. CCI–CC7: Cross-Cutting Competencies	2	6%
Total Number of Questions	60	100%

D.7. Prerequisites

- Demonstrated equivalent foundational knowledge.
- Minimum 1 year of professional experience in EU grants management or a closely related field is strongly recommended.

- Completion of the EFGCI EFGPC Practitioner online course or equivalent training programme.
- Direct experience managing at least one EU-funded project through the full lifecycle.
- Familiarity with the Horizon Europe Annotated Grant Agreement and the EU Financial Regulation.
- Completion of the EFGAC certification or equivalent foundational training.

E. Overview of EU Funding and Grants Professional Certification (EFGProC)



The EU Funding and Grants Professional Certified (EFGProC) examination is the advanced certification in the EFG Certification Programme. It assesses candidates' ability to operate at a strategic and institutional level in EU grants management, designing funding strategies, leading complex multi-partner projects, advising senior leadership, managing institutional risk, and building organisational capacity for sustained engagement with EU funding.

The EFGProC examination consists of 60 high-complexity multiple-choice questions to be completed within 120 minutes. Questions are strategic in nature, presenting multi-factor scenarios that require candidates to synthesise knowledge across multiple domains, weigh competing considerations, and demonstrate the kind of professional judgement expected of senior grants management professionals. Each question carries 1 mark, and no negative marking.

The EFGProC certification is aligned with European Qualifications Framework (EQF) Levels 7–8, recognising expert professional competence. It is the highest level of the EFG Certification Framework and is designed for senior professionals, institutional leaders, and strategic advisors who operate at the forefront of the EU grants management profession.

E.1. Key Benefits

For Organisations

- Identifies and validates the organisation's most senior and strategically capable grants management professionals.
- Provides assurance to governing bodies, funders, and auditors of the highest level of professional competence.
- Supports the development of institutional funding strategies grounded in expert knowledge and professional judgement.
- Reduces institutional risk associated with large, complex, or high-value EU-funded projects.
- Enhances the organisation's reputation and competitive positioning in EU funding markets.
- Provides a clear benchmark for the most senior grants management roles, supporting succession planning.
- Demonstrates to the European Commission and other funders that the organisation is a reliable, professionally managed partner.

For Individuals

- Represents the highest level of professional recognition in the EU grants management field.
- Validates strategic expertise and professional leadership capabilities at EQF Level 7–8.

- Significantly enhances career prospects for senior roles including Head of Grants, Director of Research Services, and EU Funding Advisor.
- Provides access to EFGCI's elite professional network, including European Commission officials, senior research managers, and policy makers.
- Establishes the certificant as a thought leader and expert practitioner in the EU grants management community.
- Provides a platform for contributing to the development of professional standards and best practice in the field.

E.2. Learning Objectives

Upon successful completion of the EFGProC examination, candidates will be able to:

- Design and implement comprehensive institutional EU funding strategies aligned with organisational mission and the EU policy agenda.
- Lead complex multi-partner EU-funded projects and consortia at the strategic level, managing risk, quality, and stakeholder relationships.
- Provide expert advice to senior institutional leadership on EU funding opportunities, risks, and strategic positioning.
- Develop and manage institutional systems and processes for EU grants management, including quality assurance and risk management frameworks.
- Lead the development of institutional capacity for EU funding, including staff development, process improvement, and knowledge management.
- Navigate complex regulatory environments, including audit, anti-fraud, and ethics requirements, at the strategic level.
- Design and oversee impact assessment and evaluation frameworks

that demonstrate the strategic value of EU-funded activities.

- Contribute to the development of professional standards and best practice in EU grants management at the national and European level.

E.3. Target Audience

The EFGProC certification is designed for:

- Heads of Grants Offices, Directors of Research Services, and other senior grants management leaders.
- Chief Financial Officers and senior finance professionals with strategic responsibility for EU-funded portfolios.
- Senior research managers and administrators in universities, research institutes, and technology organisations.
- Senior public administration officers with strategic responsibility for EU structural funds or other major EU instruments.
- EU funding consultants and advisors operating at the strategic level.
- EFGPC holders with significant senior experience seeking to attain the highest level of professional recognition.
- Professionals aspiring to leadership roles in the EU grants management profession.
- Policy makers and programme officers in EU institutions or national agencies who require a deep understanding of grants management practice.

E.4. Study Materials

Topics covered:

- EU Funding and Grants Body of Knowledge (EFG BoK), First Edition — Primary reference (available at www.ecvc.eu/resources).

- Funding & Tenders Portal – Official European Commission portal for EU funding opportunities, programme information, guidance documents, and proposal submission procedures.
- Annotated Grant Agreement (AGA) – European Commission guidance document explaining the interpretation and application of grant agreement provisions.
- Model Grant Agreements (MGA) applicable to major EU programmes.
- Official programme documentation and regulations for major EU funding programmes (Horizon Europe, Erasmus+, LIFE, etc.)
- Relevant European Commission guidance documents, FAQs, and beneficiary guidance published through the Funding & Tenders Portal.
- Relevant peer-reviewed literature on research management, public administration, and EU policy.

E.5. Exam Format

This is a closed book online proctored exam powered by ECVC examination platform:

- Multiple choice questions
- 60 questions per exam
- 120 minutes duration
- At least 42 questions need to be answered correctly to pass the exam
- One mark awarded for every correct answer
- No negative marking for wrong answers
- Difficulty level: High

E.6. Exam Outline

The 50 exam questions are distributed in thematic categories as per the below table:

Thematic Category	No. of questions	Percentage
1. EU Funding Landscape	5	8%
2. Legal and Regulatory Framework	5	8%
3. Opportunity Identification	4	7%
4. Proposal Development	6	9%
5. Budget Development	5	8%
6. Consortium Building	4	7%
7. Grant Agreement Management	5	8%
8. Financial Management	6	9%
9. Compliance and Audit	5	8%
10. Dissemination and Exploitation	4	7%
11. Monitoring and Evaluation	5	8%
12. Strategic Management	4	7%
13. CCI–CC7: Cross-Cutting Competencies	2	6%
Total Number of Questions	60	100%

E.7. Prerequisites

- Demonstrated equivalent practitioner-level competence.
- Minimum 3 years of professional experience in EU grants management at an operational or senior level.

- Completion of the EFGCI EFGProC Advanced online course or equivalent senior-level training programme.
- Experience leading or coordinating at least one major EU-funded project or managing an institutional grants portfolio.
- Familiarity with EU audit procedures, the Financial Regulation, and programme-specific regulations at an advanced level.
- Experience advising senior institutional leadership on EU funding strategy.
- Completion of the EFGPC certification or equivalent practitioner-level training.



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