

EU Projekt

Iz perspektive evaluatora



Dashboard

My profile

Legal identity

Bank account

Contracts

Payments

Help



Your profile is 100% complete

Only experts with complete profiles are contracted. Complete all sections to increase your visibility.

Delegations

Active Tasks (0)

You have no tasks at the moment

Contracts

0

Waiting for signature

5

Fully Signed

0

Finished

Payments

0

Draft

0

Ongoing

5

Paid

Profile



Personal details



Contact details



Expertise



Current Employment



Education



Languages



Dashboard



My profile



Legal identity



Bank account



Contracts



Payments



Help

Quality management [Business management]

Health-related biotechnology [Medical biotechnology]

food and agriculture

healthy lifestyles

applied statistics

consumer & health

health promotion

applied chemometrics

Food ethics

NIR spectroscopy

applied modelling

food and nutrition security

functional food

applied optimization

food and nutrition

health and food

business strategy

show less...

Nakon potvrde raspoloživosti:




EN English

Search

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Guide_single_stage_2020

 **Guide_single_stage_2020**
English (2.3 MB - PDF)

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2. ROLES AND GUIDING PRINCIPLES

2.2 Principles and Confidentiality

As an expert assisting the REA on the evaluation process, you are bound to respect the following principles of the code of conduct for evaluators.

INDEPENDENCE. You are evaluating in your personal capacity. You represent neither your employer, nor your country!

IMPARTIALITY. You must treat all proposals equally and evaluate them impartially based on their merits, irrespective of their origin or the identity of the applicants.

OBJECTIVITY. You evaluate each proposal as submitted, meaning on its own merit, not its potential if certain changes were to be made.

ACCURACY. You make your judgment against the official evaluation criteria and the call or topic the proposal addresses, and nothing else.

CONSISTENCY. You apply the same standard of judgment to all proposals.

CONFIDENTIALITY. Your contract requires that you maintain strict confidentiality with respect to the whole evaluation process. Experts must follow all instructions given by the REA in this respect.

Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

YOU MUST:

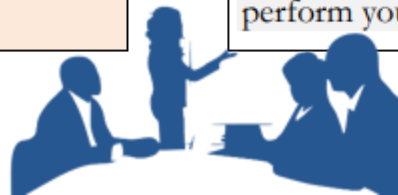
NOT discuss any evaluation matters, such as the content of proposals, the evaluation results or the opinions of fellow experts, with anyone, including:

- Other experts or EC/Agencies staff or any other person (e.g. colleagues, students...) not directly involved in the evaluation of the proposal;
- The sole exception: your TL and your fellow experts who are evaluating the same proposal in a consensus group or panel review.

NOT contact partners in the consortium, sub-contractors or any third parties;

NOT disclose the names of your fellow experts: the EC publishes the names of the experts annually as a group, and no link can be made between an expert and a proposal/topic/call;

MAINTAIN the confidentiality of all documents – paper and/or electronic – at all times and anywhere where you may perform your evaluation work (on-site and remotely).



Label	In short	Value	Description
Excellent	E	5	The proposal fully addresses all relevant aspects of the question. Any shortcomings are minor.
Very Good	VG	4	The proposal addresses the question very well, although certain improvements are still possible.
Good	G	3	The proposal addresses the question well, although improvements would be necessary.
Fair	F	2	While the proposal broadly addresses the question, there are significant weaknesses.
Poor	P	1	The question is addressed in an inadequate manner, or there are serious inherent weaknesses.
Fail	Fail	0	The proposal fails to address the question under examination or cannot be judged due to missing or incomplete information.



Proposal scoring

Scores are between 0 and 5 for each criterion based on your comments

- Scores must match comments
- Half-marks can (should!) be used
- The whole range of scores should be used
- Scores must pass *thresholds* if a proposal is to be considered for funding

Criteria	Threshold
Excellence	3/5
Impact	3/5
Implementation	3/5
TOTAL	10/15



Interpretation of the scores

0

The proposal **fails to address the criterion** or cannot be assessed due to **missing or incomplete** information.

1

Poor. The criterion is inadequately addressed, or there are serious inherent **weaknesses**.

2

Fair. The proposal broadly addresses the criterion, but there are significant **weaknesses**.

3

Good. The proposal addresses the criterion well, but a number of **shortcomings** are present.

4

Very Good. The proposal addresses the criterion very well, but a small number of **shortcomings** are present.

5

Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any **shortcomings** are minor.



Half scores given



Best practice of good and bad comments

Your comments must be:

- Consistent with the selected option (mark). E.g. Excellent comments to an "Excellent" mark; positive and weaknesses for "Fair", etc.
- Strictly related to each specific evaluation question; do not refer to other questions!
- Substantial (no empty statement);
- Adequately argued, providing enough feedback to the proposers, concise and to the point.
- Using factual evidence, and not formulated as subjective opinions: "This proposal is..." and not "I think that...", "I feel that...";
- Written having in mind the proposer as recipient (avoid discriminatory language, be polite, be fair, etc.);

Clear comments

- are **precise** and highlight strengths and weaknesses
- **explain** the mark,
- close the question,
- are **consistent**,
- express an **analysis based on evidence**,
- are based on **facts**,
- include words like: *because, specifically, for example*



6. EVALUATION TOOL: SEP

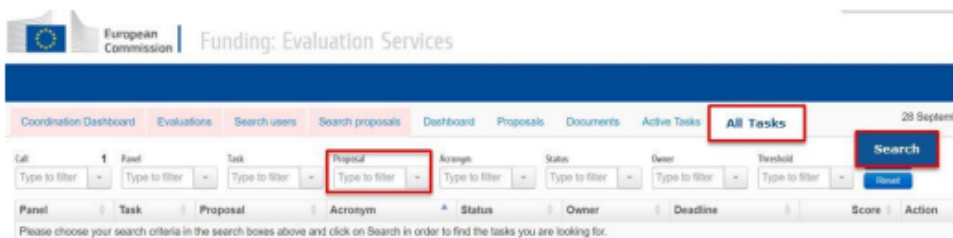
Once the CR has been finalised and submitted, the **REA staff (or external experienced experts)** will carry out quality checks to ensure that the evaluation rules and procedures have been properly respected and that the comments and scores are consistent.

After the quality check has been completed (the CR might return to the Rapporteur for clarifications), the report is submitted to all the Expert Evaluators and the Rapporteur for their final approval.

Expert Evaluators (no Rapporteurs)

Expert Evaluators can access the draft CR of the proposals assigned to them at all times.

1. Go to the “**All Tasks**” tab.
2. Enter the **Proposal’s ID** or **Acronym** and select **Search**.



European Commission | Funding: Evaluation Services

Coordination Dashboard Evaluations Search users Search proposals Dashboard Proposals Documents Active Tasks **All Tasks** 20 September

Call Panel Task Proposal Acronym Status Owner Deadline Score Action

Type to filter Type to filter Type to filter **Proposal** Type to filter Acronym Type to filter Status Type to filter Owner Type to filter Deadline Type to filter **Search**

Please choose your search criteria in the search boxes above and click on Search in order to find the tasks you are looking for.

6.1.3 Approve Consensus Report (“Approve CR” task)

Once the **QC** endorses the CR, all Expert Evaluators and the Dedicated Rapporteur (if applicable) will receive an “Approve CR” task in the “**Active Task**” tab.

The Expert Evaluators and Dedicated Rapporteur (if applicable) will have the option to **Approve** or **Disapprove** the CR.

If the CR is disapproved by any of the Expert Evaluators/Rapporteur, the CR will go back to the Rapporteur and the “Write CR” task will be again active.

By approving the CR you agree on the content and the score. The “Approve CR” task must be finalised prior to the Panel Review meeting

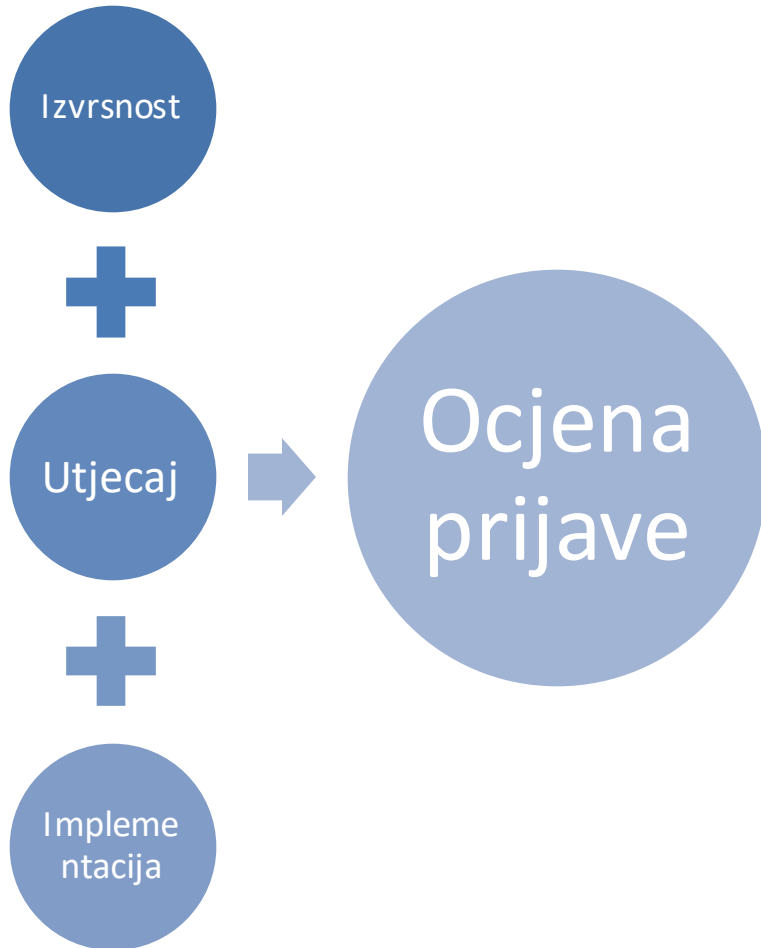


RECOMMENDATIONS ON DRAFTING QUALITY REPORTS

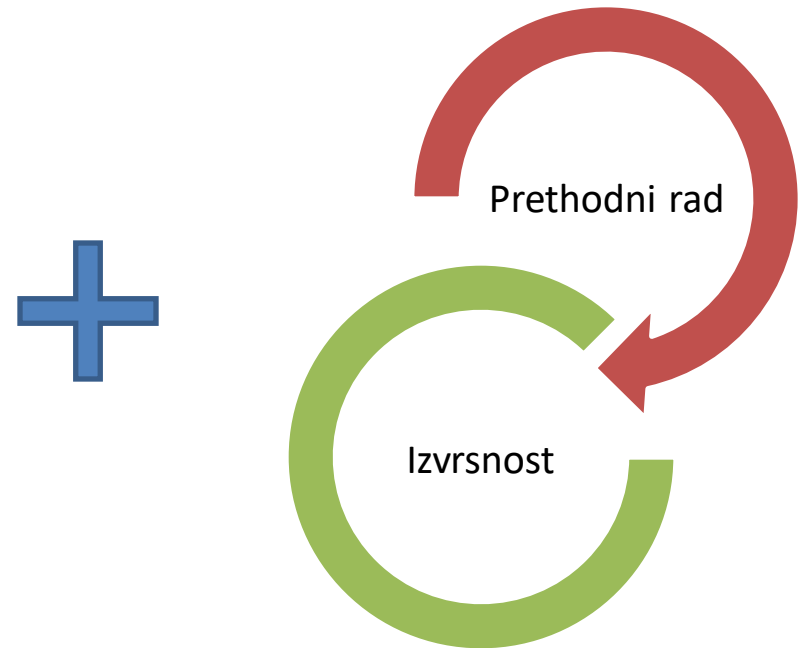
- Examples of Good and Poor Comments
- Avoid making categorical statements needlessly to avoid factual mistakes
 - Avoid unnecessary details that could easily be a factual mistake e.g. page numbers, amounts (of whatever kind), project duration, etc.
- The comments must not be discriminatory, offending or inappropriate
- The comments must not be based on assumptions. If the proposal is unclear on important aspects, the comment(s) and lower score(s) for the applicable criterion/criteria should reflect this
- Comments should not suggest ignorance or doubt
- Evaluate proposals as they were submitted, and comments must not contain recommendations or suggestions to improve the project (e.g. additional partners, additional work packages, resources that need to be cut or added, ...)



Projekt



Voditelj/team



Prema cjelinama projektne prijave

EVALUATION CRITERIA		
S&T EXCELLENCE	IMPACT	IMPLEMENTATION
▪ Soundness of the challenge.	▪ Scientific, technological and/or socio-economic impact.	▪ Coherence and effectiveness of the work plan.
▪ Progress beyond the state-of-the-art and innovation potential.	▪ Measures to maximise impact.	▪ Appropriateness of management structures and procedures.
▪ Added value of networking.	▪ Level of risk and level of potential innovation/breakthroughs	▪ Network as a whole
• Total marks for the section = 25 points	Total marks for the section = 20 points	Total marks for the section = 20 points
<p>TOTAL MARKS AWARDED = 65 points OVERALL THRESHOLD = 45 points <u>Proposals failing to achieve the overall threshold will not be funded</u></p>		

The scoring uses a harmonized scale for all the evaluation criteria:

MARK	ABBREVIATION DISPLAYED IN e-COST	LABEL	DESCRIPTION
5	E	Excellent	The proposal fully addresses all relevant aspects of the question. Any shortcomings are minor.
4	VG	Very Good	The proposal addresses the question very well, although certain improvements are still possible.
3	G	Good	The proposal addresses the question well, although improvements would be necessary.
2	F	Fair	While the proposal broadly addresses the question, there are significant weaknesses.
1	P	Poor	The question is addressed in an inadequate manner, or there are serious inherent weaknesses.
0	Fail	Fail	The proposal fails to address the question under examination or cannot be judged due to missing or incomplete information.

Scoring definition

		What do you think of this sub-criterion?	Scoring	
Technical assessment (Max 50 - Threshold 30)	Performance characteristics (max 30)	Excellent. The entry successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	[25-30]	
		Very good. The entry addresses the criterion very well, but a small number of shortcomings are present.	[19-24]	
		Good. The entry addresses the criterion well, but a number of shortcomings are present.	[13-18]	
		Fair. The entry broadly addresses the criterion, but there are significant weaknesses.	[7-12]	
		Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.	[1-6]	
		The entry fails to address the criterion or cannot be assessed due to missing or incomplete information.	[0]	
	Completeness (max 15)	Excellent. The entry successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	[13-15]	
		Very good. The entry addresses the criterion very well, but a small number of shortcomings are present.	[10-12]	
		Good. The entry addresses the criterion well, but a number of shortcomings are present.	[7-9]	
		Fair. The entry broadly addresses the criterion, but there are significant weaknesses.	[4-6]	
		Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.	[1-3]	
		The entry fails to address the criterion or cannot be assessed due to missing or incomplete information.	[0]	
	Openness & integration (max 5)	Excellent. The entry successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	[5]	
		Very good. The entry addresses the criterion very well, but a small number of shortcomings are present.	[4]	
		Good. The entry addresses the criterion well, but a number of shortcomings are present.	[3]	
Fair. The entry broadly addresses the criterion, but there are significant weaknesses.		[2]		
Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.		[1]		
The entry fails to address the criterion or cannot be assessed due to missing or incomplete information.	[0]			
User experience (Max 30 - Threshold 20)	Design, portability GUI and response time (max 15)	Excellent. The entry successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	[13-15]	
		Very good. The entry addresses the criterion very well, but a small number of shortcomings are present.	[10-12]	
		Good. The entry addresses the criterion well, but a number of shortcomings are present.	[7-9]	
		Fair. The entry broadly addresses the criterion, but there are significant weaknesses.	[4-6]	
		Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.	[1-3]	
		The entry fails to address the criterion or cannot be assessed due to missing or incomplete information.	[0]	
	Intelligence (max 15)	Excellent. The entry successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	[13-15]	
		Very good. The entry addresses the criterion very well, but a small number of shortcomings are present.	[10-12]	
		Good. The entry addresses the criterion well, but a number of shortcomings are present.	[7-9]	
		Fair. The entry broadly addresses the criterion, but there are significant weaknesses.	[4-6]	
		Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.	[1-3]	
	The entry fails to address the criterion or cannot be assessed due to missing or incomplete information.	[0]		
	Commercial impact (Max 20 - Threshold 10)	European commercial readiness (max 10)	Excellent. The entry successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	[9-10]
			Very good. The entry addresses the criterion very well, but a small number of shortcomings are present.	[7-8]
			Good. The entry addresses the criterion well, but a number of shortcomings are present.	[5-6]
Fair. The entry broadly addresses the criterion, but there are significant weaknesses.			[3-4]	
Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.			[1-2]	
The entry fails to address the criterion or cannot be assessed due to missing or incomplete information.		[0]		
European market strategy (max 10)		Excellent. The entry successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	[9-10]	
		Very good. The entry addresses the criterion very well, but a small number of shortcomings are present.	[7-8]	
		Good. The entry addresses the criterion well, but a number of shortcomings are present.	[5-6]	
		Fair. The entry broadly addresses the criterion, but there are significant weaknesses.	[3-4]	
	Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.	[1-2]		
The entry fails to address the criterion or cannot be assessed due to missing or incomplete information.	[0]			

Individual Evaluation Report

SCORING

Scores must be in the range 0-5.

Interpretation of the score:

- **0**– *The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.*
- **1**– **Poor.** *The criterion is inadequately addressed, or there are serious inherent weaknesses.*
- **2**– **Fair.** *The proposal broadly addresses the criterion, but there are significant weaknesses.*
- **3**– **Good.** *The proposal addresses the criterion well, but a number of shortcomings are present.*
- **4**– **Very good.** *The proposal addresses the criterion very well, but a small number of shortcomings are present.*
- **5**– **Excellent.** *The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.*

Status: Above

Total score: 11.00 Threshold: 10 Evaluation progress: 100.00%

Criterion 1 - Excellence, Current score: 4.0 / 5 ; Threshold 3; Weight 100% ; Priority 1

Criterion 2 - Impact, Current score: 4.0 / 5 ; Threshold 3; Weight 100% ; Priority 2

Criterion 3 - Quality and efficiency of the implementation, Current score: 3.0 / 5 ; Threshold 3; Weight 100% ; Priority 3

Scope of the proposal, Current status: Yes

Operational Capacity, Current status: Operational Capacity: Yes

DO's & DON'Ts of Effective Consensus

	DO's	DON'Ts
1	DO be prepared to summarise your view of what the proposal aims to do	DON'T come to a consensus meeting unprepared
2	DO listen to the views of others	DON'T disregard others' opinions
3	DO stay open-minded	DON'T get stuck to your individual evaluation report
4	DO be prepared to modify your original opinion and /or score	DON'T introduce material you would want to see in the proposal
5	DO provide examples to support your views	DON'T compare your evaluation of this proposal with what you have seen in another one
6	DO focus on the proposal in question	DON'T agree with comments that are not supported by proposal evidence and your knowledge of state of the art.
7	DO evaluate according to the specific sub-criteria for the Type of Action and/or Topic in question	DON'T assume proposers' intentions if the proposal does not provide factual evidence of them
8	DO share your opinion willingly	DON'T agree with scores that are inconsistent with the comments made
9	DO check your understanding of colleagues' opinions	DON'T score a proposal in comparison with others in your batch
10	DO use half marks and the full scoring range	DON'T ignore the definitions of scores across the range

Do the average scores of the Project Proposal pass the qualifying thresholds...

- 60% of the maximum numbers of points for each segment: **YES**
- 70% of the total maximum number of points: **YES**
- Does the Project Proposal qualify for further evaluation based on the scores given (conditions for all thresholds need to be fulfilled)? : **YES**

Hvala

