

ITN GUIDE FOR EVALUATORS

Marie Skłodowska-Curie Actions

H2020-MSCA-ITN-2018

Version 1

Innovative Training Networks (ITN)

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(Brussels local time)

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1. GENERAL ASPECTS

1.1. THIS GUIDE

This guide is intended to support the expert evaluators. The evaluator's role is to assess the proposals submitted in response to the call for proposals H2020-MSCA-ITN 2018. Proposals are allocated to expert evaluators who need to assess them against pre-defined evaluation criteria, making sure that the proposals comply with the requirements which are specific for one of the 3 ITN modes under which a proposal is submitted.

This guide contains information on the 3 different implementation modes of ITN including their requirements and evaluation criteria. The eligibility criteria and the evaluation process are also described. A chapter is dedicated

to the drafting and the quality of the report (Evaluation Summary Report ESR) that will be sent to the applicants on each proposal. Finally the IT system (SEP) in which the proposal will be evaluated is described. In Annex 1 of this guide, you can find a checklist that will help you remember all the important aspects and rules of the evaluation.

Please keep in mind that in H2020 proposals are not negotiated. It is therefore very important to evaluate them as they are, reflecting all the weaknesses in the scores. Once a proposal is selected for funding, it cannot be improved by the applicants.

Specific information about the call can be found on the [Participant Portal call page](#).

In particular next to this guide we recommend reading:

- [ITN 2018 Guide for Applicants](#)
- [ITN Work Programme](#)
- [Frequently Asked Questions](#)

1.2. EVALUATOR'S CODE OF CONDUCT

Independence

- ✓ Evaluators assess proposals on a personal basis
Evaluators represent neither their employer, nor their country

Impartiality

- ✓ Evaluators treat all proposals equally and evaluate them impartially on their merits,

irrespective of their origin or the identity of the applicants

Objectivity

- ✓ Evaluators assess each proposal as submitted not on its potential if certain changes were to be made

Accuracy

- ✓ Evaluators make their judgment against the official evaluation criteria of the call the proposal addresses, and nothing else

Consistency

- ✓ Evaluators apply the same standard of judgment to all proposals considering the specific implementation mode

Unconscious Bias

- ✓ Relying on our prior experiences, assumptions, and interpretations –whilst being unaware of it – **helps us make quick choices without thinking.** Potential impact on critical decisions such as evaluating proposals.
- ✓ Studies prove that the following tips should decrease unconscious bias:
 - Place yourself in a quiet environment where you can be focused while evaluating.
 - Dedicate a sufficient amount of time to each proposal.

- Communicate with other evaluators during the consensus phase, because we detect unconscious bias in others more easily than in ourselves.

Implicit Gender Biases in Evaluation processes

- ✓ Implicit biases based on gender stereotypes can affect both men and women and influence behavior and decision making.
- ✓ Please have a look at the video prepared by the Royal Society (UK) which will give you some more information:
<https://youtu.be/dVp9Z5k0dEE>

Avoidance of Conflict of interest (CoI)

Under the terms of your signed expert contract, all experts must declare beforehand any known conflicts of



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interest, and must immediately inform the responsible REA staff member should one become apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict of interest with the proposals submitted to this call.

Conflict of interest can be defined as a situation where the impartial and objective evaluation is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest. In practice experts who find themselves in one or more of the following situations should immediately inform the REA staff because they might not be able to evaluate:

- ✓ was involved in the preparation of the proposal
- ✓ stands to benefit directly should the proposal be accepted

- ✓ has a close family or personal relationship with any person representing an applicant legal entity
- ✓ is a director, trustee or partner or is in any way involved in the management of an applicant legal entity
- ✓ is employed or contracted by one of the applicant legal entities or any named subcontractors

Such an expert may, however, exceptionally be invited to take part in the evaluation session, if all of the following apply:

- the expert works in a different department/laboratory /institute from where the action is to be carried out
- the bodies operate with a high degree of autonomy and

- such a role is justified by the requirement to appoint the best available experts and by the limited size of the pool of qualified experts (and this is documented).
- ✓ is a member of an Advisory Group set up by the Commission to advise on the preparation of EU or Euratom Horizon 2020 work programmes, or work programmes in an area related to the call for proposals in question
- ✓ is a National Contact Point, or is directly working for the Enterprise Europe Network
- ✓ is a member of a Programme Committee
- ✓ for Marie Skłodowska–Curie actions: is acting as a referee of an applicant.



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- ✓ any other situation that may compromise impartiality, or may cast doubt, or reasonably appear to do so, on an expert's impartiality

- ✓ disclose any information on proposals / applicants
- ✓ disclose any detail on the evaluation outcomes
- ✓ disclose names of other experts involved.

Confidentiality

The expert contract also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the REA to ensure this. Confidentiality rules must be adhered to at all times: before, during and after the evaluation.

Under no circumstance may an expert:

- ✓ attempt to contact an applicant on his/her own account, either during the evaluation or afterwards.

The evaluators/chairs or vice chairs must return and/or erase any confidential documents once the evaluation exercise is over.



1.3. ITN 2018 DEADLINES

Call		
Call Publication	12/10/2017	
Call Closure	17/01/2018 17:00:00 (Brussels time)	
Eligibility and Conflicts of Interest Checks (done by REA staff)	18–30/01/2018	
Allocation of Proposals to Experts	30/01–01/02/2018	
Web–briefing	09/02/2018	
Remote evaluation		
The remote evaluation takes place from the 09/02 – 8/04/2018		
Accept to evaluate proposals in SEP (max. 10–12 proposals)	between 09/02 and 13/02/2018 at the very latest	
Individual Evaluation Reports (IER)	40% of IER completed	by 18/02/2018
	70% of IER completed	by 25/02/2018
	100% IERs completed	by 05/03/2018
Consensus Reports (CR)	40% CR completed	by 14/03/2018
	80% CRs completed	by 20/03/2018
	100% CRs completed	By 28/03/2018

Only experts appointed as Chairs and Vice–Chairs will participate to the panel meeting in Brussels, which will take place **09 – 13 / 04 / 2018**.

1.4. CONTACT POINTS IN REA

The people involved in the evaluations and your main contact points at REA are:

Call Coordinators:

Audrey ARFI, Charalampos MOSCHOPOULOS (back-up)

Panel Coordinators:

CHE Spyridon MERKURAKIS

ECO, SOC Gergana SIMEONOVA-ARIDA

ENG Maria VILI

ENV Giuliana DONINI

LIF Julien GIORDANI

MAT, PHY Athina ZAMPARA

EID Celia RODRIGUES

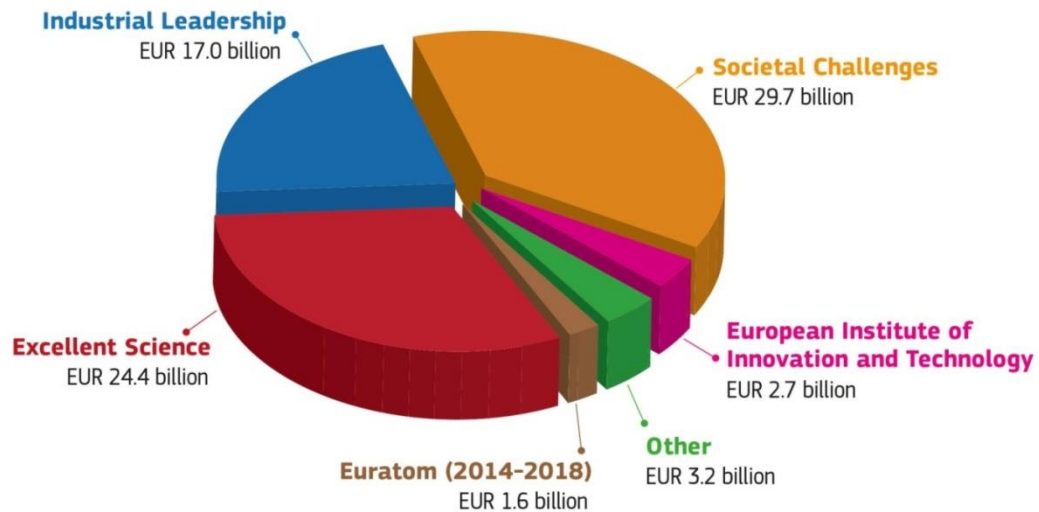
EJD Emanuela GALEAZZI

Their email addresses are: name.surname@ec.europa.eu

2. POLICY FRAMEWORK

2.1. HORIZON 2020

Together with the European Research Council, the Future and Emerging Technology and Research infrastructures the Marie Skłodowska–Curie Actions are part of the Excellent Science pillar of Horizon 2020. H2020 is the financial instrument implementing the Innovation Union, a Europe 2020 flagship initiative aimed at securing Europe's global competitiveness, which remains actual in the framework of the novelties of the Commission. H2020 has a budget of almost 79 billion in total and it is divided into 4 pillars as indicated in the pie chart below:



2.2. THE MARIE SKŁODOWSKA CURIE ACTIONS (MSCA)

The objective of the MSCA is to ensure excellent and innovative training, attractive career and knowledge-exchange opportunities through international, intersectoral and interdisciplinary mobility. The actions are open to all fields of research and innovation and open to a multitude of actors and countries.

As visualized in the figure below the MSCA consists of 4 different actions including ITN.

Marie Skłodowska-Curie Actions



Figure 1: the Marie Skłodowska-Curie Actions



2.3. INNOVATIVE TRAINING NETWORKS – ITN

In ITN, institutions which are actively involved in research training (universities, public and private research centres, companies, SMEs, spin-offs, hospitals, museums etc.) propose an international network and apply for funding for a joint research training programme or a doctoral programme (depending on the ITN implementation mode). If selected, they will recruit researchers after the start of the project and provide them with opportunities to undertake research and training in the context of the proposed programme. The joint programme should be interdisciplinary, intersectoral and innovation-oriented; respond to needs in research areas defined in the proposal; reflect existing or planned research collaborations among the participants and expose the research fellows to academic and non-academic sectors. The main activity of the fellows will be training through individual research projects combined with formal training in research and other skills including a comprehensive set of complementary "soft" skills (communication, entrepreneurship, IPR, etc.)

Objectives:

- To train creative, entrepreneurial and innovative Early-Stage Researchers (ESRs).
- To provide skills to match public and private sector needs.
- Excellence and structure in doctoral/early-stage research training.

Expected impact:

- **At researcher level**, the focus is on the career perspectives of researchers and their working conditions.

- **At Organizational level**, the focus is the collaboration and transfer of knowledge across disciplines and sectors, thus boosting R&I capacity.
- **At system level**, the impact shall be on the promotion of the European Research Area and Europe's competitiveness, and on Europe's attractiveness as a leading research destination.

Activities

- **Research** should be original, innovative and based on individual, personalised projects to be carried out by the ESRs.
- **Trainings** based on international, intersectoral and interdisciplinary approach shall cover both research and complementary skills. They shall include digital trainings, knowledge exchanges, workshops, summer schools, elements of innovation and entrepreneurship, and fostering the culture of Open Science. Finally, secondments and the meaningful exposure to the non-academic sector shall be part of the programme.
- **Supervision** should be excellent, tailored to the ESR's needs and shall include career guidance as well as a career plan.

ITN: Implementation Modes / Forms of Partnerships

In ITN the partnerships take the form of collaborative European Training Networks (ETN), European Industrial Doctorates (EID) or European Joint Doctorates (EJD).

ETN focus on providing post-graduate training in specific and inter-disciplinary scientific fields.

EID focus on the creation of Doctoral programmes under the mandatory involvement of the non-academic sector.

EJD focus on the creation of joint doctoral programmes leading to joint, double or multiple doctoral degrees

European Training Networks (ETN) has the largest share of the budget. It comprises 8 scientific panels: Chemistry (CHE), Social Sciences and Humanities (SOC), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT), Physics (PHY).

European Industrial Doctorates (EID) and European Joint Doctorates (EJD)

In EID and EJD, fellowships offered to ESRs should lead to a doctoral degree. Both in EID and EJD, enrolment in a doctoral programme and the creation of a joint governance structure – with joint admission (EJD only), selection, supervision, monitoring and assessment procedures – is mandatory. Proposals are ranked in a separate panel with a dedicated budget, however they are evaluated in the 8 scientific panels indicated above.

It is possible that experts will receive proposals in all 3 implementation modes. They will therefore first have to identify the implementation mode of each proposal before starting to evaluate and apply the mode's specific rules.

This information is available in Part A of the proposal (title) as well as in the header and first page of Part B1. If the implementation modes are different in Part A and Part B1 please contact the panel coordinator (see Section 1.4 – Contact points in REA).

ITN 2018: Modes & Budget

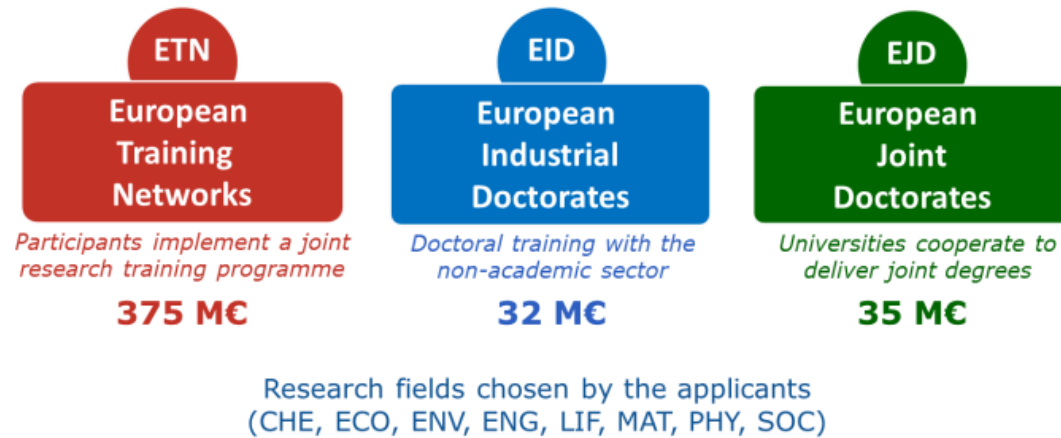


Figure 2: ITN Type of actions, the partnerships take the form of collaborative European Training Networks (ETN), European Industrial Doctorates (EID) or European Joint Doctorates (EJD).

Participant's classification

For the purpose of MSCA the participating organisations belong to one of the 2 sectors, Academic or Non-academic as shown in Figure 3.

International Organizations, e. g. UN, and **participants from third countries** which are **not listed on the Work Programme** may participate with their own funds. They may receive EU funds if their participation is considered essential by experts (see section 4.9). This should be properly justified in the Evaluation Summary Report.

Participant's Roles

Participants can have in the Consortium either the role of beneficiaries or the role of partner organizations as explained in figure 4.



Academic sector

- ✓ public /private higher education establishments awarding academic degrees
- ✓ public /private non-profit research organisations whose primary mission is to pursue research
- ✓ international European interest organisations (e.g. CERN, EMBL)



Non-academic sector

- ✓ any entity not included in the academic sector:
- ✓ e.g. large companies, SMEs, NGOs, museums, hospitals
- ✓ international organisations (e.g. UN, WHO)

Figure 3: Types of applicants in ITNs, and how to distinguish between the two types?

Beneficiary vs. **Partner Organisation**

Signs grant agreement	✓	✗
Recruits and hosts researchers	✓	✗
Claims costs to the EU	✓	✗
Trains/hosts seconded researchers	✓	✓
Participates in supervisory board	✓	✓

Figure 4: Beneficiaries versus Partner Organisations

3. EVALUATION PROCESS

3.1. PROPOSAL EVALUATION STAGES



Proposal receipt

Once proposals are received, REA staff checks their admissibility and eligibility. A proposal can be declared ineligible at any stage of evaluation. During the evaluation and in case a doubt, experts are instructed to report any case to their **respective Vice-Chair / Panel Coordinator**. With the assistance of the Vice-Chairs proposals are then allocated to qualified experts who will evaluate them during different phases:

Remote Individual Evaluation Report (IER) phase

In this phase each evaluator independently assesses the proposal and prepares an Individual Evaluation Report (IER) in the SEP System. There are 3 evaluators per each proposal. Each evaluator will receive a maximum of 10–12 proposals.

In order to draft the IER the evaluators shall:

- ✓ First check the implementation mode of the proposal (ETN, EID or EJD)
- ✓ Read the whole proposal (Part A, B1 and B2)
- ✓ Check compliance with all the general rules

- ✓ Check compliance with the specific requirements for each implementation mode (ETN, EID, EJDs) – see sections 4.4, 4.5 and 4.6
- ✓ Evaluate and independently assess the proposal according to the 3 evaluation criteria – see section 4.1
- ✓ Assess whether the participants possess the basic operational capacity to carry out the tasks allocated to them – see section 4.12
- ✓ Evaluate whether beneficiaries who are International Organisations (IO) or come from other Third Countries are

eligible as beneficiaries and may receive funding

- ✓ Score the proposal in line with the report's comments and in line with the weight of each score
- ✓ Sign electronically and submit the IER

In Annex 1 of this guide, you can find a checklist that will help you remember all the important aspects and rules of the evaluation. We remind you that in H2020, successful proposals are not negotiated and therefore cannot be improved. **It is therefore very important to evaluate them as they are, reflecting all weaknesses in the comments and scores** and avoid making assumptions on a hypothetical potential if the proposals could be modified. For the same reason no recommendations

should be added to the reports. The quality of each IER is crucial in order to prepare a good CR. Vice-Chairs will check some of the IERs for their quality and completeness. They will interact with the evaluators via the SEP comment box.

Deadlines relative to the IER

40% of IERs completed¹ by **Monday 18/02/2018**

70% of IERs completed by **Monday 25/02/2018**

100% of IERs completed by **Monday 05/03/2018**

This year, a scheduling of the IERs that should be treated first will be given to each evaluator in order to launch the CR phase as soon as the 3 IERs are

¹ Completed: means submitted IER including the Vice-Chair's check.

submitted. This will allow a more balanced workload for the rapporteurs throughout the remote evaluation phase.

Remote Consensus Report (CR) phase

As soon as all IERs for a proposal are submitted the Vice-Chair assigned to the proposal (who acts as "Rapporteur") drafts a Consensus Report based on the 3 IERs. Once the draft Consensus Report is ready each evaluator will have to give their comments. Points of disagreement are discussed in this phase. The consensus phase involves an exchange of views on the basis of the individual evaluations. The aim is for the 3 evaluators to come to an agreement on the comments provided for each criterion. Once this is done the evaluators shall decide on the score that best matches the comments.

Ensuring consistency between comments and scores is paramount in order to ensure calibration throughout the evaluation. The arithmetic average may be used for the final score only if appropriate.

The Rapporteur (Vice–Chair) shall:

- ✓ Identify agreements and propose a consensus wording
- ✓ Identify divergences in opinion and encourage the experts to remotely exchange views on these points.
- ✓ Facilitate the process of the evaluators to reach an agreement on the text and, afterwards, on the score

At the end of the process, the Rapporteur submits the final version of the CR, which is then approved by all the 3 evaluators. This report will be again quality checked by a second

Vice–Chair. **The Consensus Report must be of particularly good quality because it represents the feedback sent to the applicants.**

At consensus phase, the Chair / Vice–Chair ensure fairness, objectivity and accuracy. They make sure that the evaluation is based on the assessment of all important aspects and rules. Additionally they help the group reach consensus keeping the consensus report iterations to a minimum. REA Staff will also ensure a proper follow–up and might be contacted in case of any doubts.

Consensus discussions may also be organized via teleconferences, in particular in case of specific issues (resubmissions, exceptional funding, operational capacity...), or any difficulties to reach consensus.

Deadlines relative to the CR

40% CRs ready by **Wednesday 14/03/2018**

80% CRs ready by **Tuesday 20/03/2018**

100% CRs ready by **Wednesday 28/03/2018**

A cross–reading will be performed by the second Vice–Chair between **28/03– 8/04/2018** and may result in reopening the CR discussion. This explains why all experts should be available until 8/04/2018.

Panel Review Phase

The panel review is held in Brussels only with the Chairs and Vice–Chairs during the week of 9–13/04/2018. The scope of the panel is to prioritize ex aequo cases and to endorse the final ranked list of proposals. There

will be one ranked list per each scientific panel in ETNs, one for EIDs and one for EJDs.

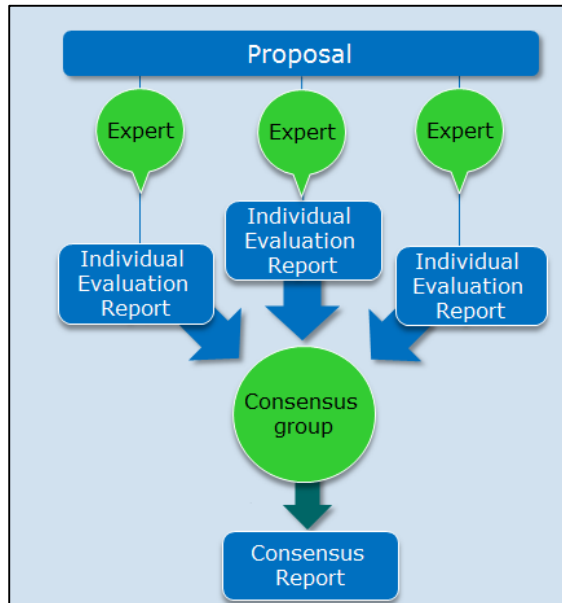


Figure 5: Evaluation Process

3.2. EXPERT ROLES

During the evaluation, experts are appointed to different roles:

Evaluators

Each evaluator independently assesses the proposal and prepares an Individual Evaluation Report (IER). There are 3 evaluators per each proposal. The experts also participate to the remote consensus discussion. The Vice-Chair (VC, see below) will provide an initial discussion document (first draft consensus report – CR), but it will be up to the experts to reach an agreement between themselves, whereas the VC will just act as an impartial facilitator to the process and ensure the quality of the evaluation.

Chair- and Vice-chairpersons, or 'CVC'

Some Experts are appointed to the role of Chairs and Vice-Chairs. They assist the REA in the evaluation management. They do not evaluate the proposals but they act as Rapporteurs

(= draft and submit the Consensus Reports based on the IERs submitted by the three experts) for their proposals. The Vice-Chairs check the quality of each individual evaluation, but not the quality of their CR's, which will be checked by another Vice-Chair acting as cross-reader. They will also cross-read the Consensus Reports of other proposals in order to check the quality and consistency of comments and scores. They may contact the evaluators to provide feedback or ask for clarification. Finally, they participate at the central panel review meeting in which the ranking list will be endorsed.

Independent Observer

One expert is appointed to the role of Observer. This year, Nicola Ciulli, will act as the Independent Observer. He monitors the functioning and running

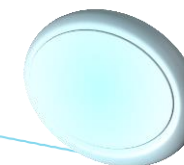


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of the overall process. The Observer gives independent advice to the REA on the evaluation and may suggest possible improvements. For this

reason he may have questions and we kindly ask the experts to support him. The Observer does not evaluate

proposals and, therefore, does not express any opinion on their quality.



4. EVALUATION CRITERIA AND REQUIREMENTS

4.1. ASSESSMENT AGAINST EVALUATION CRITERIA

There are 3 main evaluation criteria each articulated in sub-criteria: "Excellence", "Impact" and "Implementation". They are listed in Table 1 below. The evaluators should provide a separate assessment for each sub-criterion. Please note that there are a number of specificities in certain sub-criteria for EID and/or EJD.

ITN – Marie Skłodowska–Curie Innovative Training Networks		
Excellence	Impact	Quality and Efficiency of the Implementation
Quality, innovative aspects and credibility of the research programme (including inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)	Enhancing the career perspectives and employability of researchers and contribution to their skills development	Coherence and effectiveness of the work plan , including appropriateness of the allocation of tasks and resources (including awarding of the doctoral degrees for <i>EID</i> and <i>EJD</i> projects)
Quality and innovative aspects of the training programme (including transferable skills, inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)	Contribution to structuring doctoral / early-stage research training at the European level and to strengthening European innovation capacity , including the potential for: a) meaningful contribution of the non-academic sector to the doctoral/research training, as	Appropriateness of the management structures and procedures , including quality management and risk management (with a mandatory joint governing structure for <i>EID</i> and <i>EJD</i> projects)

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	<p>appropriate to the implementation mode and research field</p> <p>b) developing sustainable joint doctoral degree structures (for <i>EJD</i> projects only)</p>	
Quality of the supervision (including mandatory joint supervision for <i>EID</i> and <i>EJD</i> projects)	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the infrastructure of the participating organisations
Quality of the proposed interaction between the participating organisations	Quality of the proposed measures to communicate the project activities to different target audiences	Competences, experience and complementarity of the participating organisations and their commitment to the programme

Table 1: ITN evaluation criteria

Weighting		
Excellence	Impact	Quality and Efficiency of the Implementation
50%	30%	20%
Please note that an overall threshold of 70% will be applied to the total weighted score		
Priority in case of <i>ex aequo</i>		
1	2	3

Table 2: weightings and priorities for ex aequo cases



4.2. CHECK COMPLIANCE WITH SPECIFIC ASPECTS OF THE ACTIONS AND RULES

Proposals need to comply both with the eligibility criteria and with all mandatory elements which are specific for each implementation mode (ETN, EID and EJD). Additionally aspects relative to page limits, basic operational capacity, participants from countries not listed in the Work Programme may impact on the evaluation and are described below. Annex 1 of this guide provides a checklist, which summarises all rules and specific issues to take into account when evaluating proposals.

4.3. ELIGIBILITY AND REQUIREMENTS SPECIFIC FOR THE ACTIONS

Certain conditions are instrumental to the achievement of the policy objectives (e.g. internationality or intersectorality). The eligibility criteria (e.g. minimum country composition) make sure that these conditions are respected. Only eligible proposals may be evaluated.

The REA Staff runs an Eligibility Check based on Part A and Part B of the proposals. However, if an evaluator has any doubts on the eligibility of some proposals s/he should inform his/her Vice-Chairs / Panel Coordinator. Once minimum requirements are met, beneficiaries and partner organisations can come from any sector and any country.

4.4. ETN

Eligibility Criteria

- ✓ Minimum 3 beneficiaries from 3 different Member States or Associated countries (MS/AC).
- ✓ Max 40.0% of the total budget can be allocated to beneficiaries coming from the same country.
- ✓ Max 540 person-months (e.g. 15 ESRs x 36 months).
- ✓ Every beneficiary must **recruit**, host at their premises and supervise at least 1 recruited researcher.

Other features

- ✓ Non-academic sector participation is essential.
- ✓ PhD enrolment is expected but not mandatory.
- ✓ Secondments (that have an added value to the scientific project) to other countries/sector/disciplines are encouraged and they should not represent more than 30% of the fellow's recruitment period (Please, as evaluator, carefully check the feasibility of the secondment plan).
- ✓ Secondments can only take place at an Institution within the Consortium (at the premises of a project's beneficiary or at a partner organization).
- ✓ Joint supervision is recommended.
- ✓ Partner organisations may come from any country, sector or discipline. Letters of commitment should be provided with the submitted proposal (no template is provided to the applicants).



Figure 6: ETN consortia

4.5. EID

Eligibility criteria

- ✓ Minimum 2 beneficiaries from 2 different Member States or Associated countries (MS/AC), of which one from the academic sector and one from the non-academic sector, primarily enterprise. Should none of the academic beneficiaries be entitled to award a doctoral degree, an entity entitled to award a doctoral degree must be associated to the project as a partner organisation.
- ✓ If the project has more than 2 beneficiaries, max 40.0% of the total budget can be allocated to beneficiaries coming from the same country. An EID proposal with 3 beneficiaries from 2 different MS/AC would therefore also be considered ineligible.
- ✓ If ≥ 3 beneficiaries, max 540 person-months (e.g. 15 x 36 months).
- ✓ If 2 beneficiaries, max 180 person-months (e.g. 5 x 36 months).
- ✓ Every beneficiary must host at their premises and supervise at least 1 recruited researcher (flexible recruitment).

Other mandatory features

- ✓ Each ESR must spend at least 50% of their time in the non-academic sector. Any inter-sectoral mobility between academic and non-academic beneficiaries must be international (i.e. between beneficiaries established in different countries).
- ✓ The total secondment duration to partner organisations (irrespective of the sector) is limited to a maximum of 30% of the fellowship duration (Please, as evaluator, carefully check the feasibility of the secondment plan).
- ✓ Each ESR must be enrolled in a PhD programme.
- ✓ Selection, training and supervision must be jointly carried out (1 supervisor per sector).
- ✓ The project must present individual research projects under the topic of the doctoral programme.

- ✓ Partner organisations may come from any country, sector or discipline. Letters of commitment should be provided with the submitted proposal (no template is provided to the applicants).

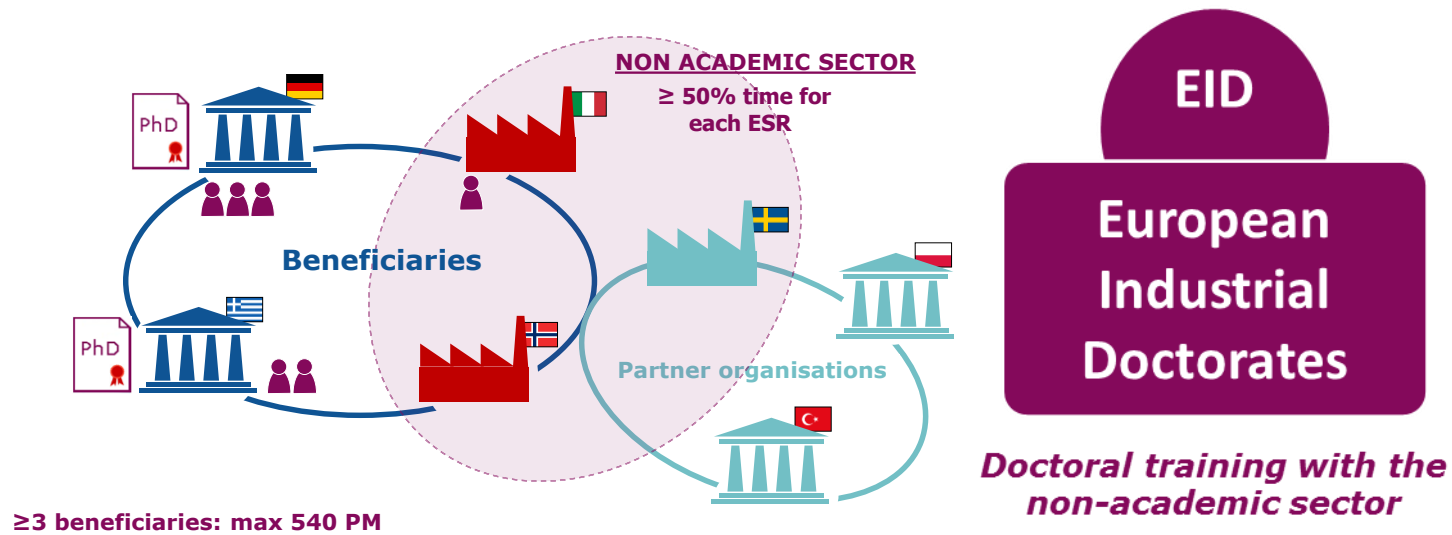


Figure 7: EID consortia

4.6. EJD

Eligibility criteria

- ✓ Minimum 3 **independent** beneficiaries from 3 different Member States or Associated Countries (MS/AC).
- ✓ at least 3 **beneficiaries** entitled to award doctoral degrees, of which at least 2 institutions conferring a joint, double or multiple doctoral degree must be established in a MS/AC.
- ✓ all ESRs enrolled in a joint/double/multiple doctoral degree.
- ✓ **at least two-thirds** of the supported ESRs enrolled in a joint/double/multiple doctoral degree awarded by two or more beneficiaries/ partner organisations in an EU Member State and/or H2020 Associated Countries.
- ✓ the remaining supported researchers are enrolled in a joint/double/multiple degree awarded by **at least one European** participating organisation.
- ✓ From each beneficiary awarding the joint/double/multiple degree, letters of **institutional** commitment must be included in Part B2 of the proposal. The template (ref. Guide for Applicants) must be used and the letter shall be signed by the organisation's legal representative.
- ✓ Max 40.0% of the requested EU contribution may be allocated to beneficiaries coming from the same country or to any one international European interest organisation.
- ✓ Max 540 person-months (e.g. 15 ESRs x 36 months).
- ✓ Every beneficiary must host at their premises and supervise at least 1 recruited researcher (flexible recruitment).

Other mandatory features

- ✓ Admission, selection, supervision, monitoring and assessment procedures must be jointly carried out.
- ✓ The stays of the ESRs at the premises of the joint doctorate-awarding beneficiaries must be meaningful for the purpose of the doctorate.

- ✓ Individual research projects should be under the topic of the doctoral programme.
- ✓ Partner organisations may come from any country, sector or discipline. The proposal must include their letters of commitment (no template is provided to the applicants).
- ✓ Institution(s) where a researcher is enrolled in the joint/double/multiple degree must be indicated in the proposal.

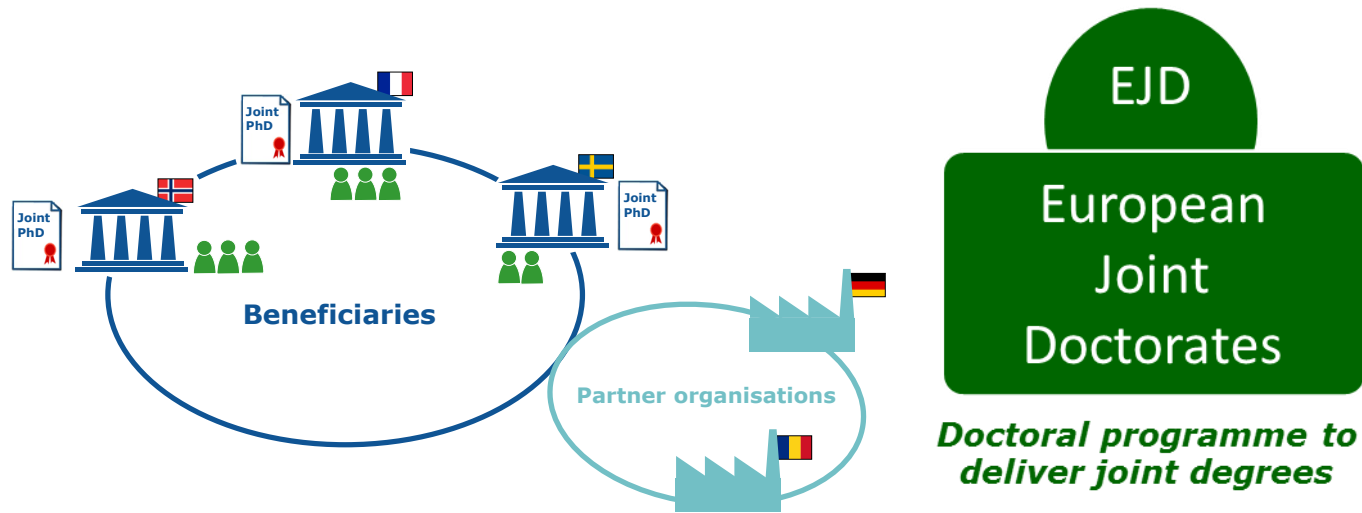


Figure 5: Example of EJD consortia



4.7. SPECIFIC ISSUE 1: RESUBMISSIONS

A resubmission is a proposal that has been submitted in at least one of the last two previous ITN calls to the same implementation modality and has not been funded. Not all proposals are resubmissions.

When a proposal is re-submitted in most of the cases the Consortium will have tried to improve it, sometimes by changing the members of the Consortium (beneficiary(ies) and/or partner organisation(s)) or the number of ESRs to be trained or the training and secondments plan etc.

Resubmissions are self-declared by the applicants in the part A of their proposal.

In case of a resubmission, the rapporteur will receive the Evaluation Summary Report from the previous

evaluation prior to the finalization of the CR. The rapporteur will inform the expert evaluators at the beginning of the CR phase with a message in SEP, e.g. "Dear Experts, this is a resubmission, please make sure that the scores are well sustained by the comments".

The experts should not compare the previous Evaluation Summary Report(s), nor copy-paste the comments from the previous report(s). Factual comments should be double checked, e.g. if the name of the institutions are written in the CR, expert should be make sure that they correspond to the ones in the proposal.

If the scores of the current evaluation differ from the previous evaluation and result in a lower mark, the evaluators shall ensure that their scores and

comments are fully consistent and well founded. No reference should be made in the CR to the previous evaluation.

4.8. SPECIFIC ISSUE 2: OPERATIONAL CAPACITY

The expert evaluators will need to assess whether, based on the information provided in the proposal, each beneficiary in the proposed consortium has the operational capacity required to participate in the project according to their planned role and responsibilities. In the context of ITN, operational capacity therefore refers to the resources, in terms of premises, equipment, infrastructure, expertise and human capital, required to undertake the tasks outlined in the proposal. In the case of ITN, this includes the physical hosting and

supervision of doctoral-level researchers.

Remember that, if successful, the proposal "as it is" will form the basis of the Description of Action. **The evaluators' assessment of the beneficiaries' operational capacity is therefore extremely important**, since beneficiaries that do not have the necessary premises, infrastructure and supervision capacity to host and supervise the research work of an ESR are likely to cause difficulties during implementation, both for the consortium overall and for the fellow(s) recruited there. Such a situation also potentially poses a risk to EU funds.

Each beneficiary must bring added value to the project consortium. All beneficiaries should be able to demonstrate that they have premises

and research infrastructure that are independent of other beneficiaries in the consortium. Where beneficiaries state only that they "have access" to key infrastructure, caution should be exercised – this could mean that the institution does not have such infrastructure itself, and that the access in question is therefore not guaranteed.

The answer given is a "YES" or "NO" in the evaluation form.

Should the evaluators judge that one or more proposed beneficiaries **lack the basic operational capacity**, they must evaluate the proposal as if the partner(s) concerned and the tasks allocated to them were absent. The remaining project will then be assessed using the evaluation criteria as usual.

Should a case of lack of operational capacity arise, evaluators **should flag it** to the respective Vice-Chair/ REA staff.

Ask yourself:

- ✓ Do the participants have premises to host researchers?
- ✓ Do the participants have staff resources to offer appropriate supervision and training of researchers?

Where to look?

Look at the information in the proposal, in particular:

- ✓ Table on data for non-academic beneficiaries (Part B1 at the beginning).
- ✓ Table on "participating organisations" (Part B2).



ITN Guide for evaluators

4.9. SPECIFIC ISSUE 3: IO/OTC FUNDING

International organisations (IO) such as the UN or organisations in the Other Third Countries (OTC) *not listed in the MSCA Work Programme* (i.e. middle/high income third countries) may receive funding only in exceptional cases:

Expert evaluators must endorse that at least one of the following conditions is fulfilled:

- The Commission or the relevant funding body deems the participation essential for carrying out the action on the grounds that the participation by the applicant has clear benefits for the consortium, such as:
 - outstanding competence/expertise
 - access to research infrastructure

- access to particular geographical environments
- access to data

- such funding is provided for under a bilateral scientific and technological agreement or any other arrangement between the Union and the international organisation or, for entities established in third countries, the country in which the legal entity is established.²

The list of countries associated to H2020 can be found here: http://ec.europa.eu/research/participations/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

Please **explicitly mention** in your report whether funding should be granted (in

² A list of such agreements is available at: <http://ec.europa.eu/research/iscp/index.cfm?pg=countries>.

exceptional cases) or not and why. If you consider that funding should not be granted to one of these entities, then it must be considered that the entity participates with its own funding, whether the funding is mentioned in the proposal or not.

4.10. SPECIFIC ISSUE 4: PAGE LIMITS

In order to guarantee equal treatment among the proposals, the applicants are required to respect page limits. Excess page(s) are watermarked and easy to recognize. The Expert evaluators shall disregard any information contained in the watermarked pages. The individual report should also mention that the information in question is not sufficiently substantiated within the given page limit.



PROPOSAL PART B1

START PAGE: max 1 page

TABLE OF CONTENT: max 1 page

LIST OF PARTICIPANTS: max 2 pages



1. EXCELLENCE (shall start at page 4)

2. IMPACT

3. IMPLEMENTATION



PROPOSAL PART B2

4. GANTT CHART

5. CAPACITIES OF THE PARTICIPATING ORGANIZATIONS

6. ETHICAL ISSUES

7. LETTERS OF COMMITMENT (+ LETTERS OF INSTITUTIONAL COMMITMENT FOR EJD PROPOSALS)



4.11. SPECIFIC ISSUE 5: ETHICS ISSUES

All proposals likely to receive funding will undergo an ethical screening by 2 dedicated ethical reviewers at the end of the scientific evaluation.

For proposals involving human embryos or human embryonic stem cells (hESC), evaluators will need to indicate in the report whether the use of these tissues/cells is necessary to achieve the scientific objectives of the proposal or not.

4.12. SPECIFIC ISSUE 6 & 7: LETTERS OF (INSTITUTIONAL) COMMITMENT AND REFERENCE TO PREVIOUS EVALUATION

Partner organisations and joint/double/multiple degree-awarding institutions for EJD proposals

must submit a letter of (institutional) commitment which should be included in the proposal (Section B.7). If missing, the contribution of the partner organization/institution shall be disregarded. A template of institutional commitment for EJD proposals has been provided to the applicants and should be followed.

4.13. SCORES

When recording your opinion in the IER, you should score each criterion. The scores range from 0 to 5 - decimals should be used. The score you give should reflect your comments. Table 3 indicates the meaning of the scores. Please note that you should use the full range of scores. Please also remember that weaknesses found in the proposals should be reflected in a lower score

during the evaluation because of the non-negotiation approach and the fact the successful proposals will not be corrected.

- ✓ 0 - *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.** *Proposal broadly addresses the criterion, but there are significant weaknesses.*
- ✓ 3 - **Good.** *Proposal addresses the criterion well, but a number of shortcomings are present.*
- ✓ 4 - **Very Good.** *Proposal addresses the criterion very well, but a small number of shortcomings are present.*
- ✓ 5 - **Excellent.** *Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.*

Table 3: Proposal scoring

5. QUALITY OF REPORTS

The quality of the Consensus Report is paramount as it constitutes the basis of the Evaluation Summary Report, which is sent to the applicant. The report represents the feedback to the applicant and it should therefore give a clear assessment of the proposal based on its merit, provide a clear feedback on the proposal's weaknesses and strengths with comments which are consistent with the scores. High quality reports are crucial to the success of the evaluation.

The comments should refer only to each criterion and sub-criterion. Strengths and weaknesses shall be

listed in bullet points (with hyphens "-").

The Consensus Report should comment on all aspects referred to in the criteria. If the scores of the current evaluation differ from the previous evaluation and result in a lower mark, the evaluators shall ensure that their scores and comments are fully consistent and well founded. If International Organizations and participants from third countries (not listed in the Work Programme) request funding, the Consensus Report needs to mention whether exceptional funding should be granted or not.

The comments must be:

- ✓ Specific to the relevant criterion
- ✓ Addressing each sub-criterion
- ✓ Specific to the implementation mode (ETN, EID, EJD)
- ✓ Clear and substantial

- ✓ Definitive and final (avoid phrases like: "We think that, possibly")
- ✓ Consistent with the score awarded, balancing strengths and weaknesses
- ✓ Each strength and weakness shall be reflected only once in the scores
- ✓ Of adequate length
- ✓ Relative to the proposal as it stands

The comments must not be:

- ✓ A summary of the proposal
- ✓ Too short, too long or otherwise inappropriate/incorrect
- ✓ Categorical statements, not properly verified,
- ✓ Assumptions (if the proposal is unclear on important aspects, reflect it in comments and scores)
- ✓ Aimed at making recommendation and at providing advice on improving

the proposal. They should not describe what the proposal should do, could do, what the experts would like to see

- ✓ Referring to the same weakness under different criteria
- ✓ Contradicting statements relative to strengths and weaknesses
- ✓ Based on the potential of the proposal, rather the comments must reflect the proposal as it stands
- ✓ Discriminating, politically incorrect
- ✓ Using the phrase "operational capacity" in the CR (instead refer to missing aspects according to the criteria (e.g. infrastructure. under Implementation)
- ✓ References to details that could easily be a factual mistake e.g. page numbers, amounts etc.

Scores

The scores must reflect the strengths and weaknesses and they must be in line with the comments.

Each strength and weakness must be reflected only once in the scores.

Scoring should be consistent throughout the evaluation. Therefore, evaluators should keep in mind the meaning of the scores before choosing the appropriate one (see paragraph 4.13).

Examples of negative adjectives

Insufficient, minimal, fails to describe, unacceptable, inadequate, very generic, not evident, unfocused, very weak, bad, does not meet the requirements, inappropriate, limited, unclear, not sound enough, not

specified, no significant impact, unjustified, overestimated.

Examples of positive adjectives

Extremely relevant, credible, very clear, precisely specified, realistic, very innovative, extremely well suited, timely, convincing, comprehensive, high quality, justified, very well identified, strong, highly effective, thoughtful, very promising, evidence, well-formulated, carefully prepared, very professionally prepared, fully in line, very profound, sound, very convincingly integrated, clearly articulated, coherent, well balanced, very plausible, ambitious, clear advances, well above average.

Examples of good vs poor comments

<p>Poor comments merely echo the score <i>"The innovative aspects of the research programme are poor".</i></p>	<p>Good comments explain it <i>"This proposal is not innovative in X or Y and it does not take Z into account".</i></p>
<p>Poor comments are ambiguous <i>"The resources for the project are unrealistic"</i></p>	<p>Good comments are clear <i>"The resources in WP 4 and 6 are seriously underestimated given the complexity of the activity proposed".</i></p>
<p>Poor comments are vague and subject to interpretation <i>"We think the management plan is probably inadequate given the duration of the project and the number of partners"</i></p>	<p>Good comments are precise and final <i>"The management plan is inadequate. It does not include clear overall responsibility for the training activities; it lacks a problem-solving mechanism in the event of disputes between partners".</i></p>
<p>Poor comments are inaccurate and provide an opening for a complaint <i>"There is no discussion of a dissemination strategy."</i> <i>"There is only one non-academic partner in the consortium."</i> <i>"The coordinator is not adequately experienced."</i></p>	<p>Good comments close the question <i>"The proposal fails to address the dissemination strategy at the appropriate level of details".</i> <i>"The consortium lacks sufficient non-academic participation."</i> <i>"The coordinator does not demonstrate in the proposal an adequate level of experience in this field."</i></p>
<p>Poor comments include words like... <i>Perhaps, Think, Seems, Assume, Probably</i></p>	<p>Good comments include words like... <i>Because, Specifically, For example...</i></p>

Real examples of inconsistencies between scores and comments

Example 1: In the case below the strengths include words like "good", "clear" and "adequate", nothing pointing towards excellent. At the same time, there are clear weaknesses. However, the score given was 4,5 i.e. between very good and excellent.

<p><i>Strengths:</i></p> <ul style="list-style-type: none"> • <i>The S&T objectives of the research project are well presented and clearly structured.</i> • <i>The partners have complementary expertise.</i> • <i>The joint collaborative research programme is of good quality.</i> • <i>The project is original and the state of the art is adequately presented.</i> 	<p><i>Weaknesses:</i></p> <ul style="list-style-type: none"> • <i>The methodology for the project is not fully convincing.</i> • <i>The data collection strategy, potential sources of information and data accessibility are unclear.</i> • <i>The proposal fails to sufficiently demonstrate that the consortium has the necessary expertise and capabilities to obtain the necessary information needed for the project.</i>
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Example 2: Only weaknesses are listed below but any proposal that does not clearly show its originality, innovative and intersectoral aspects (affecting several aspects of the criterion) cannot be very good under this criterion. However, the score given was 4, i.e. very good.

	<p><i>Weaknesses:</i></p> <ul style="list-style-type: none"> • <i>The proposal is not specific enough to clearly show its innovative and original aspects.</i> • <i>The contribution of the private sector is not described clearly.</i> • <i>The connection between the basic research topics and the 3 translational projects is not well presented.</i>
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Example 3: Only weaknesses are listed below but the infrastructure is unclear; the host capacity is under question (affecting several aspects of the criterion). The score was 4,5, i.e. between very good and excellent, too high for these weaknesses.

	<ul style="list-style-type: none">• <i>There is insufficient information regarding the fit between the capacity of hosts and the size of support requested. In particular, the participation of SMEs is not well described in the proposal, especially considering the limited presentation of their facilities and human resources.</i>• <i>The IPR measures do not convincingly address the specificities of the project</i>
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Example of a well written IER

Proposal submitted to ETN

Criterion 1: Excellence (weight 50%)

Score = 3,8

1.1 Quality, innovative aspects and credibility of the research (including inter/multidisciplinary aspects):

Strengths:

- + The research program is innovative and multidisciplinary in its approach to address network connectivity in neurological disorders by integrating experimental, theoretical and clinical aspects and sectors.
- + The overarching hypothesis that the crucial determinant of behavior is network interaction and not local processing is original.
- + State-of-the-art technology and methodological approaches will be used.

Weaknesses:

- The applicants propose to investigate structural and functional connectivity in sensory and motor networks in several human conditions (PD patients, schizophrenia patients, motor learning in elderly patients) as well as in several animal models (lamprey, mouse, rat, ferret) and juvenile animals. However, the applicants do not provide sufficient information on how data gathered from animal models will be instructive to relate to the analyses in humans. The added value of using these many different models remains unclear.

1.2 Quality and innovative aspects of the training programme (including transferable skills, inter/multidisciplinary and inter-sectoral aspects):

Strengths:

- + The training program contains interdisciplinary research training spanning experimental work in animals and human, methods of network analysis, modelling, and translational use of network approaches.
- + ESRs will be strongly involved in structuring format and contents of all training events.
- + Training events will be acknowledged by the beneficiaries' PhD programs.
- + Intersectoral awareness will be facilitated by secondments tailored to the needs of each ESR's research and career aspirations.
- + The non-academic participants will host secondments and contribute to the training program.

Weaknesses:

- Generic research and transferable skills will be primarily trained locally by graduate schools in the partner institutions and the application provides examples of courses taught at the different institutions. It is unclear which courses will be part of the training program and have to be attended by the ESRs.

1.3 Quality of the supervision (including mandatory joint supervision for EID and EJD projects):

Strengths:

- + All PIs involved have substantial previous expertise in supervision of graduate students.
- + Thesis committees consisting of a supervisor and a co-supervisor from a different institution and a third senior researcher will meet at least once a year with the ESR.

Weaknesses:

1.4 Quality of the proposed interaction between the participating organisations:

Strengths:

- + The specific research objectives and ESR projects are set up in a way that requires a close interaction between beneficiaries.

Weaknesses:

- Intersectorial complementarity is largely provided by the partner organisations who will mostly contribute to training events for developing transferable skills and will not be an integral part of the research projects.
- The concentration of five ESRs to one beneficiary is not considered as a factor to promote synergies but rather a risk for a good functioning network.

Criterion 2: Impact (weight 30%):

Score = 4.4

2.1 Enhancing research- and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives:

Strengths:

- + ESRs will receive a strong, interdisciplinary research training in advanced experimental training, analysis and theoretical and modelling tools, which is in high demand by the European labour market.

Weaknesses:

2.2 Contribution to structuring doctoral / early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:

- a) meaningful contribution of the non-academic sector to the doctoral/research training, as appropriate to the implementation mode and research field
- b) developing sustainable joint doctoral degree structures (for EJD projects only)

Strengths:

- + The present consortium is in a good position to link with other large scale European and national consortia.
- + The applicants foresee the creation of sustainable joint-training programs between certain partners in the long run, which would be an asset to compete with early career training programs, e.g. in the US.
- + The non-academic sector contributes to the training program, by training in the core skill workshops, and mentoring fellows who want to move to the commercial sector after their research training.
- + The proposed program will add to European innovation capacity by linking experimental analysis with theoretical approaches and clinical applications.

Weaknesses:

2.3 Effectiveness of the proposed measures for communication and results dissemination:

Strengths:

- + Apart from traditional measures (e.g. project web portal, publication in international journals), the applicants also propose innovative measures such as project demos, open source toolboxes and open source curriculum.
- + It is expected that the many industrial partners will be interested in exploiting foreground IP. The network-wide regulations on IPR will be laid down in a consortium agreement to be set up at the project start.
- + The proposed cooperation with schools with internships for pupils is a very interesting and promising measure of communication.

Weaknesses:

- The applicants mention that open access articles are a key aspect in the dissemination strategy without formal commitment.

- The analysis of different target audiences is not specific enough with "people of all ages with an interest in brain, health, ageing, medical research technology and the human in general" and thereby precludes a targeted communication.

Criterion 3: Implementation (weight 20%)

Score = 3.7

3.1 Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources (including awarding of the doctoral degrees for EID and EJD projects):

Strengths:

- + The description of each individual workpackages is clear and likely to add new knowledge in the respective area of research.
- + The list of deliverables and due dates are mostly appropriate.
- + Tasks and resources are appropriately allocated.

Weaknesses:

- The overall workplan is not coherent since the individual workpackages and individual animal models or human conditions are not sufficiently interconnected.

3.2 Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD projects):

Strengths:

- + The risk management plan is well elaborated and addresses all major risks. The mitigation plans are effective.
- + IPR management is well considered.
- + Gender aspects are well considered, particularly in recruitment procedures and through installing an equal opportunities representative for all gender issues.

Weaknesses:

- The 4 members making up the scientific advisory board have not yet been identified.
- The size and structure of the supervisory board as the formal decision-making body of the consortium are not optimal for efficient governing: at least 36 persons will be part of the board and the 11 partners get an inappropriately strong weight considering their involvement in the program.
- The risk assessment plan is to be delivered only at month 12, which might be too late for certain risks.

3.3 Appropriateness of the infrastructure of the participating organisations:

Strengths:

+ The infrastructure at the participating organisations is appropriate for the execution of the research and training programs.

Weaknesses:

3.4 Competences, experience and complementarity of the participating organisations and their commitment to the programme:

Strengths:

+ The proposed training program brings together academic and non-academic partners from 5 European countries and USA and Canada.

+ The competences and previous experience of the participating beneficiaries is interdisciplinary and complementary. The partner organizations bring experience in computing in selected fields to the program.

Weaknesses:

Operation capacity

Based on the information provided in the proposal, do all the partners in this proposal possess the basic operational capacity to carry out the proposed work?

Yes

If NO, please indicate the partner(s) concerned, and provide a short explanation. In any case, evaluate the full proposal, taking into account all partners and activities:

EU funding to International / Third Country Organisations

In the case of a participating international organisation, or in the case of a participating legal entity established in a third country not listed in the Annex I of the Work Programme, please confirm whether the participation is deemed essential for carrying out the action (mention the short name(s) of the participant(s) concerned).

Not provided

Example of a poorly written IER

Proposal submitted to ETN

Note: this is only an example of a draft! There are many things to criticise within it. Some are shown below.

Criterion 1: Excellence (weight 50%)

Score = 4.1

1.1 Quality, innovative aspects and credibility of the research (including inter/multidisciplinary aspects):

Strengths:

- + The envisaged scientific advancement based on the originality and innovative aspects are basically described.
- + The proposal targets inter/multidisciplinary and inter-sectoral aspects.
- + Progress beyond the state of the art and application of the new technologies in relevant application domains is shortly elaborated.

Is it a strength? The word "basically" is quite negative.

Same point: "shortly" is quite negative. The comment should be more specific.

Weaknesses:

1.2 Quality and innovative aspects of the training programme (including transferable skills, inter/multidisciplinary and inter-sectoral aspects):

Strengths:

- + The scientific training programme is well described and credible. The establishment of a Virtual Research Centre is innovative in the targeted domain.
- + Each ESR will be supported by Personal Career Development Plan, however the approach of the Personal Career Development Plan is not sufficiently explained.

PCDPs are mandatory, although not at the very start, so this feature is not a strength but a requirement. The 'however' turns this into a weakness

Weaknesses:

- Generic transferable skills of interest for ESR are not adequately described.

1.3 Quality of the supervision (including mandatory joint supervision for EID and EJD projects):

Strengths:

- + The supervision approach is very shortly described.
- + Joint supervision and mentoring are based on a "two mentors" approach.

Same point: "very shortly" is quite negative.

Weaknesses:

- Supporting structures for exchange and boosting the ESRs are not identified.

This comment should be expanded/clarified

1.4 Quality of the proposed interaction between the participating organisations:

Strengths:

Weaknesses:

- The approach of the proposed interaction between the research organisations is very shortly described, convincing details are missing.

Is the approach not convincing the expert? Or is it just that there are not enough details?

Criterion 2: Impact (weight 30%):

Score = 3.7

2.1 Enhancing research- and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives:

Strengths:

- + The ESRs will get a meaningful training in the targeted research domain.

'Meaningful' is probably not the best word; all training should be meaningful. 'Good', 'excellent', ...?'

Weaknesses:

- Approaches and activities in order to enhance research – and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives are not adequately addressed.

2.2 Contribution to structuring doctoral / early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:

- a) meaningful contribution of the non-academic sector to the doctoral/research training, as appropriate to the implementation mode and research field
- b) developing sustainable joint doctoral degree structures (for EJD projects only)

Strengths:

- + The approach to structure the doctoral / early-stage research training at the European level is shortly mentioned.
- + Contribution of the non-academic sector to the research/doctoral training is shortly mentioned.

Same problem as before: 'shortly' sound like a weakness

Weaknesses:

+ The approach of doctoral training and the interdependencies are not sufficiently explained, the role of the virtual research centres remains unclear.

'remains' => 'is'

2.3 Effectiveness of the proposed measures for communication and results dissemination:

Strengths:

+ The proposal presents a dissemination plan with a focus on a variety of activities, moreover some generic exploitation goals are identified.

Weaknesses:

- Quantitative measurable approaches with qualitative goals for the planned communication and dissemination of results are missing.
- The approaches for the exploitation of results and intellectual property are not sufficiently explained.

check carefully: really missing completely, or just not in adequate detail

Criterion 3: Implementation (weight 20%)

Score = 3.9

3.1 Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources (including awarding of the doctoral degrees for EID and EJD projects):

Strengths:

+ The allocation of tasks and resources is shortly described.

Same problem as before: 'shortly' sound like a weakness

Weaknesses:

- The number of deliverables is too high.
- The description of the work-packages is quite generic.
- Milestones are mentioned, however not adequately as such identified and formulated.

Can this be expanded? For example, because the work that they require will interfere with other tasks?

Omit the 'are mentioned, however': you don't need to say this

3.2 Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD projects):

Strengths:

- + The management structures and procedures are described and adequate.
- + Quality management and risk management are adequately planned and aligned with the deliverables.

Weaknesses:

3.3 Appropriateness of the infrastructure of the participating organisations:

Strengths:

- + The infrastructure of the participating organisations is adequate for the research topics.

Weaknesses:

- Infrastructure supporting the development of individuals is not mentioned.

Could be more specific, in particular since the infrastructure was considered adequate for the research topics under the Strengths

3.4 Competences, experience and complementarity of the participating organisations and their commitment to the programme:

Strengths:

- + The competences, experience and complementarity of the participating organisations and their commitment to the programme is adequate.

Weaknesses:

Operation capacity

Based on the information provided in the proposal, do all the partners in this proposal possess the basic operational capacity to carry out the proposed work?

Yes

If NO, please indicate the partner(s) concerned, and provide a short explanation. In any case, evaluate the full proposal, taking into account all partners and activities:

EU funding to International / Third Country Organisations

In the case of a participating international organisation, or in the case of a participating legal entity established in a third country not listed in the Annex I of the Work Programme, please confirm whether the participation is deemed essential for carrying out the action (mention the short name(s) of the participant(s) concerned).

Not provided

Example of a well written CR

Proposal submitted to ETN

Criterion 1 – Excellence

Score: 4.2

1. Quality, innovative aspects and credibility of the research program (including inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)
2. Quality and innovative aspects of the training program (including transferable skills, inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)
3. Quality of the supervision (including mandatory joint supervision for EID and EJD projects)
4. Quality of the proposed interaction between the participating organisations

Strengths

- The research plan is likely to create innovative knowledge and demonstrates a convincing multidisciplinary approach to tackle key questions in T cell differentiation. The holistic view of T cell biology, as detailed in the proposal, is state-of-the-art in the immunological research field.
- The proposal presents a well-integrated work-plan plan which confers credibility to the scientific program also through the high throughput methodologies, including single cell studies, is credible. The research program is therefore considered feasible.
- The individual research projects are defined and well integrated.
- Solid research training in both vet-lab and bioinformatics will be provided to the researchers.
- The content and timing of training modules and meetings are well chosen and clearly articulated and present intersectoral, interdisciplinary aspects.
- Most of the summer schools are very well conceived and will cover all necessary aspects for the researchers' training, including building-up entrepreneurship skills.
- The proposed transferable skills training plan is effective.
- The international aspects are covered by the planned international secondments.
- Exposure to the non-academic sector is planned and will bring an important added value both to the project as they are highly relevant to the work plans and to the researchers' skills through the planned activities in IPR management
- The supervision scheme is clearly articulated. In addition, most of the industrial partners of the consortium play a strong role in ESR supervision.

Weaknesses

- The very early time of point of the first summer school organized soon after ESR recruitment may reduce efficiency of content delivery
- Sufficient details on the source and handling of human clinical samples are not provided.
- The use of web-based teaching resources is limited in this proposal.
- Links of the project training program to the big industrial partner are not clearly elaborated, nor is their interaction with the other participants sufficiently elaborated.

Criterion 2- Impact

Score: 4,5

5. Enhancing the career perspectives and employability of researchers and contribution to their skills development
6. Contribution to structuring doctoral / early-stage
7. research training at the European level and to strengthening European innovation capacity, including the potential for:
 - a) meaningful contribution of the non-academic sector to the doctoral/research training, as appropriate to the implementation mode and research field
 - b) developing sustainable joint doctoral degree structures (for EJD projects only)
8. Quality of the proposed measures to exploit and disseminate the project results
9. Quality of the proposed measures to communicate the project activities to different target

Strengths

- ESRs will be trained in leading labs and will interact with high quality commercial and non-commercial beneficiaries and partners. The impact on career development and sustainable improvement of job opportunities are well substantiated in the proposal especially thanks to the "dual knowledge" training scheme.
- The dissemination scheme is coherent and dissemination actions towards stakeholders and policy makers are well planned. The proposed "artists in labs" program is innovative and effective to reaching the wider public. Convincing measures for effective exploitation of results are also provided.

Weaknesses

- The role of the researchers in carrying out the communication actions with the public is not sufficiently specified in the proposal.
- The potential of a major industrial partner to further contribute towards augmenting impact is not fully explored

Criterion 3: Quality and efficiency of the Implementation**Score: 3.5**

1. Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources (including awarding of the doctoral degrees for EID and EJD projects)
2. Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD projects)
3. Appropriateness of the infrastructure of the participating organisations
4. Competences, experience and complementarity of the participating organisations and their commitment to the program

Strengths

- The WP structure is meaningful and well balanced.
- Individual ESR projects have clear objectives and expected results. Secondments are relevant and aligned with individual research goals.
- The management planned for ESR recruitment, including gender balance, is well planned.
Management tasks and accountability are clearly described.
- The Advisory Board scientists are highly credible and with clearly assigned roles.
- Academic partners are leaders in their field. The network consolidates previous collaborative research expertise and knowledge.
- The infrastructure presented by the academic organizations is appropriate for project execution. Most of the participating organizations demonstrate a high level of scientific know-how and expertise.

Weaknesses

- The scientific deliverables not always sufficiently detailed to allow assessing the scientific progress. Additionally they are too concentrated in the second half of the project.
- IPR management of the project is not described within the allowed page limits.
- The proposal does not sufficiently clarify how beneficiary X will be able to ensure appropriate supervision given the very limited personnel. Additionally it is not clear whether this beneficiary can offer appropriate premises to the fellow.
- The description of ESRs' individual projects could be more detailed.
- The contribution of the private sector PIs to project management is rather limited.

Example of a poorly written CR

Proposal Submitted to EID

Criterion 1 – Excellence

Score: 4.7

1. Quality, innovative aspects and credibility of the research program (including inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)
2. Quality and innovative aspects of the training program (including transferable skills, inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)
3. Quality of the supervision (including mandatory joint supervision for EID and EJD projects)
4. Quality of the proposed interaction between the participating organisations

The score 4.7 does not reflect the given comments, especially the weaknesses, which are important. A consistent score should be below 4.

Strengths

- Innovative aspects and advances beyond the state-of-the-art are clearly described. The proposal will leverage catalysis to increase resource and energy efficiency, by designing innovative nanostructured active materials and developing new processes through a smarter use of renewable feedstock.
- The proposal provides a very good description of the methodology which gives credibility to the achievement of the proposed objectives.
- The research programme is highly multidisciplinary involving areas as organometallic chemistry, materials science, quantum and statistical mechanics modelling.
- Innovative research project that explores new approaches to prepare and support metallic nanoparticles for fine chemicals and specialty polymer industry
- An appropriate overview of the training activities is given.
- The proposal well addresses the aspects relative to transferable and complementary skills
- Adequate network-wide and local training activities.
- The proposal gives sufficient priority to the establishment of a Personal Career Development Plan. Joint supervision arrangements are foreseen and sufficiently described. The experience of the supervisors is well explained and appropriate.

The comments should not describe what the proposal does.

Innovation is described already in the first bullet point. These 2 points should be merged

The adjective "adequate" (often confused with "appropriate") is not in line with a very good to excellent score

Weaknesses

The methodology used in the proposal for the organometallic characterizations is obsolete; additionally preparation methods to achieve the goal of inexpensive nano-catalysts are not sufficiently described.

- Important scientific and technological aspects as materials stability and environmental risks of these new materials are not sufficiently addressed in the proposal.
- Total exposure of the ESRs to the industrial sector is not achieved as only 9 of 15 ESRs will gain industrial experience as described on page 15.

This statement contradicts the positive comments on the methodology and credibility of the proposal.

In EID the ESRs must spend 50% of their recruitment time at the non-academic sector. This is an important weakness and should be appropriately reflected in the scores. Additionally the exposure should not be "total" but 50%. Numbers should preferably not be used in the text to avoid trivial mistakes

Criterion 2 – Impact*Score too high for these comments.***Score:4.5**

5. Enhancing the career perspectives and employability of researchers and contribution to their skills development
6. Contribution to structuring doctoral / early-stage
7. research training at the European level and to strengthening European innovation capacity, including the potential for:
 - c) meaningful contribution of the non-academic sector to the doctoral/research training, as appropriate to the implementation mode and research field
 - d) developing sustainable joint doctoral degree structures (for EJD projects only)
8. Quality of the proposed measures to exploit and disseminate the project results
9. Quality of the proposed measures to communicate the project activities to different target

Strengths

- The project has the potential to enhance research- and innovation-related human resources upon successful completion.
- Because of the multidisciplinary degree of the project, there will be a positive impact of the training program on the career perspectives of the fellows.
- The project will bring clear advantages and strengthen the European capacity in the important fields of nanotechnology and catalysis. If they used the appropriate methodology also the organometallic characterization would profit.
- The training and research programme is promising to the strengthening of the European research and innovation capacity.
- The communication and public engagement strategy of the project are sufficiently described and coherent.
- The dissemination of results of the projects through scientific publications is adequate.

*The comments in this section are redundant could be better structured and merged e.g. there are 2 comments in the European research capacity;**Important is here that nothing is said about the contribution of the non-academic sector (important in an EID).**Assuming what would happen if the proposal would use the appropriate methodology is not part of the evaluation.**Publications are only one part of the possible dissemination and communication activities.***Weaknesses**

- The weaknesses in the methodology raise doubts about the level of knowledge the ESRs could gain in organometallic characterizations.
- A contribution on the improvement of working conditions to realize the potential of individuals and to provide new career perspectives in the specific fields is not specified.

Impact is assessed assuming that the project will reach its objectives. Credibility and feasibility aspects should be assessed under the excellence criterion

Criterion 3: Quality and efficiency of the Implementation

Score: 3.5

10. Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources (including awarding of the doctoral degrees for EID and EJD projects)
11. Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD projects)
12. Appropriateness of the infrastructure of the participating organisations
13. Competences, experience and complementarity of the participating organisations and their commitment to the program

Strengths

- The work plan is coherent and appropriate. The allocation of resources is appropriate.
- Individual research projects are very well defined and planned secondments are presented.
- Both scientific and management risks are adequately described and contingencies are sufficiently addressed.
- The consortium and management risks are adequately described and contingencies are sufficiently addressed. (with a mandatory joint governing structure for EID and EJD projects)
- The infrastructure of each partner is credibly described and appropriate.
- Research and training expertise as well as competencies of each partner are clearly described and sound.
- Complementarities between the partners are sufficiently described.
- Commitments of beneficiaries and partner organisations to the training programme are given and are adequate.
- A deliverables list is presented.

Weaknesses

- Only two generic milestones (mid-term and final meeting) are given.
- Specific risk management for each individual research project is not appropriately discussed.
- A possible commercial exploitation of the research results is not presented.
- partner X who does not present operational capacity

Secondment cannot be considered appropriate because this is an EID and not all ESRs are seconded to the non-Academic sector as indicated under Excellence. To achieve excellence a project might not stock to the minimum requirements and other kinds of secondments can be planned.

Additionally this aspect has been already counted as weakness in excellence so there is a contradiction.

The expertise and competence of the other entities is not addressed in these comments.

The CR should also indicate whether the deliverables are sufficiently detailed and distributed throughout the project duration in order to allow appropriate assessment of progress.

Among the strengths the individual projects are considered very good ;this is a contradiction to this comment on risk management.

The absence of basic operational capacity should be addressed in the appropriate box and the proposal evaluated as if the partner was not there. Additionally this statement contradicts the strengths in which the infrastructure of "each" is said adequate.

6. ON-LINE EVALUATION TOOL (SEP)

6.1. HOW TO ACCESS SEP?

<https://ec.europa.eu/research/participants/evaluation/>

Use your ECAS credentials

6.2. SEP WORKFLOW AND EVALUATIONS TASKS

The workflow in SEP (Evaluation Tool) is described below from the IER until the end of ESR stage. The evaluators should be available during the entire remote phase (IER, CR and cross-reading phase) from 9/02 to 08/04/2018.

ITN Guide for evaluators

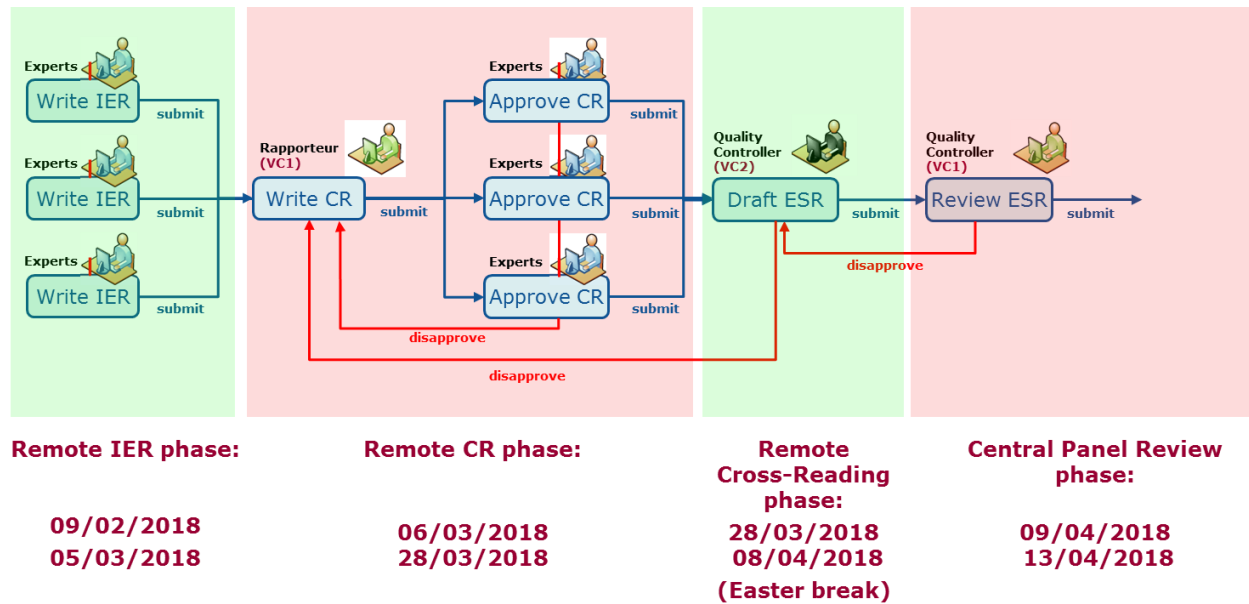


Figure 6: SEP workflow from the remote IER to the ESR stage

IER

The process of completing and submitting an Individual Evaluation Report for a proposal involves the following steps:

1. A task "Create IER" is assigned to you as a proposal evaluator (expert). Check whether you can evaluate the proposal (i.e., ensure that there is no conflict of interest of any nature and that the proposal is, to an acceptable extent, in your field of expertise).
2. Accept the "Write IER" task and fill in your evaluation report using an electronic Web-based form.
3. **Before submitting your IER**, your respective Vice Chair might give you some feedback/comments via the SEP task comment box (on the left side of your screen in SEP).
4. Submit your evaluation report electronically by using the electronic Web-based form.

CR

The process of completing and submitting a Consensus Report for a proposal involves the following steps:

1. The Vice-Chair assigned to the proposal is given the role of the Rapporteur. A task "Write CR" is assigned to the Rapporteur, who will receive a notification email by SEP as soon as all of the 3 experts have submitted their IERs for that proposal.
2. The Rapporteur starts working on the "write CR" task to write a draft CR remotely. The Rapporteur fills in the report using an electronic Web-based form.
3. The Rapporteur saves the draft CR for the remote discussion; the evaluators can read it and start the remote consensus discussion via the SEP task comment box (on the left side of their screen in SEP). Tips: Once the Vice Chair has drafted the CR, he/she can send a notification to all evaluators and REA staff (via the SEP task comment box) in order to start the remote consensus discussion. The Rapporteur consolidates the valuable comments on the "Write CR" task taking into account the consensus discussion made by the evaluators in the SEP task comment box. The consensus discussion in the SEP task comment box can be structured by criterion.
4. Once the evaluators reached a consensus, agreed on the comments then on the scores, the Rapporteur can submit the "Write CR" task.
5. The Experts are assigned "Approve CR" tasks.
6. Once the "Approve CR" tasks are submitted, the CR becomes an ESR and the "Draft ESR" task is assigned to the Quality Controller (QC), who will receive a notification email by the Evaluation Tool. The Quality Controller is a second Vice-Chair who will cross-read and quality check the ESR.
7. The QC reviews the draft ESR and approves or disapproves its content. If the QC approves the content of the CR, he/she **saves the draft ESR but does not submit it yet**, the consensus stage is finished, and your work as an evaluator is finished. If the QC disapproves the CR, he/she returns the draft ESR back to the rapporteur and the "Write CR" is triggered again. The Rapporteur and the evaluators start the procedure over from step 4 onwards.

In several cases and if the evaluators cannot easily reach a consensus using the SEP task comment box, the REA staff will organise a teleconference between all actors.

In very exceptional cases, even after a teleconference or/and the appointment of a 4th expert, the evaluators cannot reach a consensus, the evaluators disagreeing with the CR shall inform the rapporteur (Vice-Chair) that he/she can tick the "Minority opinion" box in the corresponding field of the CR with a comment justifying their position. This case will be then discussed and resolved during the central panel reviews with the Chairs and Vice Chairs.

6.3. SEP TABS AND TASKS

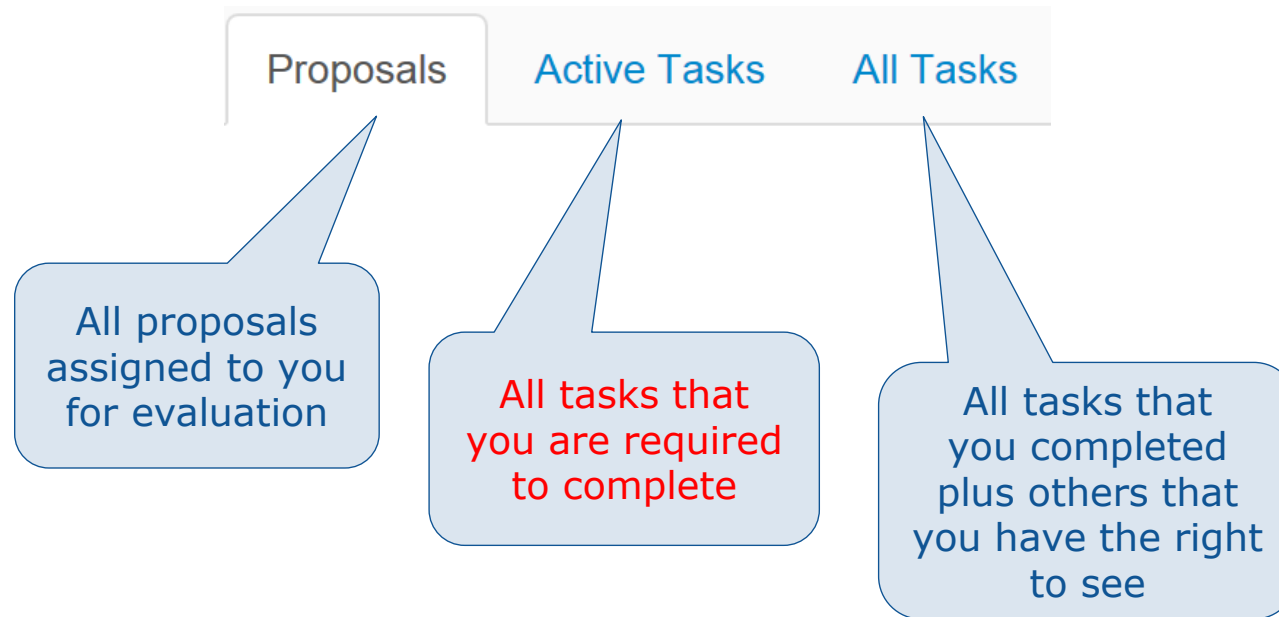


Figure 7: SEP Main tabs

There are three main tabs you will be working with in SEP: Proposals, Active Tasks and All Tasks, see Figure 7. To have an overview of your list of proposals you can look at them in the proposals tab. "All Tasks" is very important during the remote consensus discussion in order to access and read the Write CR task.

Active tasks

Proposals **Active Tasks** All Tasks 10 December 2014

Call Panel Task Proposal Acronym Status Threshold

Panel	Task	Proposal	Acronym	Owner	Deadline	Status	Score	Action
Panel2	Write IER	606113	Eva_1409396714121	Polli Expert24	17 Dec 2014 17:00	Open		Edit Decline
Panel2	Write IER	606114	Eva_1409396716694	Polli Expert24	17 Dec 2014 17:00	Assigned		Decline
Panel2	Write IER	606115	Eva_1409396716926	Polli Expert24	17 Dec 2014 17:00	Assigned		Decline
Panel 16	Write IER	606222	Eva_1413470922472	Polli Expert24	11 Nov 2014 17:00	Assigned		Decline
Panel 16	Write IER	606221	Eva_1413470926105	Polli Expert24	11 Nov 2014 17:00	Assigned		Decline
Panel 16	Write IER	606223	Eva_1413470928126	Polli Expert24	10 Nov 2014 17:00	Assigned		Decline
Panel 20	Write IER	606233	Eva_1413470966760	Polli Expert24	11 Nov 2014 17:00	Assigned		Decline
Panel 20	Write IER	606234	Eva_1413470970085	Polli Expert24	11 Nov 2014 17:00	Assigned		Decline
Panel 20	Write IER	606235	Eva_1413470976524	Polli Expert24	10 Nov 2014 17:00	Assigned		Decline
Panel 24	Write IER	606245	Eva_1413470997925	Polli Expert24	11 Nov 2014 17:00	Assigned		Decline

Figure 8: Active tasks

To access your proposals from the list of **Active Tasks** (

Figure 8), click on the proposal reference number or acronym for the desired task (these links are available from the Proposal and Acronym columns, respectively).

The Proposal Details screen will open where you can access the task details and the proposal information: the proposal abstract and the composition of the consortium. At this point you can already check for potential conflicts of interest with the partners of the project, see

Figure 9 and Figure 10 below.

The actions available to you from this screen are:

Edit task

(opens the actual Report form for editing in the Evaluation Report Form screen)

Decline task

(used in the case of a conflict of interest)

Go to task list

(returns you to the Active Tasks tab). Note: You can also open a report form for editing directly from the task list in the Active Tasks tab using the button for that task. You can also decline a task directly from the Active Tasks tab using the button. Note: As soon as you open the Evaluation Report Form screen for a task, the status of this task will be changed from Assigned to Open.

To read Part A and Part B of the proposal – from the Proposal Details screen, click the links for Part A and Part B located in the Task Details pane on the left-hand side of the screen. Keep in mind that you need to accept the task before being able to see part B of the proposal.

Accepting a task

10 December 2014

< Hide task details and comments

Task Details

Task Write IER
 Acronym Eva_1409396716694
 Proposal 606114

Attachments Part A

Status ELIGIBLE
 Panel Panel2
 Deadline 17 December 2014 17:00
 Task Status Assigned
 Task Owner Expert24 Polli

Task Comments
 Expand comments >

Access is restricted to Part A before you accept the task

Proposal title	Not provided	Duration	0
Call	H2020-ISIB-2014-1	Total budget	0
Funding scheme	CSA	Total requested EC contribution	0
Activity topic / Objective		Number of participants	1
Resubmission	no	Currency	Not provided
Submission date	30 August 2014 13:05		
Ethical issues in the submitted proposal	no		

Keywords

Not provided

Abstract

1409396716694+abstarct

Coordinator
 Baird Consulting SCS
 Vieille rue du Moulin-Rouge 20, Uccle, BE
 PIC: 956444445

Contact

[I agree to work on this task](#) [Decline task](#) [Go to task list](#)

Figure 9: Accepting a task

ITN Guide for evaluators

The screenshot shows a web interface for viewing a proposal. It is divided into several sections:

- Task Details:** A sidebar on the left containing fields like Type, Acronym, Proposal, Attachments (Part A, Part B), Status, Panel, Deadline, Task Status, and Task Owner.
- Proposal Information:** A central table with fields for Proposal title, Call, Funding scheme, Activity topic / Objective, Resubmission, Submission date, Ethical issues, Duration, Total budget, Total requested EC contribution, Number of participants, and Currency.
- Keywords and Abstract:** A section below the proposal information containing keywords and an abstract.
- Task Comments:** A table with columns for Total comments, Last comment, and Submitted by.
- Consortia and Partners details:** A large central area containing details for the Coordinator and two Partners, each with their own contact information.
- Available actions:** A row of buttons at the bottom including 'Decline task', 'Go to task list', and 'Edit task'.

Callouts provide additional context:

- Access to Part A and Part B of the proposal:** Points to the Attachments section in the Task Details sidebar.
- Basic information about the proposal:** Points to the Proposal Information table.
- Task comments:** Points to the Task Comments table, with a note: "To add a comment, open the task (Edit task button)."
- Consortia and Partners details:** Points to the Coordinator and Partner information blocks.
- Available actions:** Points to the 'Decline task', 'Go to task list', and 'Edit task' buttons.

Figure 10: Full proposal view, available after accepting the task

The All tasks (see

Figure 11) tab shows and over view all the tasks you have the right to see in SEP, once you've completed, once that are open to you and others like the Write CR task once the rapporteur has saved a version in the system.

All tasks

The screenshot shows a table of tasks with the following columns: Panel, Task, Proposal, Acronym, Status, Owner, Deadline, Score, and Action. Callouts highlight: 'Links to access proposal details' (pointing to Proposal and Acronym), 'Task status:' (pointing to Status), 'Score:' (pointing to the Score column), and 'Actions you can perform for a task:' (pointing to the Action column).

Panel	Task	Proposal	Acronym	Status	Owner	Deadline	Score	Action
ISIB-4A-2014	Review CR	607870-1	Test proposal 10	Finished	QC A		13.3	View
ISIB-4A-2014	Approve CR	607870-1	Test proposal 10	Finished	TERZIEV Ivan		13.3	View
ISIB-4A-2014	Write CR	607870-1	Test proposal 10	Finished	TERZIEV Ivan		13.3	View
ISIB-01-2014	Write IER	607862-1	Test proposal 2	Finished	TERZIEV Ivan		11.8	View
ISIB-4A-2014	Review CR	607863-1	Test proposal 3	Finished	QC A		2.8	View
ISIB-4A-2014	Approve CR	607863-1	Test proposal 3	Finished	TERZIEV Ivan		2.8	View
ISIB-4A-2014	Write CR	607863-1	Test proposal 3	Finished	TERZIEV Ivan		2.8	View
ISIB-01-2014	Write IER	607864-1	Test proposal 4	Open	TERZIEV Ivan		9.8	Edit Decline
ISIB-01-2014	Write IER	607865-1	Test proposal 5	Assigned	TERZIEV Ivan			Edit Decline
ISIB-01-2014	Write IER	607866-1	Test proposal 6	Assigned	TERZIEV Ivan			Edit Decline

Displaying 1 to 10 of 13
Page size: 10 25 50 100

Figure 11: All Tasks

6.4. THE IER SCREEN

IER screen

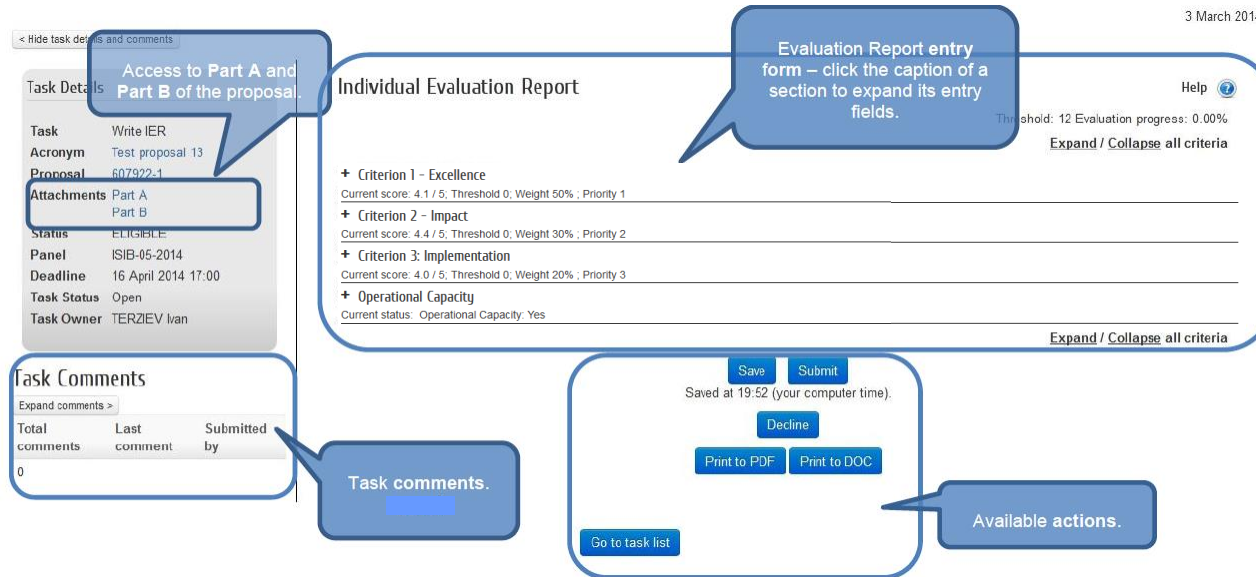


Figure 12: IER Screen

In the IER screen as seen in Figure 12 above you have access to all the sub criteria once you expand the view. You can also access the proposal parts A and B on the top left and see any task comments left by either EC staff or the VC following your work. The available actions are **save**, **submit** and **decline**. You can also print a pdf or doc version of the IER from this view.

When declining a task the status will be changed from Open to Declined and will still appear in your task list, but you will not be able to access the proposal details anymore.

The Call Coordinator will be notified that the task must be reassigned to another Expert. When declining a task, you must provide the reason for this action. To this end, a pop-up window will show where you will be prompted to select between a 'conflict of interest' (where you must select a category from a drop-down list of official reasons) or 'other reasons'. Optionally, you can provide additional information in the Comments field. Click OK or Cancel to complete or to cancel the action.

Save vs Submit

Save

- The form can be saved at any moment
- Auto-save every 2 minutes
- After saving, the form is still editable
- Accessible from "My active tasks"

Submit

- Once satisfied with your comments and scores, you can submit the report.
- Once submitted, the report is no longer editable.
- Still accessible in read-only from the "All tasks" tab using the "view" button.

If you submitted by mistake or wish to re-open the evaluation report, please contact your panel coordinator, who can re-open the task.

6.5. THE CR SCREEN

CR screen

3 March 2014

< Hide task details and comments

Task Details

Task Write CR

Acronym Test proposal 13

Proposal 607922-1

Attachments Part A
Part B

Status ELIGIBLE

Panel ISIB-05-2014

Deadline 24 April 2014 17:00

Task Status Open

Task Owner TERZIEV Ivan

Consensus Report Help ?

Threshold: 12 Evaluation progress: 0.00%
[Expand / Collapse all criteria](#)

- + **Criterion 1 - Excellence**
Current score: 4.1 / 5; Threshold 0; Weight 50%; Priority 1

- + **Criterion 2 - Impact**
Current score: 4.4 / 5; Threshold 0; Weight 30%; Priority 2

- + **Criterion 3: Implementation**
Current score: 4.0 / 5; Threshold 0; Weight 20%; Priority 3

- + **Operational Capacity**
Current status: Operational Capacity: Yes

[Expand / Collapse all criteria](#)

Save Submit

Decline

Print to PDF Print to DOC Merge IERs View changes

Initialise

Go to task list

Task Comments

Expand comments >

Total comments	Last comment	Submitted by
0		

Figure 13: The CR screen

Once all IERs are completed the CR task becomes available to the VC appointed as rapporteur, see Figure 13 above for the CR screen.

CR screen: task comments

- Comments can be exchanged in SEP to reach a consensus view on the CR

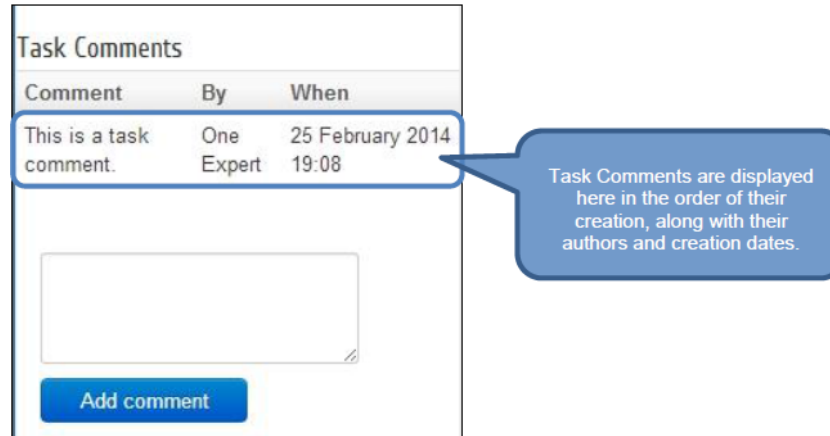


Figure 14: Task comments

During the CR phase you will most likely want to exchange views with the other evaluators and to do this you should use the task comments box. We very much encourage you to use the notification system.

Please also find below several useful **SEP tutoring videos** on how to access and treat different tasks in SEP during the whole evaluation process.

– Completing an Individual Evaluation Report – Video

<https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Completing+an+Individual+Evaluation+Report+-+Video>

- Completing a Consensus Report (CR) Remotely

<https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Completing+the+Consensus+Report+Remotely+-+Video>

6.6. CONTACT & SUPPORT

SEP support: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu

Phone: +32 2 29 92222

The service desk is available on weekdays between 8:00 and 20:00 (Brussels time)

Other resources:

Refer the [Horizon 2020 Helpdesk](#) for questions regarding organisation registration and data updates, as well as any aspect of European research and the EU Research Framework Programmes. Refer to the [Research IT Helpdesk](#) for any IT-related problems that you might experience with the Evaluation Tool. Also available are [The H2020 Online Manual](#) and [The list of reference documents on the Participant Portal](#).



7. ANNEX 1 - CHECKLIST FOR EVALUATORS

This checklist shall help you, as an evaluator, check that some important aspects have been properly considered in your evaluation and reports. It is not meant to be completed or sent back to the REA.

Common issues (ETN, EID, EJD)

<input type="checkbox"/> I checked to which implementation mode my proposal belongs (ETN, EID, EJD) and I have evaluated the proposal taking into account the specific evaluation criteria and rules for these modes (Section 4)
<input type="checkbox"/> I understand the difference between Partner Organisation (role in the Consortia) and Industry (classification of sectors in MSCA: academic/non-academic)
<input type="checkbox"/> Operational capacity: <p>In order to assess whether a given beneficiary has the basic operational capacity to carry out the proposed work, I have taken into account the information provided in the table “Data for non-academic participants” (in Part B1 of the proposal), the chapter “Capacities of the participating organisations” (in Part B2) and any other relevant information in the proposal.</p> <p>If one or more proposed beneficiaries lack the operational capacity, the proposal has been evaluated without taking into account the partner(s) concerned and the tasks assigned to them</p> <p>I have ticked the appropriate operational capacity box ("YES/NO") in SEP.</p>
<input type="checkbox"/> I have clearly mentioned in my report whether funding should be exceptionally granted in cases of high-middle income Third countries (e.g. US, Canada, Japan, Australia, Russia, India, China, Brazil) and International Organisations (see Guide for Evaluators under section 4.9) <p>(When EU funding is NOT granted, this entity must be considered to participate with its own funding, regardless of whether this funding is mentioned in the proposal or not.</p> <p><i>List of Associated Countries:</i></p>

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

The proposal will not be negotiated. Therefore the proposal cannot be improved and recommendations shall not be made. The proposal has been evaluated as it is, even if it has potential.

All weaknesses I found are reflected in my scores.

Part B of the proposal is made out of 2 parts.

Document 1: Start Page, Table of Content, List of Participants data (including non-academic sector beneficiaries and declarations tables), and sections 1-3.

Document 2 consists of sections 4-7: in section 5, Description of the participating organizations, a maximum of one page per beneficiary and half a page per partner organisation is allowed.

Page limits in Part B :

Document 1 start page, Table of Content and tables have a maximum of 4 pages,

Document 1 sections 1 to 3 have a maximum of 30 pages (start at page 4).

Document 2: no page limits

I have disregarded any excess pages.

No reference to the outcome of previous evaluations of this or a similar proposal should be included in the report. **I have not mentioned any such references.**

Partner organisations must include a letter of commitment in the proposal in Section B.7. **If a letter is missing, I have disregarded the partner organisation's contribution.**

If secondments are foreseen, they are limited to a maximum of 30% of the fellowship duration and the secondment plan seems feasible.

My comments are adequate in terms of quality, clarity, length and quality of the explanations.

- If the proposal plans to use human embryos or human embryonic stem cells, the report needs to mention whether they are needed to carry out the project.

EID specific issues

- All fellows** should stay at the **non-academic sector for min. 50%** of their recruitment period.
If not, this weakness is considered in my report and reflected in my scores.
The intersectoral mobility between beneficiaries is international (when moving academic/non-academic beneficiaries, the ESR is going to different countries)
 The total secondment duration to partner organisations (irrespective of the sector) is limited to a maximum of 30% of the fellowship duration and the secondment plan seems feasible.

- All fellows** must be enrolled in a **doctoral programme** at an **academic sector beneficiary/partner organization**.
If not, this weakness is considered in my report and reflected in my scores.

- A **mandatory joint governance structure** with joint selection, supervision, monitoring and assessment procedures must be described in the proposal.
If not, this weakness is considered in my report and reflected in my scores.

- Each ESR** must be jointly supervised by **at least two supervisors**, one from each sector.
If not, this weakness is considered in my report and reflected in my scores.

EJD specific issues

- All fellows** are enrolled in a doctoral programme leading to a joint, double or multiple degree.

If not, this weakness is adequately considered in my report and reflected in my scores.

- At least two-thirds of the supported ESRs are enrolled in a joint, double or multiple doctoral degree awarded by two or more beneficiaries/ partner organisations in an EU Member State and/or H2020 Associated Countries.
- The remaining supported researchers are enrolled in a joint, double or multiple degree awarded by at least one European participating organisation.

If not, this weakness is adequately considered in my report and reflected in my scores

- A **mandatory joint governance structure** with joint admission, selection, supervision, monitoring and assessment procedures must be described in the proposal.

If not, this weakness is considered in my report and reflected in my scores.

Letters of **institutional** commitment in EJD:

- Each institution awarding the joint, double or multiple degree has included its letter of **institutional** commitment in Part B2 of the proposal
- The template (ref. Guide for Applicants) has been used and the letter is signed by the organisation's legal representative.

If not, this weakness is adequately considered in my report and reflected in my scores.

My reports

- I have identified **strengths and weaknesses** in bullet points for the different elements under the three award criteria (Excellence, Impact, Implementation).

8. ANNEX 2: ITN SUMMARY TABLE

		ETN	EID		EJD
			2 Beneficiaries	≥ 3 Beneficiaries	
BENEFICIARY (IES)	Minimum No. of beneficiaries	3	2	3	3
	Minimum MS or AC	3	2	2 ³	3
	Academic sector	No restrictions	Minimum 1		Minimum 3 entitled to award doctoral degrees
	Non-academic sector	No restrictions	Minimum 1		No restrictions
	Max no. of person months	540	180	540	540
	Max 40.0% budget for 1 country	Mandatory	N/A	Mandatory	Mandatory
Beneficiary (or partner organisation) awarding PhD		Optional	Mandatory (1 beneficiary or partner organisation)		Mandatory for minimum 3 beneficiaries
Joint award of PhD		Optional	Optional		Mandatory
Joint degree – letter of institutional commitment		N/A	N/A		Mandatory
Joint supervision for ESRs		Encouraged	Mandatory (from the 2 sectors)		Mandatory
ESRs enrolment in the PhD		Optional	Mandatory		Mandatory
Inter-sectoral mobility must be international		Optional	Mandatory		Optional
Secondments: international, inter-sectoral, interdisciplinary		≤ 30%	<i>Min 50% stay in the non-academic sector, ≤ 30% in partner organisations</i>		N/A
Partner Organisation: Letter of Commitment		Mandatory			
Ranking lists		8 (Scientific) panels	1 Multidisciplinary		1 Multidisciplinary
Budget		€375 mn	€32 mn		€35 mn

³ Please note that beneficiaries of an EID with more than 2 beneficiaries must be established **in more than 2 MS or AC** in order to respect the **40.0% rule**.