

ETN Manual for Evaluators

MANUAL FOR EVALUATORS

Marie Skłodowska-Curie Actions

H2020-MSCA-
ITN-2019

Mode ETN

Version 1



Innovative Training Networks (ITN)

Mode ETN

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Contents

Contents

- 1. GENERAL ASPECTS..... 5
 - 1.1. THIS MANUAL..... 5
 - 1.2. EVALUATOR'S CODE OF CONDUCT..... 5
 - 1.3. ITN 2019 DEADLINES..... 9
 - 1.4. CONTACT POINTS IN REA..... 10
- 2. POLICY FRAMEWORK..... 10
 - 2.1. HORIZON 2020 10
 - 2.2. THE MARIE SKŁODOWSKA CURIE ACTIONS (MSCA)..... 11
 - 2.3. INNOVATIVE TRAINING NETWORKS – ITN..... 11
- 3. EVALUATION PROCESS..... 15
 - 3.1. PROPOSAL EVALUATION STAGES 15
 - 3.2. EXPERT ROLES 18
- 4. EVALUATION CRITERIA AND REQUIREMENTS 20
 - 4.1. ASSESSMENT AGAINST EVALUATION CRITERIA..... 20
 - 4.2. COMPLIANCE WITH SPECIFIC ASPECTS OF THE ACTIONS AND RULES ... 21
 - 4.3. ELIGIBILITY AND REQUIREMENTS SPECIFIC FOR THE ACTIONS..... 21
 - 4.4. ETN 22
 - 4.5. SPECIFIC ISSUE: RESUBMISSIONS..... 24
 - 4.6. SPECIFIC ISSUE: OPERATIONAL CAPACITY 24
 - 4.7. SPECIFIC ISSUE: IO/OTC FUNDING 26
 - 4.8. SPECIFIC ISSUE/ INTERNATIONAL EUROPEAN INTEREST ORGANISATIONS (IEIO) 26
 - 4.9. SPECIFIC ISSUE: PAGE LIMITS..... 27
 - 4.10. SPECIFIC ISSUE: ETHICS ISSUES..... 29
 - 4.11. SPECIFIC ISSUE: LETTERS OF COMMITMENT 29



ETN Manual for evaluators

4.12. SCORES29

4.13 Specific Issue: GANTT Chart30

5. QUALITY OF REPORTS31

 Example of a well written IER.....35

 Example of a poorly written IER.....41

 Example of a well written CR.....47

 Example of a poorly written CR.....51

6. ON-LINE EVALUATION TOOL (SEP).....56

 6.1. HOW TO ACCESS SEP?.....56

 6.2. SEP WORKFLOW AND EVALUATIONS TASKS56

 6.3. SEP TABS AND TASKS59

 6.4. THE IER SCREEN63

 6.5. THE CR SCREEN.....65

 6.6. CONTACT & SUPPORT.....66

7. ANNEX 1 – CHECKLIST FOR EVALUATORS – mode ETN67

8. ANNEX 2: ETN SUMMARY TABLE69



1. GENERAL ASPECTS

1.1. THIS MANUAL

This manual 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–2019 In particular the mode called **European Training Networks (ETN)**. Proposals are allocated to Expert Evaluators who need to assess them against predefined evaluation criteria (see section 4. EVALUATION CRITERIA AND REQUIREMENTS), making sure that the proposals comply with the requirements which are specific for the given mode under which it is submitted.

This manual contains information on the ETN mode including the relevant 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 reports – Individual Evaluation Report and Consensus Report, the latter constitutes the basis for the Evaluation Summary Report (ESR) that will be sent to the applicants for each proposal. Finally the IT system (SEP) in which the proposal will be evaluated is described. **In Annex 1 of this manual, you can find a checklist that will help you remember all the important aspects and rules of the evaluation of the mode ETN.**

Please keep in mind that in H2020 proposals are not negotiated. This strongly limits the possibility of modifying a proposal after it has been selected for funding. It is therefore very important to evaluate them as they are, reflecting all the weaknesses in the scores.

Specific information about the call can be found on the [call page](#) of the Funding and Tenders Portal, which replaces the Participant Portal. In particular next to this manual we recommend reading:

- [H2020 –MSCA–ITN 2019 Guide for Applicants ITN](#)
- [H2020 –MSCA– Work Programme](#)
- [Frequently Asked Questions](#)
- [Expert evaluators' web-briefing](#)

1.2. EVALUATOR'S CODE OF CONDUCT

Please see also the [video on the guiding principles](#) for Evaluators



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 behaviour and decision-making.
- ✓ Please have a look at the [video](#) prepared by the Royal Society (UK), which will give you some more information.

Avoidance of Conflict of interest (Col)

Under the terms of your signed Expert contract, all Expert Evaluators must declare beforehand any known conflicts of 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
- ✓ is a director, trustee or partner or is in any way involved in the management of an applicant
- ✓ is employed or contracted by one of the applicant 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 a Horizon2020 Advisory Group (MSCA)
- ✓ is a National Contact Point, or is directly working for the Enterprise Europe Network
- ✓ is a member of a Horizon 2020 Programme Committee for Marie Skłodowska–Curie actions
- ✓ is acting as a referee of an applicant
- ✓ any other situation that may compromise impartiality, or may casts doubt, or reasonably appear to do so, on an Expert's impartiality.

Confidentiality

The Expert contract also requires Expert Evaluators 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
- ✓ disclose any information on proposals/applicants
- ✓ disclose any detail on the evaluation outcomes
- ✓ disclose names of other Experts involved.

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



1.3. ITN 2019 DEADLINES

Call		
Call Publication	13/09/2018	
Call Closure	15/01/2019 17:00:00 (Brussels time)	
Eligibility and Conflicts of Interest Checks (done by REA staff)	16–28/01/2019	
Allocation of Proposals to Experts	29/01–31/01/2019	
Web–briefing	08/02/2019	
Remote evaluation		
The remote evaluation takes place from the 08/02 – 29/03/2019		
Accept to evaluate proposals in SEP (max. 8 to 10 proposals)	08/02 and 15/02/2019 at the very latest – scheduling of proposals will be given to Experts so that some CRs can start before the IER deadline	
Individual Evaluation Reports (IER)	40% of IER completed	by 18/02/2019
	70% of IER completed	by 25/02/2019
	100% IERs completed	by 05/03/2019
Consensus Reports (CR)	40% CR completed	by 11/03/2019 (some CRs will start before the IER deadline)
	80% CRs completed	by 18/03/2019
	100% CRs completed	By 25/03/2019
Cross–Reading (draft ESR)	100% draft ESRs cross–read (quality check) by 29/03/2019	

All Expert Evaluators should be available from 08/02/2019 until 29/03/2019. Only Experts appointed as Chairs and Vice–Chairs will participate to the allocation of



proposals to Experts, which will take place from 29/01 to 31/01/2019 and to the panel meeting in Brussels, which will take place from 01 to 05/04/2019.

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 MERKOURAKIS
ECO, SOC	Gergana SIMEONOVA-ARIDA (back-up Ivan GINGA)
ENG	Maria VILI
ENV	Giuliana DONINI
LIF	Julien GIORDANI
MAT, PHY	Fabrizio MARTONE
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 Junker 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:

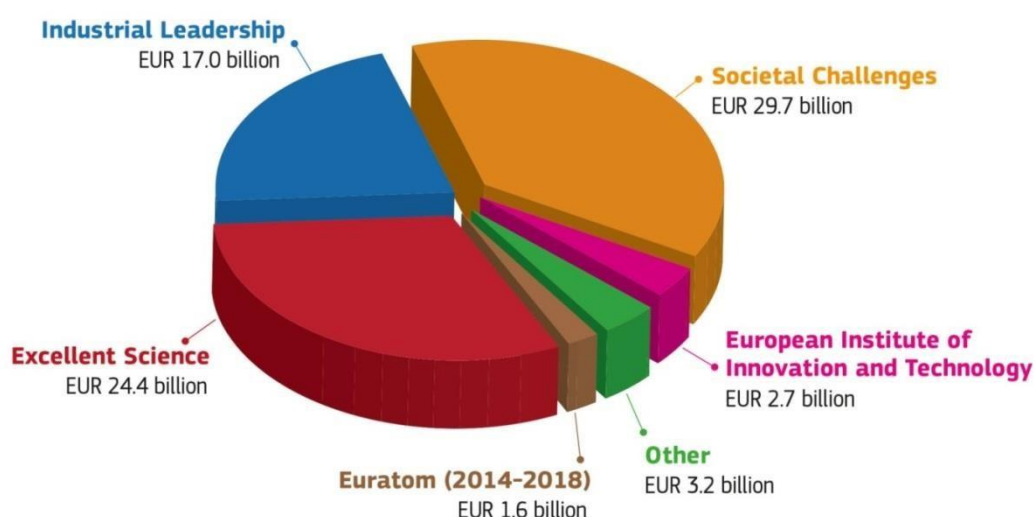


Figure 1- H2020 distribution of funds

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, inter-sectoral 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 2: 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, inter-sectoral 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 **organisational 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, inter-sectoral 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 takes 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

Each mode is allocated a dedicated budget:

ETN	400 EUR Millions
EID	35 EUR Millions
EJD	35 EUR Millions

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).

In EID and EJD, proposals are ranked in a separate panel with a dedicated budget and may be evaluated by dedicated Experts.

This manual is dedicated to the ETN mode. The implementation mode is indicated in Part A of the proposal (title) as well as in the header and first page of Part B1. If the implementation mode is different in Part A and Part B1, please contact the panel coordinator (see section 1.4. CONTACT POINTS IN REA).

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 Organisations, 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 4.7. SPECIFIC ISSUE: IO/OTC FUNDING). 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 organisations as explained in figure 4.



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



Reception of Proposals

- ⇒ REA performs a first check of admissibility and eligibility of submitted proposals. However, a proposal can be declared ineligible at any stage of evaluation: during the evaluation and if you have a doubt, you should report any case to your **Vice-Chair / Panel Coordinator**.
- ⇒ With the assistance of the Vice-Chairs, proposals are allocated to three Experts Evaluators according to their field of expertise.

Remote Individual Evaluation Report (IER) phase

- ⇒ Each Evaluator independently assesses the proposal and prepares an Individual Evaluation Report (IER) in the evaluation IT tool (called SEP). There are 3 Evaluators for each proposal. Each Evaluator will receive 6 to 8 proposals (max. 10).

In order to draft the IER the Evaluators shall:

- ✓ Check that the proposal is an ETN (if not, please refer to the appropriate Manual)
- ✓ Read the whole proposal (Parts A, B1 and B2)
- ✓ Check compliance with all the general rules specified in the [Marie Skłodowska-Curie Actions \(MSCA\) – Work Programme 2018–20](#) and in the Guide for Applicants
- ✓ Check compliance with the specific requirements for the implementation mode allocated to you (which should be ETN, see section 4.4. ETN)
- ✓ Evaluate and independently assess the proposal according to the 3 evaluation criteria (see section 4.1. ASSESSMENT AGAINST EVALUATION CRITERIA)
- ✓ Assess whether the participants possess the basic operational capacity to carry out the tasks allocated to them (see section 4.6. SPECIFIC ISSUE: OPERATIONAL CAPACITY)
- ✓ 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 description of each score (see section 4. EVALUATION CRITERIA AND REQUIREMENTS)
- ✓ Submit the IER

The quality of each IER is crucial in order to prepare a good Consensus Report. Vice-Chairs will check quality and completeness of the IERs and will interact with the Evaluators via the SEP comment box should clarifications be needed.

In Annex 1 of this manual, you can find a checklist that will help you remember all the important aspects and rules of the evaluation.

In H2020, successful proposals are not negotiated and proposals selected for funding cannot be improved during the Grant Agreement Preparation. It is therefore very important to evaluate them as they are, reflecting all weaknesses in the comments and scores. Therefore:

- ⇒ no assumptions on a hypothetical potential if the proposals could be modified
- ⇒ no recommendations should be added to the reports.

Deadlines relative to the IER

40% of IERs completed¹ by Monday 18/02/2019

70% of IERs completed by Monday 25/02/2019

100% of IERs completed by Monday 05/03/2019

Evaluators will receive a scheduling of the proposals that should be treated first: this will allow launching the CR phase as soon as the 3 IERs are submitted so as to balance the workload for the Rapporteurs throughout the remote evaluation phase.

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

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 has to give her/his comments. The consensus phase involves an exchange of views on the basis of the individual evaluations. Points of disagreement are discussed in this phase. 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 Evaluators to remotely exchange views on these points
- ✓ Moderate discussion and facilitate the process of the Evaluators to reach an agreement on the comments
- ✓ Ensure that scores agreed by the Evaluators are consistent with the comments. If not, remotely guide them to achieve this objective.

At the end of the process, the Rapporteur submits the final version of the CR, which is then approved by all the 3 Evaluators. The CR must be of particularly good quality because it represents the feedback sent to the applicants.

At consensus phase, the Chair/Vice–Chair ensures 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, etc.), or any difficulty to reach consensus. Please note that participation in teleconferences is part of the consensus discussion task (which could also include remote discussion in SEP), that will be paid to you for each proposal you evaluate and not as a separate teleconference task.

Deadlines relative to the CR

40% CR completed by 11/03/2019 (some CRs will start before the IER deadline)

80% CRs completed by 18/03/2019

100% CRs completed by 25/03/2019

A cross-reading (quality check) will be performed by a second Vice-Chair and may result in reopening the CR discussion. The cross-reading will be finalised by 28/03/2019. This explains why all Expert Evaluators should be available until 29/03/2019.

Panel Review Phase

The panel review is held in Brussels only with the Chairs and Vice-Chairs during the week of 01 – 05/04/2019. The scope of the panel is to perform an additional check of the quality of the reports, to prioritise ex-aequo cases and to endorse the final ranked list of proposals. There will be one ranked list per each scientific panel in ETNs.



Figure 5: Evaluation Process – the involvement of the Expert Evaluators

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 Expert Evaluators 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 CRs 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 in the central panel review meeting in which the ranking lists will be endorsed.

Independent Observer

One Expert is appointed to the role of Observer. This year, Vladimir Buzek, will act as the Independent Observer. He monitors the functioning and running 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 to you 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 must provide a separate assessment for each sub-criterion.

Beware that some of these evaluation criteria listed in the table below are specific to the modes EID and EJD. Because they are not relevant for the ETN proposal they have been written in grey.

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, inter-sectoral 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 EID and EJD projects)
Quality and innovative aspects of the training programme (including transferable skills, inter/multidisciplinary, inter-sectoral and, where appropriate, gender aspects)	<div>Contribution to structuring doctoral / early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:</div> <div>a) meaningful contribution of the non-academic sector to the research training, as appropriate to the implementation mode and research field</div> <div>b) developing sustainable joint doctoral degree structures (for EJD projects only)</div>	<div>Appropriateness of the management structures and procedures, including quality management and risk management (with a</div> <div>mandatory joint governing structure for EID and EJD projects)</div>



ETN Manual for evaluators

Quality of the supervision (including mandatory joint supervision for EID and EJD 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: ETN 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 ex aequo		
1	2	3

Table 2: weightings and priorities for ex aequo cases

4.2. 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 (in this case ETN). Additionally aspects relative to page limits, basic operational capacity, participants from countries not listed in the Work Programme may have an impact on the evaluation and are described below. **Annex 1 of this manual 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 achieve the policy objectives of MSCA (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 B1 and 2 of the proposals. However, if an Evaluator has any doubts on the eligibility of a proposal they should inform their Vice-Chairs/Panel Coordinator.

4.4. ETN

Eligibility Criteria

- ✓ Minimum 3 independent beneficiaries from 3 different Member States or Associated countries (MS/AC). Once minimum requirements are met, beneficiaries and partner organisations can come from any sector and any country.
- ✓ Max 40% 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 to other countries/sector/disciplines are encouraged. They should not represent more than 30% of the fellow's recruitment period (please, as Evaluator, carefully check the added value to the scientific project and the feasibility of the secondment plan).
- ✓ Secondments can only take place at the premises of an institution within the consortium, meaning:
 - a project's beneficiary
 - a partner organisation
 - an entity with legal or capital link.
- ✓ Joint supervision is recommended.
- ✓ Partner organisations may come from any country, sector or discipline. Letters of commitment must be provided with the submitted proposal otherwise the contribution of the partner organisation/institution shall be disregarded (no template is provided to the applicants).

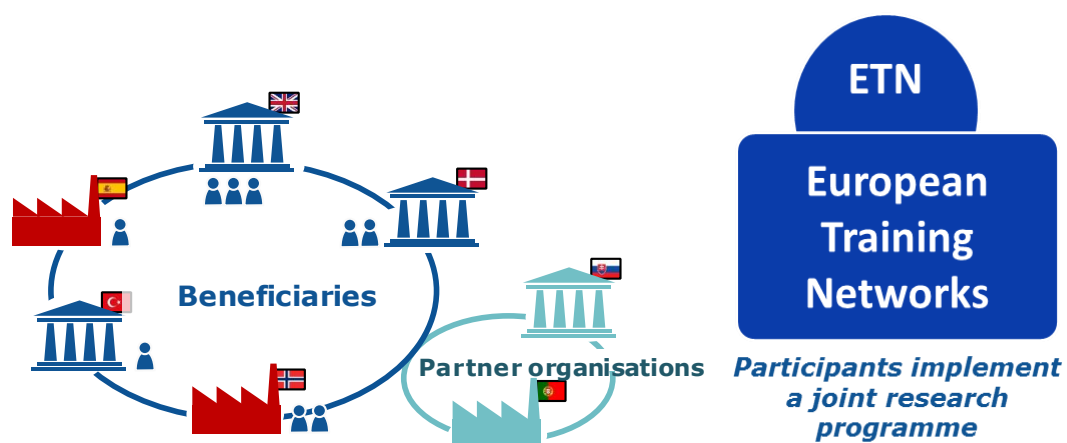


Figure 6: ETN consortia



4.5.SPECIFIC ISSUE: RESUBMISSIONS

A resubmission is a proposal that has been submitted at least once in the last two previous ITN calls to the same implementation mode and has not been funded. When a proposal is re-submitted in most of the cases the Consortium has worked 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(s) prior to the finalisation of the CR. The Rapporteur will inform the Evaluators during the CR phase with a message in SEP, e.g. "Dear Experts, this is a resubmission. Divergent comments compared to previous evaluations are related to e.g. quality of supervision, structure of the training.... Please double check that comments related to divergent points are correct and exhaustive and that, overall, the scores are well sustained by the comments".

The Experts/Rapporteur 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 names of the institutions are written in the CR, Expert should 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 will be reminded by the Rapporteur to ensure that their scores and comments are fully consistent and well-grounded. No reference should be made in the CR to the previous evaluation.

4.6. SPECIFIC ISSUE: OPERATIONAL CAPACITY

In the context of ITN, operational capacity refers to the resources, in terms of independent premises, equipment, infrastructure, expertise and human capital, required to undertake the tasks outlined in the proposal. This includes the physical hosting and supervision of doctoral-level researchers.

The Expert Evaluators will need to assess whether, based on the information provided in the proposal (in Part B1 and Part B2), each beneficiary in the proposed consortium has (or will have by the time they have to operate in the project) the



operational capacity required to participate in the project according to their planned role and responsibilities.

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: a lack of operational capacity is 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.

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 beneficiaries lack the **basic** operational capacity, they must continue evaluating the full proposal, including the parts related to the applicant(s) concerned. It is only later at the consensus stage that the Evaluators should come to a common view on this question. Once all Evaluators agree that the operational capacity is insufficient, they should evaluate the proposal not taking into account the contribution of the insufficient beneficiary(ies).

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 independent 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).



4.7. SPECIFIC ISSUE: 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 check that at least one of the following conditions is fulfilled:

- The participation of the applicant in question is deemed essential for carrying out the action because it has clear benefits for the consortium, such as:
 - outstanding competence/expertise
 - access to research infrastructure
 - access to particular geographical environments
 - access to data
- The 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

Check the [list of countries associated to H2020](#).

Please **explicitly mention** in your report whether funding should be granted or not and why. If you consider that funding should NOT be granted to one of these entities, then the proposal must be evaluated as if the entity participates with its own funding, whether the funding is mentioned in the proposal or not.

4.8. SPECIFIC ISSUE/ INTERNATIONAL EUROPEAN INTEREST ORGANISATIONS (IEIO)

An IEIO is an international organisation the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe. For the purposes of ITN the IEIO are considered as legal entities established in a Member state or Associated country other than those in which the other beneficiaries are established.

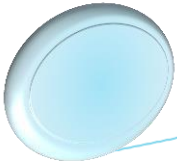
² A list of such agreements is available at: <http://ec.europa.eu/research/iscp/index.cfm?pg=countries>



4.9. SPECIFIC ISSUE: PAGE LIMITS

In order to guarantee equal treatment among the proposals, the applicants are required to respect page limits (for Part B1). Excess page(s) are blanked out. The Evaluators will therefore not be able to read any information contained in the excess pages. The **individual report should also mention** that the information in question is not sufficiently substantiated within the given page limit.

Should you identify an issue regarding the page limits (e.g. wrong flag by the system) please immediately contact your panel coordinator.



ETN Manual for evaluators

In drafting PART B of the proposal, applicants must follow the structure outlined below.

DOCUMENT 1 (Proposal Number-Acronym-Part B1)

START PAGE (1 page)

TABLE OF CONTENTS (1 page)

LIST OF PARTICIPATING ORGANISATIONS (max 2 pages)

START PAGE COUNT (MAX 30 PAGES SECTIONS 1-3)

1. EXCELLENCE (*starting page 5*)
2. IMPACT
3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

STOP PAGE COUNT (MAX 30 PAGES SECTIONS 1-3)

DOCUMENT 2 (Proposal Number-Acronym-Part B2)

NO OVERALL PAGE LIMIT APPLIED

4. EID SPECIFIC REQUIREMENTS (FOR EID ONLY)
5. CAPACITIES OF THE PARTICIPATING ORGANISATIONS
6. ETHICS ISSUES
7. LETTERS OF COMMITMENT



4.10. SPECIFIC ISSUE: ETHICS ISSUES

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

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

4.11. SPECIFIC ISSUE: LETTERS OF COMMITMENT

Partner organisations must submit a letter of commitment which should be included in the proposal (Section B.7 of the proposal). If missing, the contribution of the partner organisation shall be disregarded.

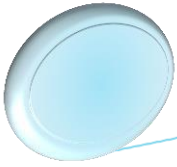
There is no specific template for these letters. Please do not assess the content of those letters (see [Guide for Applicants, annex 4 paragraph 2](#))

4.12. SCORES

You should score each criterion in your IER. The scores range from 0 to 5: you can use the full range of scores and decimals. Table 3 indicates the **meaning** of the scores: the score you give should reflect your comments and be based on the meanings as indicated in the table. Please remember that weaknesses found in the proposals should be reflected in a lower score during the evaluation. This is because successful proposals cannot be substantially modified, due to the non-negotiation approach.

✓	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: Meaning of the scores



4.13 Specific Issue: GANTT Chart

This year, applicants have been requested not to provide a Gantt chart. For this reason, you are asked to disregard (but not penalise) any Gantt chart that might have been added in the proposal part B2.

However, if a Gantt chart is included in Part B1 it should be assessed as part of the proposal within the page limit.

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.

The comments must be:

- ✓ Specific to the relevant criterion
- ✓ Addressing each sub-criterion
- ✓ Specific to the implementation mode (in this case ETN)
- ✓ 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, not to its potential

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. (unless duly verified)

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 report and the scores (no double penalisation).

Scoring should be consistent throughout the evaluation. Therefore, Evaluators should keep in mind the meaning of the scores before choosing the appropriate one (see section 4.12. SCORES).

Enlarge the vocabulary: examples of negative adjectives that you may use

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.

Enlarge the vocabulary: examples of positive adjectives that you may use

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, fully in line, sound, very convincingly integrated, clearly articulated, coherent, well balanced, very plausible, ambitious, clear advances, well above average.

Examples of good vs poor comments

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

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>Strengths:</p> <ul style="list-style-type: none">•The S&T objectives of the research project are well presented and clearly structured.•The partners have complementary expertise.•The joint collaborative research programme is of good quality.•The project is original and the state of the art is adequately presented.	<p>Weaknesses:</p> <ul style="list-style-type: none">•The methodology for the project is not fully convincing.•The data collection strategy, potential sources of information and data accessibility are unclear.•The proposal fails to sufficiently demonstrate that the consortium has the necessary expertise and capabilities to obtain the necessary information needed for the project.
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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>Weaknesses:</p> <ul style="list-style-type: none">• The proposal is not specific enough to clearly show its innovative and original aspects.• The contribution of the private sector is not described clearly.• The connection between the basic research topics and the 3 translational projects is not well presented.
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Example 3: Only weaknesses are listed below but the infrastructure is unclear; the hosting 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.

	<p>Weaknesses:</p> <ul style="list-style-type: none">• The participation of non-academic beneficiaries is not well described in the proposal, especially considering the limited presentation of their facilities and human resources.• The IPR measures do not convincingly address the specificities of the project
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Example of a well written IER

Criterion 1: Excellence (weight 50%) Score 3.8

1.1 Quality, innovative aspects and credibility of the research programme (including inter/multidisciplinary, inter-sectoral and, where appropriate, gender 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 behaviour 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, inter-sectoral and, where appropriate, gender 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.



- + Intersectorial 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:

None

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:

- Inter-sectorial 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 the career perspectives and employability of researchers and contribution to their skills development:

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:

None

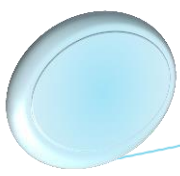
2.2 Contribution to structuring doctoral / early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:

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:

None

2.3 Quality of the proposed measures to exploit and disseminate the project results:

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.

Weaknesses:

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

2.4 Quality of the proposed measures to communicate the project activities to different target audiences

Strengths:

- + The proposed cooperation with schools with internships for pupils is a very interesting and promising measure of communication.

Weaknesses:

- 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 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 work packages 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 work packages 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:

None

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 organisations bring experience in computing in selected fields to the programme.

Weaknesses:

None

Operational 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

Criterion 1: Excellence (weight 50%) Score = 4.1

1.1 Quality, innovative aspects and credibility of the research programme (including inter/multidisciplinary, inter-sectoral and, where appropriate, gender 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.

Weaknesses:

None

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

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

Shortly is quite negative, but is used in a strength. The comment should be more specific

1.2 Quality and innovative aspects of the training programme (including transferable skills, inter/multidisciplinary, inter-sectoral and, where appropriate, gender 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.

“very shortly” is quite negative

Weaknesses:

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

“this comment should be expanded/clarified. Besides it is better to say” not sufficiently identified

1.4 Quality of the proposed interaction between the participating organisations:

Strengths:

None

Weaknesses:

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

Is the approach not convincing for the expert? Or are there not enough details?

Criterion 2: Impact (weight 30%): Score = 3.7

2.1 Enhancing the career perspectives and employability of researchers and contribution to their skills development:

Strengths:

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

‘Meaningful’ is probably not the best word. As all training should be meaningful. Are they good enough? 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.

Again, shortly sounds 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

Better would be to say "is" rather than "remains" unclear

2.3 Quality of the proposed measures to exploit and disseminate the project results:

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 details?

2.4 Quality of the proposed measures to communicate the project activities to different target audiences

There is no comment for sub-criterion 2.4. The experts should comment on all subcriteria

Criterion 3: Implementation (weight 20%) Score
= 3.9

3.1 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 EID projects):

Strengths:

- + The allocation of tasks and resources is shortly described.

Shortly... is 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?

Last weakness is unclear

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

None

3.3 Appropriateness of the infrastructure of the participating organisations:

Strengths:

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

The weakness could be more specific, in particular since the infrastructure was considered adequate for the research topics under the strengths.

Weaknesses:

– Infrastructure supporting the development of individuals is not mentioned.

To say "is not mentioned" is tricky in case there is somewhere a minor reference that you might have overseen. It is better to say is not sufficiently described.

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.

This could be better explained

Weaknesses:

None

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

Criterion 1 – Excellence

Score: 4.2

1. Quality, innovative aspects and credibility of the research program (including inter/multidisciplinary, inter-sectoral and, where appropriate, gender aspects)
2. Quality and innovative aspects of the training program (including transferable skills, inter/multidisciplinary, inter-sectoral 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 wet-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

1. Enhancing the career perspectives and employability of researchers and contribution to their skills development
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)
3. Quality of the proposed measures to exploit and disseminate the project results
4. Quality of the proposed measures to communicate the project activities to different target audiences

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 organisations is appropriate for project execution. Most of the participating
- organisations 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

Criterion 1 – Excellence

Score: 4.7

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

1. Quality, innovative aspects and credibility of the research program (including inter/multidisciplinary, inter-sectoral and, where appropriate, gender aspects)
2. Quality and innovative aspects of the training program (including transferable skills, inter/multidisciplinary, inter-sectoral 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:

- 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

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

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

Weaknesses:

- The methodology used in the proposal for the organometallic characterization 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.

Score is too high for these comments.

In ETN there is no obligation of exposing the Fellows to the industrial sector. However secondments are encouraged for up to 30% of the fellow's time they should be relevant, feasible and beneficial.

This comment would be relevant for an EID mode. It is very important to give comments relevant for the specific mode.

Criterion 2 – Impact

Score:4.5

1. Enhancing the career perspectives and employability of researchers and contribution to their skills development
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)
3. Quality of the proposed measures to exploit and disseminate the project results
4. Quality of the proposed measures to communicate the project activities to different target audiences

Strengths:

- The project has the potential to enhance research and innovation related human resources upon 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 about the European research capacity.

Assuming what would happen if the proposal would use the appropriate methodology is not part of the evaluation.

Publications are only 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

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. Competence experience and complementarity of the participating organisations and their commitment to the programme

Strengths:

- The workplan 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 mandatory joint governance). 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.

Here secondments are mentioned among the strengths while they were considered a weakness in Criterion 1. Such contradictions must be avoided. Besides, the same issue should not be discussed under different criteria to avoid double counting of weaknesses or strengths.

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.

Weaknesses:

- Only two generic milestones (mid-term and final meeting) are given.
- Specific risk management for each individual research project is not appropriately discussed.

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



- A possible commercial exploitation of the research results is not presented.
- Partner X does not present operational capacity

6. ON-LINE EVALUATION TOOL (SEP)

6.1. HOW TO ACCESS SEP?

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

Use your EU Login 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 08/02 to 29/03/2019.

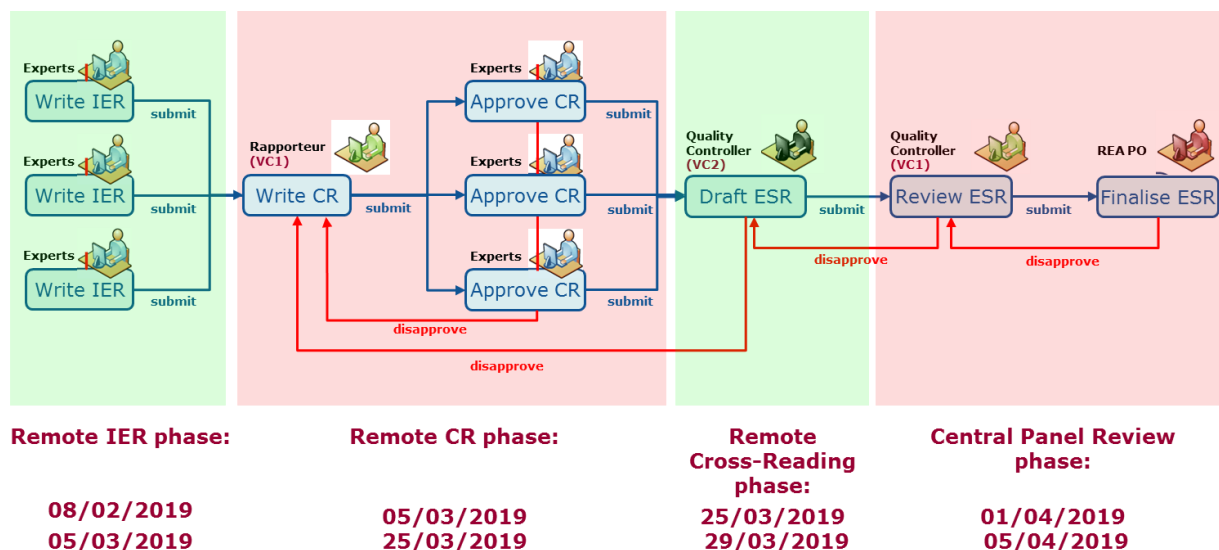


Figure 7: SEP workflow from the remote IER to the ESR stage

IER: Individual Evaluation Report

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 asap the "Write IER" task and fill in your evaluation report using the electronic web-based form.
3. Submit your evaluation report electronically by using the electronic Web-based form.
4. After 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) and may ask you to improve your report if needed. Minor changes/comments will be discussed during the CR phase. You will be informed by REA staff about the IERs that will be checked by a Vice-Chair.

CR : consensus report

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 Expert Evaluators have submitted their IERs for that proposal.
2. The Rapporteur starts working on the "Write CR" task to draft a CR remotely. The Rapporteur fills in the report using the 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 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 Evaluators are assigned the "Approve CR" task.
6. Once the three "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. **If the QC approves** the content of the CR, he/she saves the draft ESR but does not submit it yet: the consensus phase 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.

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 in Brussels.

6.3. SEP TABS AND TASKS

A new dashboard is available and will give you an overview of your tasks. You can also access some guidance documents on your dashboard (e.g. manual for Evaluators).

The screenshot shows the 'Funding: Evaluation Services' dashboard. The 'Dashboard' tab is highlighted in the top navigation bar. A red dashed circle around the 'Dashboard' tab is annotated with a callout: 'Dashboard: tab showing an overview of all your tasks'. The main content area shows a 'Tasks overview' section with a filter dropdown set to '-ALL-' and a 'Display' button. Below this, a 'Next week' section shows a task: 'H2020-MSCA-ITN-2018_Re-evaluation (1 task in total)' with a sub-task 'You have a Finalize ESR for proposal NEXT_STEEL (812822) to complete'. To the right, a 'Tasks overview' summary shows: 0 OVERDUE, 0 TODAY, 0 THIS WEEK, 1 NEXT WEEK (circled in red with 'Active Tasks' label), and 0 LATER. Below this is a 'New assignments' section stating 'You do not have any new assignments'. At the bottom, a 'Guidance' section contains links for 'Online guide' and 'User manual'. A red arrow points from the 'Guidance' section to a callout: 'Main Guidance documents accessible in SEP, on your dashboard'.

Figure 8: New dashboard tab

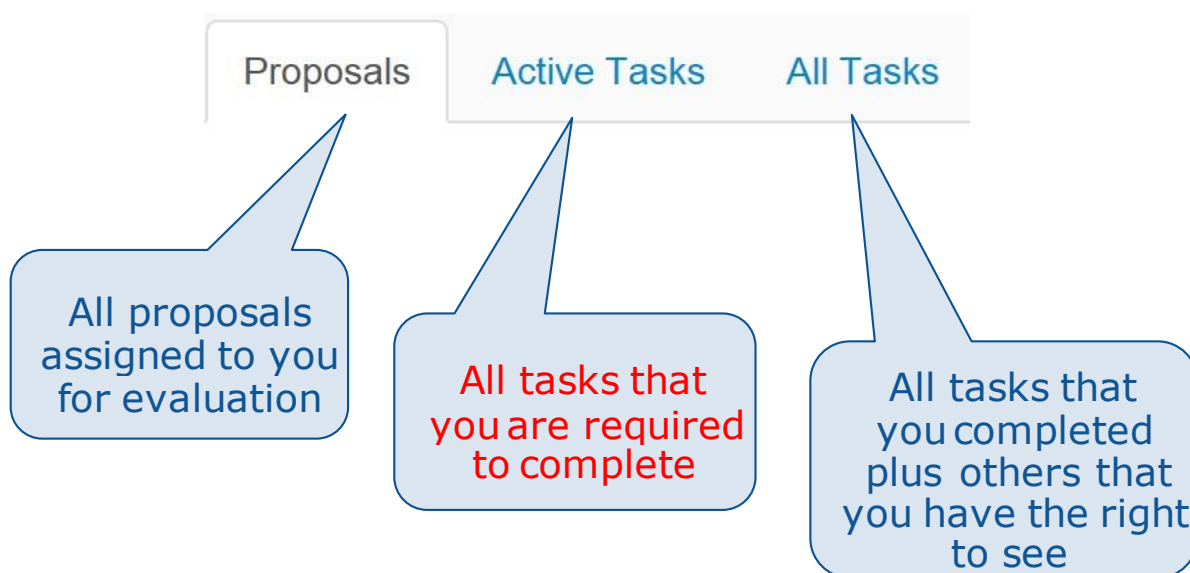


Figure 9: SEP Main other tabs

There are four main tabs you will be working with in SEP: Proposals, Dashboard, Active Tasks and All Tasks, see Figure 8 and 9. To have an overview of your list of proposals you can look at them in the "proposals" tab or on your dashboard. "All



Tasks" is very important during the remote consensus discussion in order to access and read the Write CR task.

Active tasks

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 10 - Active tasks

To access your proposals from the list of Active Tasks (Figure 10), 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 11 and Figure 12 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 ("Edit" button). You can also decline a task directly from the Active Tasks tab using the "Decline" 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 on the links for Part A and Part B located in the Task Details panel 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

< 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 >

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

Access is restricted to Part A before you accept the task

Figure 11: Accepting a task

The screenshot displays the 'Full proposal view' in the ETN system. It includes several key sections:

- Task Details:** A sidebar on the left containing fields like Type (Write IEP), Acronym (Test proposal), Proposal (607864), Attachments (Part A, Part B), Status (ELIGIBLE), Panel (ISIB-01-2014), Deadline, Task Status (Open), and Task Owner (Ivan TERZIEV).
- Proposal Information:** A central table with details such as Proposal title (H2020-ISIB-2014-2), Call (RIA), Funding scheme, Activity topic / Objective, Resubmission (false), Submission date (03 February 2014 11:31), Ethical issues (no), Duration (50), Total budget (625,966,943), Total requested EC contribution (0), Number of participants (3), and Currency (Not provided).
- Keywords:** A section below the proposal information listing 'Ecosystem management, free' and 'Abstract'.
- Task Comments:** A section on the left with a table for comments (Total comments: 0, Last comment, Submitted by).
- Coordinator and Partners:** A central area with green boxes for the Coordinator (NEXTURE CONSULTING S.R.L.) and blue boxes for three Partners (ASSOCIAÇÃO IISBE PORTUGAL, Nautilus Minerals Italy S.r.l., and another partner). Each partner entry includes contact information.
- Available actions:** A bottom bar with buttons for '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; 'Basic information about the proposal.' points to the proposal information table; 'Task comments. To add a comment, open the task (Edit task button).' points to the Task Comments section; 'Consortia and Partners details.' points to the Coordinator and Partners section.

Figure 12: Full proposal view, available after accepting the task

The **All tasks** tab (see Figure 13) as well as your dashboard show an overview of all the tasks you have the right to see in SEP, the ones you've completed, the ones that are open to you and others like the Write CR task once the Rapporteur has saved a version in the system and that you can access in read-only mode.

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 the Proposal and Acronym columns; 'Task status:' pointing to the Status column; '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 13: All Tasks

6.4. THE IER SCREEN

IER screen

The screenshot shows the 'Individual Evaluation Report' form. Callouts highlight: 'Access to Part A and Part B of the proposal.' pointing to the 'Attachments' section; 'Evaluation Report entry form – click the caption of a section to expand its entry fields.' pointing to the criteria sections; 'Task comments.' pointing to the 'Task Comments' section; and 'Available actions.' pointing to the 'Save', 'Submit', 'Decline', 'Print to PDF', and 'Print to DOC' buttons.

Task Details

Task: Write IER
Acronym: Test proposal 13
Proposal: 607922-1
Attachments: Part A, Part B
Status: ELIGIBLE
Panel: ISIB-05-2014
Deadline: 16 April 2014 17:00
Task Status: Open
Task Owner: TERZIEV Ivan

Task Comments

Expand comments >

Total comments: 0
Last comment: Submitted by:

Individual Evaluation Report

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

Threshold: 12 Evaluation progress: 0.00%

Expand / Collapse all criteria

Save Submit
Saved at 19:52 (your computer time).
Decline
Print to PDF Print to DOC
Go to task list

Figure 14: IER Screen

In the IER screen as seen in Figure 14 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 REA 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

A blue rectangular button with rounded corners and a subtle gradient, containing the word "Save" in white text.A blue rectangular button with rounded corners and a subtle gradient, containing the word "Submit" in white text.

- 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"
- 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

The screenshot shows the 'Consensus Report' screen. On the left, there's a 'Task Details' sidebar with fields: 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), and Task Owner (TERZIEV Ivan). Below this is a 'Task Comments' section with a table showing 0 comments. The main area is titled 'Consensus Report' and shows a 'Threshold: 12 Evaluation progress: 0.00%' with 'Expand / Collapse all criteria' links. It lists four 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), and Operational Capacity (Current status: Operational Capacity: Yes). At the bottom, there are buttons for 'Save', 'Submit', 'Decline', 'Print to PDF', 'Print to DOC', 'Merge IERs', 'View changes', 'Initialise', and 'Go to task list'.

Figure 15: The CRscreen

Once all IERs are submitted the CR task becomes available to the VC appointed as Rapporteur, see Figure 15 above for the CR screen.

CR screen: task comments

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

The screenshot shows the 'Task Comments' section. It features a table with columns 'Comment', 'By', and 'When'. The first row shows a comment 'This is a task comment.' by 'One Expert' on '25 February 2014' at '19:08'. Below the table is a text input field and an 'Add comment' button. A blue speech bubble points to the table with the text: 'Task Comments are displayed here in the order of their creation, along with their authors and creation dates.'

Figure 16: Task comments



During the CR phase you will 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+-+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 Funding and Tenders Portal](#).

We also invite you to watch the following videos, recently prepared by the REA (Experts Guiding Principles, Introduction to the Evaluation process, Consensus Process, Hints & Tips for Evaluators):

https://ec.europa.eu/info/briefings-horizon-2020-independent-experts_en



7. ANNEX 1 - CHECKLIST FOR EVALUATORS – mode ETN

This checklist shall help you, as an Evaluator, to 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.

- ☐ I checked to which implementation mode my proposal belongs (ETN) and I have evaluated the proposal taking into account the specific evaluation criteria and rules for this mode (Section 4)
- ☐ I have checked if the eligibility and the specific requirements for actions in ETN mode are met. And if not, I have informed the CVC/panel coordinator.
- ☐ I understand the difference between the different roles that participating organizations can have in a consortium namely Beneficiary and Partner Organization; academic and non-academic sector (including industrial, see also definitions in the [Guide for Applicants](#) page 6)

☐ Operational capacity:

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 part B1 and B2 of the proposal.

If one or more proposed beneficiaries lack the **basic** operational capacity, I have evaluated the proposal normally but I have informed the C/VC of the issue. At consensus stage an agreement on the issue will be reached.

- ☐ 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 Manual for Evaluators under 4.7. **SPECIFIC ISSUE: IO/OTC FUNDING**)

(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.

List of Associated Countries:

http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf

- ☐ All strengths and weaknesses I found are listed in my comments. Only on the basis of my comments, strengths and weaknesses have been weighted and correctly reflected in my scores.

The proposal will not be negotiated and cannot be improved on the basis of recommendations. The proposal has been evaluated as it is, even if it has potential.

<input type="checkbox"/> I have read all parts of the proposal - Parts A, B1 and B2. Part B of the proposal is made out of 2 parts. Document 1 (Part B1): Start Page, Table of Content, List of Participating Organisations (including non-academic sector, beneficiaries, and declarations tables), and sections 1-3. Document 2 (Part B2) consists of sections 4-7 (section 4 is however dedicated to EID mode) Please refer to section 4.9. SPECIFIC ISSUE: PAGE LIMITS of this guide.
<input type="checkbox"/> Page limits in Part B1: Excess pages are blanked out. If some necessary information is not present you can add a sentence saying that information X is not sufficiently substantiated within the given page limits. (see section 4.9. SPECIFIC ISSUE: PAGE LIMITS)
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> If secondments are foreseen, they are limited to a maximum of 30% of the fellowship duration and the secondment plan seems feasible (it is meaningful for the individual research project and it does not put excessive organisational burden on the recruited researcher).
<input type="checkbox"/> My comments are adequate in terms of quality, clarity, length and explanations given.
<input type="checkbox"/> If the proposal plans to use human embryos or human embryonic stem cells, I mentioned whether they are needed to carry out the project.
<input type="checkbox"/> I am aware that a Gantt chart is no longer required in Part B2: I have not penalised the proposal because the Gantt chart is missing.
<input type="checkbox"/> I have identified strengths and weaknesses in bullet points for the different elements under the three award criteria (Excellence, Impact, Implementation).



8. ANNEX 2: ETN SUMMARY TABLE

		ETN
BENEFICIARIES	Minimum No. of beneficiaries	3
	Minimum MS or AC	3
	Academic sector	No restrictions
	Non-academic sector	No restrictions
	Max no. of person months	540
	Max 40.0% budget for 1 country	Mandatory
Beneficiary (or partner organisation) awarding PhD		Optional
Joint supervision for ESRs		Encouraged
ESRs enrolment in the PhD		Optional
Secondments: international, inter-sectoral, interdisciplinary		≤ 30%
Letters of Commitment of Partner Organisation (if any):		Mandatory
Ranking lists		8 (Scientific) panels
Budget		€400 million