

# Proposal Evaluation Service (SEP) ERC Recruiting - Remote Reviewer's User Manual

SEP Evaluation

Version 2.6.1

ERC Recruiting -  
Remote Reviewer's User Manual

January 2017

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**European  
Commission**

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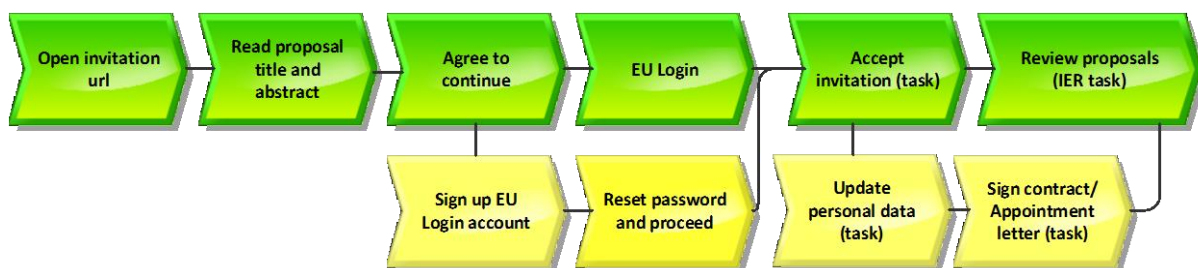
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## Chapter 1: Scope

This user manual will describe the SEP functionalities that support experts to accept invitations, update their personal data and sign their contract/letter of appointment. The details about EU Login account (previously ECAS) creation and scientific evaluation tasks are found at [https://ec.europa.eu/research/participants/data/support/expert/expert\\_evaluation\\_user\\_manual.pdf](https://ec.europa.eu/research/participants/data/support/expert/expert_evaluation_user_manual.pdf).

## Chapter 2: Overview of the steps to be carried by experts

The steps to accept an invitation to review proposals are illustrated in the below diagram. If you have not worked with us before, you must follow all these steps. If you already have an EU Login account, you will not complete the first yellow step. If you have a signed H2020 contract or letter of appointment or paid contract, you will not have to complete any of the yellow steps.



### Step 1 – Open the invitation url

Your invitation e-mail has a link to a web page where you can read more information about the proposals before accepting or declining to review them.



Please follow the link below for more information on the proposal(s) we ask you to consider evaluating. We would be grateful if you could kindly accept or reject our invitation until **01/10/2015** using our online portal.

<http://localhost:7013/sep-eval-webapp-recruitment-portal/invitationpreview/XaQ1mBhsCXYehEwEumqz3dK5dCcz9JIOMLF6OGNxH217tEwIIQUWI1pxB6eP99VO/321314>

Please note that this review task is non-remunerated.

European Commission

## Evaluation Service

Dear Prof. Cao Test, 10 January 2017

We would very much appreciate your help in reviewing the following proposal(s) which has (have) passed the second step of the Z\_HONG\_ERC-2017-STG evaluation.

CRISIS - **Land Management and Economic Responses in Times of Crisis in the Great Oasis (Egypt) from the Principate to Later Empire (First-Sixth century AD)** Abstract

Test-Bada2 Abstract

Your task would be to evaluate and comment on the strengths and weaknesses of the proposal(s), the scientific track-record of the applicant, the competitiveness and timeliness of the proposed project and its wider impact in the field of research. Also, we would appreciate your comments on the requested resources and any additional important comments and recommendations that you may have.

The proposals are about 25 pages long in total. Please note that this work is not remunerated as stipulated in the 'ERC' Annual Work Programmes, and that you will not be required to travel to Brussels.

There are some steps we would need you to complete in order to review the proposal(s):

- Create an EU Login (Previously European Commission Authentication System - ECAS) account
- Select the proposal(s) that you are to review
- Sign the appointment letter with the ERC (mainly related to confidentiality and conflict of interest)

Would you please let us know if you would like to proceed with the next steps?

Yes, I would like to proceed with the next steps  
 No, I would not like to proceed with the next steps

If not available to review proposals, could you please give us the reason? Could you suggest names of potential remote referees with expertise in the field of the proposal(s) above? If possible, please provide their first and last name, affiliation, and e-mail address.

Should you need any additional information, please send an email to the following email address [ERC-STG-PE6@ec.europa.eu](mailto:ERC-STG-PE6@ec.europa.eu).

General information and guidelines for Remote Referees can be found at <http://erc.europa.eu/remote-referees>

## Step 2 – Read more information about the proposals

The linked Web page displays the titles of the proposals, the abstracts and actions for the next steps. If the applicant declares the proposal confidential, its title and abstract are not visible.

Click on **Abstract** to read it. Click on the "X" to hide it.

DAB2706-1 - Title of proposal 600001 to be displayed in the user manual [Abstract](#)

**Abstract:** Title of proposal 600001 to be displayed in the user manual  
Abstract of proposal 600001 to be displayed to user after the abstract link is clicked...



qq

[Abstract](#)

The title and abstract of the proposal were declared by the applicant as confidential and cannot be disclosed before you are officially appointed. You may decide afterwards whether or not you are willing to review this proposal.



### Step 3 – Agree to continue (or not)

If you agree to review one or more of the proposals, leave the default answer selected and click on submit.

Would you please let us know if you would like to proceed with the next steps?

- Yes, I would like to proceed with the next steps  
 No, I would not like to proceed with the next steps

If not available to review proposals, could you please give us the reason? Could you suggest names of potential remote referees with expertise in the field of the proposal(s) above? If possible, please provide their first and last name, affiliation, and e-mail address.

Should you need any additional information, please send an email to the following email address [ERC-ADG-LS1@ec.europa.eu](mailto:ERC-ADG-LS1@ec.europa.eu).

Submit

If you choose to not review the proposal(s), select the second option. Before submitting your choice, you could optionally suggest another reviewer in the text area.

Would you please let us know if you would like to proceed with the next steps?

- Yes, I would like to proceed with the next steps  
 No, I would not like to proceed with the next steps

If not available to review proposals, could you please give us the reason? Could you suggest names of potential remote referees with expertise in the field of the proposal(s) above? If possible, please provide their first and last name, affiliation, and e-mail address.

Please contact a colleague of mine who might be able to help you.

First name: Abc

Last name: Prof. Xyz

E-mail: abc-xyz@university.org

Should you need any additional information, please send an email to the following email address [ERC-ADG-LS1@ec.europa.eu](mailto:ERC-ADG-LS1@ec.europa.eu).

Submit

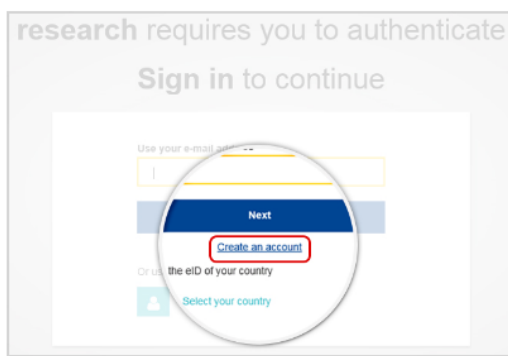
A brief explanation about the EU Login

an  
ission

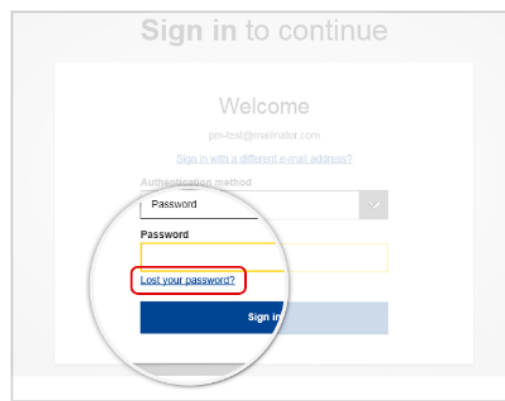
## Evaluation Service

To access the proposal evaluation IT application, you will need to log in using EU Login (previously ECAS).

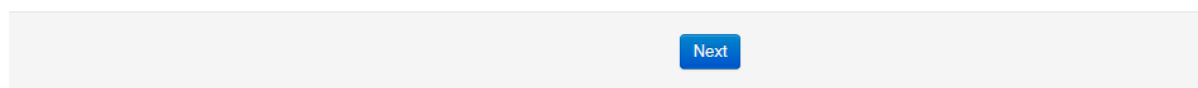
1. After clicking on the "Next" button at the bottom of this screen you will see the following page, please click on "Create an Account" if you do not have an EU Login account yet. Otherwise, please enter your e-mail address and click on the "Next" button.



2. Then enter your password and click on "Sign In", or use the "Lost your password?" link.



If you have any troubles completing this step, please contact us using the following e-mail address: [ERC-STG-PE6@ec.europa.eu](mailto:ERC-STG-PE6@ec.europa.eu)

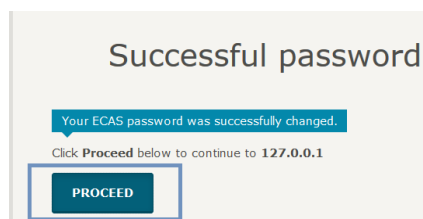


### Step 4 – Create an EU Login account

If choosing to proceed to the next steps, experts that have an EU Login account will continue to step 5, bypassing step 4.

Experts that do not have an EU Login account must register one by following the steps in the EU Login user manual found here <http://eas.europa.eu/media/subscribe/ecas-user-manual.pdf>.

After registering with EU Login, experts will receive an e-mail to reset their password and are then able to continue to step 6 bypassing step 5.



### Step 5 – Login using your EU Login account

You can login using the e-mail and the password that you used to create your account.

#### *EU Login Authentication process and exceptions*

Having an EU Login account does not by default give you access to the SEP Evaluation system. If you login to EU Login with an account that is connected to the email to which your invitation was sent, SEP will recognize and register your EU Login account, and you will then be able to access



SEP. This process only happens on your first time login and is transparent to you as long as the emails match.

There are times that you may see one of the notifications below. Please take the described Action..

<p><b>You already have a user account for this login (hong7.testfive7@mailinator.com). Please contact the service desk.</b></p>	
<p><i>Reason:</i> You logged into EU Login with an account that is already registered in SEP, but it is not connected to the email that we used to send you the invitation.</p>	<p><i>Action:</i> Please contact our Service Desk to help you; by email at DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu, or by telephone at +32 2 29 92222</p>

<p><b>Please log in with the account sep-er-test@mailinator.com linked to your Expert Profile (EX2014D147082)</b></p>	
<p><i>Reason:</i> You already have an EU Login and EMI account but you logged in with an EU Login account that is not registered in SEP.</p>	<p><i>Action:</i> Please login with your email account linked to your EMI profile.</p>

<p>The invitation was sent to Name : Hong Cao Test Email(s): test99@mailinator.com</p>	<p>You are logged in with EU login Name : Test FORD Email : test-ford@mailinator.com</p>
<p>This invitation is strictly personal. If you are not the intended recipient of the invitation, please close your browser. If you want to use the e-mail of your EU login for future authentication (EU login) and communication then please click on confirm. If, however, you want to use another e-mail, please update the e-mail of your EU login <a href="#">here</a> (My Account &gt; Modify my personal data) and click on the link in the invitation again. If you can't update e-mail because it is already used by another account then please close your browser, click on the link in the invitation and login with the correct account.</p> <p style="text-align: center;"><a href="#" style="background-color: #4a90e2; color: white; padding: 2px 10px; border-radius: 3px;">Confirm</a></p>	
<p><i>Reason:</i> You logged in with the EU Login account that is not registered in SEP and is not connected to the email address that we used to send the invitation.</p>	<p><i>Action:</i> If you want to use the EU Login account with which you logged in, click on Confirm. Otherwise, close your browser and then login with the EU Login account that is connected to the email address that we used to send the invitation.</p>



<p><b>The invitation was sent to EU login</b> Name : Charlie Ellington Email(s): 31551@mailinator.com</p>	<p><b>You are logged in with EU login</b> Name : Neville FORD Email : test-ford@mailinator.com</p>
<p>This invitation is strictly personal. If you are not the intended recipient of the invitation, please close your browser. Only one EU login can be used for future login and communication. If you want to use the second EU login from now on then please click on confirm If you want to use the first EU login, please close your browser, click on the link provided in the invitation and login with the first EU login.</p> <p style="text-align: center;"><a href="#">Confirm</a></p>	
<p><b>Reason:</b> The email address that we used to send the invitation was not associated with an EU Login account. You have logged in with an ECAS account that is associated with a different email address that is not registered in SEP.</p>	
<p><b>Action 1:</b> If you want to continue using the EU Login account with which you logged in, click on Confirm and you will be redirected to step 6. All future communications will be sent to the email account associated with this EU Login account.</p>	<p><b>Action 2:</b> If you want to update your EU Login e-mail address with the invitation e-mail, please close your browser, update your EU Login email and login again through the link provided in your invitation. You'll be linked directly to the invitation task in step 6.</p>

### Step 6 – Accept invitation task in SEP

In this task, you have some options:

#### **Option 1 – Accept to review all proposals**

You can leave the default selections and select the submit button.

#### **Option 2 – Decline to review one of the proposals**

You can select the Decline option on the proposal(s) that you cannot review and select the submit button. Similarly to step 3, you can optionally suggest another reviewer in the text area.

Thank you for replying to our invitation!

We have found the following proposals that match your expertise. Would you like to review them?

<input checked="" type="radio"/> Accept <input type="radio"/> Decline	DAB2706-1-Title of proposal 600001 to be displayed in the user manual	<a href="#">Display abstract</a>
<input type="radio"/> Accept <input checked="" type="radio"/> Decline   qq	<a href="#">Display abstract</a>	

Would you please let us know if you would accept this nomination?

Accept    Decline

If not available to review proposals, could you please give us the reason? Could you suggest names of potential remote referees with expertise in the field of the proposal(s) above? If possible, please provide their first and last name, affiliation, and email address.

I will not have enough time to review the second proposal. Please contact a colleague of mine who might be able to help you.  
 First name: Abc  
 Last Name: Prof. Xyz  
 E-mail: abc-xyz@university.org

Should you need additional information, please send an email to the following email address: [ERC-ADG-LS1@ec.europa.eu](mailto:ERC-ADG-LS1@ec.europa.eu)

### *Option 3 – Decline to review all proposals, but accept nomination for future reviews*

If you are not available to review the proposal, but still interested in reviewing other proposals in the future, you can decline all proposals, but accept nomination.

Thank you for replying to our invitation!

We have found the following proposals that match your expertise. Would you like to review them?

<input type="radio"/> Accept <input checked="" type="radio"/> Decline	DAB2706-1-Title of proposal 600001 to be displayed in the user manual	<a href="#">Display abstract</a>
<input type="radio"/> Accept <input checked="" type="radio"/> Decline   qq	<a href="#">Display abstract</a>	

Would you please let us know if you would accept this nomination?

Accept    Decline

If not available to review proposals, could you please give us the reason? Could you suggest names of potential remote referees with expertise in the field of the proposal(s) above? If possible, please provide their first and last name, affiliation, and email address.

I will not have enough time to review the second proposal. Please contact a colleague of mine who might be able to help you.  
 First name: Abc  
 Last Name: Prof. Xyz  
 E-mail: abc-xyz@university.org

Should you need additional information, please send an email to the following email address: [ERC-ADG-LS1@ec.europa.eu](mailto:ERC-ADG-LS1@ec.europa.eu)

### *Option 4 – Decline everything*

In this case, you can select all the decline options and select submit

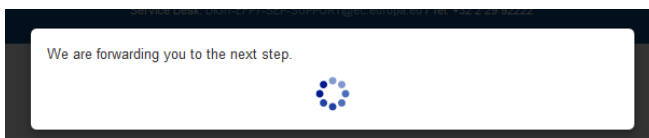
A confirmation is needed after you submit your decision. Select Submit again.

**Submit task** □

Are you sure you want to finalise this task?

Please confirm your choice by clicking on "Submit" below.

After that, you will be redirected to your next task.



If the system needs more time than expected to proceed, you will see a message like this:

Sorry, apparently it takes longer than expected! Please refresh the following page in 1 minute.

If it happens, wait one minute, push ok and then refresh the page

**Step 7 - Update personal data** *(only for experts that have not already signed a H2020 contract or letter of appointment or paid contract)*

After the Invitation task is submitted, the system will take about 30 seconds to create and display the next task called Personal Data to you. If the task is not available, you will be redirected to the Active Tasks page where you can find the task later on. Click on the Edit button to go to the form and update your personal data,

Panel	Task	Proposal	Acronym	Owner	Deadline	Status	Score	Action
LS1	Personal Data			Test Five7 Hong7	01 Oct 2015 23:59	Assigned		<input type="button" value="Edit"/>

Complete or update your data and submit the task.



Dear Prof. Test Five7 ,

Thank you for accepting our invitation.

We would like to capture the minium personal information that we need in order to proceed. Would you be so kind

Title:\*

First name:\*

Last name:\*

Gender:

M  F

Email:

First Nationality:\*

Date of birth:

Current organization/instit.:

Organization's town:

Organization's country:

### Step 8 – Sign Contract/ Letter of Appointment

This step is only applicable to Remote Referees that have not signed a H2020 contract or letter of appointment. Panel Evaluators who do not have a contract will be contacted to sign the contract in a different system.

After finishing the previous step you will see the contract task displayed or you can access the task in the Active tasks page.

Proposals **Active Tasks** All Tasks 31 July 2017

Call: Type to filter Panel: Type to filter Task: Type to filter Proposal: Type to filter Acronym: Type to filter Status: Type to filter Threshold: Type to filter

Panel	Task	Proposal	Acronym	Owner	Deadline	Status	Score	Action
LS1	Contract			Test Five7 Hong7	01 Oct 2015 23:59	Assigned		<input type="button" value="Edit"/>

You can select Expand to see all sections in details or select the plus (+) symbol of each section to see each of them in details. You can also print to PDF.



## Letter of Appointment for ERC Remote Referees

Threshold: 1 Evaluation progress: 100.00%

[Expand](#) / [Collapse](#) all criteria

By submitting this task, I confirm that I have read and I accept the above Terms and Conditions and the Code of Conduct for ERC Remote Referees.

### - Signatures

Current status:

Title: Not provided  
First Name:   
Last Name:   
Expert candidature number:   
Email address: @yahoo.com

Dear

Thank you for agreeing to assist the European Research Council (ERC) in the peer review evaluation of frontier research proposals. This letter will confirm your willingness to evaluate remotely individual proposals as a remote referee. Please note that remote referees assisting the ERC evaluation panels are not remunerated for the tasks they perform.

The present letter constitutes an agreement between you and the European Research Council Executive Agency (ERCEA), acting under the powers delegated by the European Commission, to contribute to the ERC peer review evaluation.

The terms and conditions and the code of conduct set out in the annexes form an integral part of this agreement. By signing this agreement you confirm that you have read, understood and accepted all the obligations and conditions including the Code of Conduct provisions on independence, impartiality and confidentiality, as set out in Annex II.

This agreement enters into force on the day on which the last party signs and shall remain valid until the end of the Horizon 2020 Framework Programme.

For the ERCEA, represented for the purpose of signing this agreement by:

Jose LABASTIDA, Head of Scientific Management Department

21/12/2015

For the Expert:

I have read and I accept the Terms and Conditions and the Code of Conduct for ERC Remote Referees \*  Yes

[+ Annex I - Terms and Conditions](#)

[+ Annex II - Code of Conduct for ERC Remote Referees](#)

[Expand](#) / [Collapse](#) all criteria

[Save](#) [Submit](#)  
[Decline](#)  
[Print to PDF](#)

[Go to task list](#)

To finish this task, you can submit the task the same way as you did for the previous tasks. If you do not agree with the terms and conditions you can decline it by selecting the Decline button.

When you have a signed Letter of Appointment or Contract then the proposal review tasks will appear in your Active Tasks page, which includes Assigned and Open tasks, and the task name will be Write IER. Once submitted, you will be able to see the task in the All Tasks page, which includes Assigned, Open and Finished tasks. From the Active tasks page, you will be able to click on the proposal id or acronym to review the proposal summary page. There, you will be asked to accept to review the proposal and declare that there is no conflict of interest. You will also be able to decline to review the proposal in the event of a conflict of interest or other reasons.

### Step 9 - Review proposals (IER task)

Please consult the user manual for IER tasks here

[https://ec.europa.eu/research/participants/data/support/expert/expert\\_evaluation\\_user\\_manual.pdf](https://ec.europa.eu/research/participants/data/support/expert/expert_evaluation_user_manual.pdf).