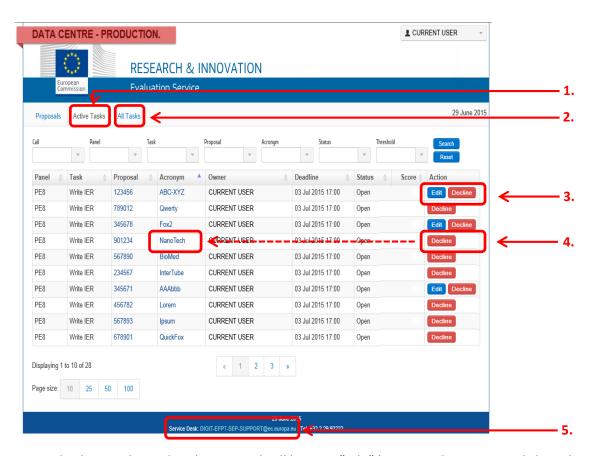
Instructions for Peer Reviewers using SEP

Accessing the Application and your tasks

Please visit the https://ec.europa.eu/research/participants/evaluation/ website.

- 1. After your login through EUlogin, you will be forwarded to your "Active Tasks". These are review requests where we are expecting you to do something (accept the request or submit a review).
- 2. You can access all the tasks once assigned to you (including declined or finished tasks) by clicking on the "All Tasks" button.

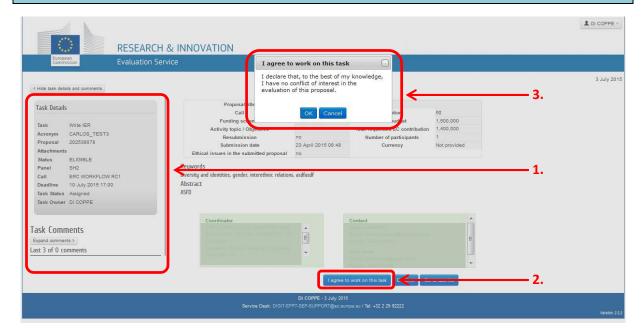


- 3. Tasks that you have already accepted will have an "Edit" button in their row. By clicking there you can directly go to the Assessment form
- 4. For brand new or not yet accepted tasks, you will have only the "Decline" button. To check and accept or decline the task, please click on the acronym of the proposal. you will be forwarded to the page of the selected task.

Assistance:

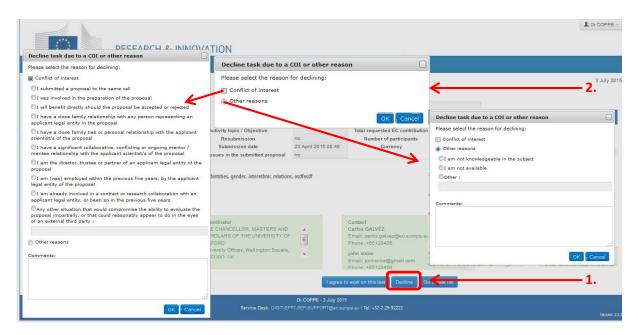
5. Should you experience any technical problems, you can contact the SEP Helpdesk, through the e-mail address indicated at the bottom of each page (<u>DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu</u>), or you can ask the Scientific Officers you are in contact with.

Accepting a review task



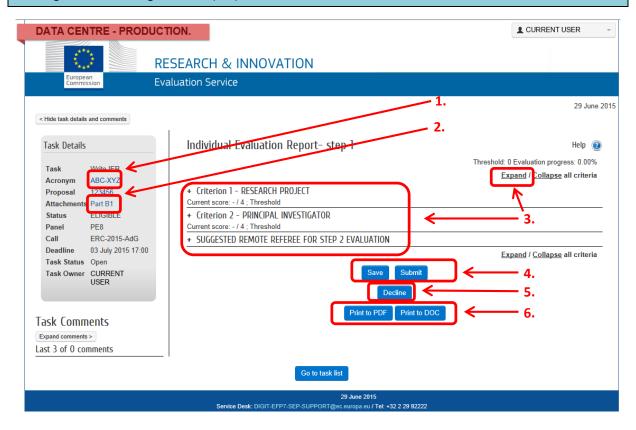
- 1. On the left, you will find some information about the task. It should be "Write IER" and the task owner should refer to you. The big part of the screen is about the proposal including the Abstract and the Keywords so that you can decide if you can write a review.
- 2. To accept, you have to click on the "I agree to work on this task" button.
- 3. Then, you will be prompted to confirm your acceptance in a popup window. Once you accepted, you can work on the review, and you can access it also from the "Active Tasks" screen clicking on "Edit" in the row of the proposal.

Declining a review task



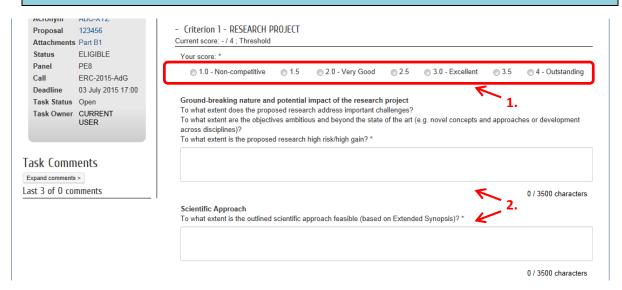
- 1. Should you decide to decline a task, please click on "Decline".
- 2. You will be asked to choose the reason between Conflict of Interest (COI) or other reason. In both cases you have to further specify the reason in a new popup window.
- N.B.: Declined tasks will disappear from your "Active Tasks" list.

Writing and Submitting a review (IER)



- 1. On the left of the screen, you will find some information on the task. By clicking on the Proposal acronym will take you to the proposal's page, where you can re-read the proposal's Abstract, and the keywords selected by the PI, among other details.
- 2. Clicking on "Part B1" will let you read the respective part of proposal itself.
- 3. The actual tasks (evaluating Criterion 1, Criterion 2 and nominating remote referees is in the centre of the screen in a compressed format. You can expand them by clicking on them individually; you can also expand/collapse all criteria by clicking on the "Expand/Collapse all criteria" button.
- 4. On the bottom of the page you can save or submit, when finished, your review;
- 5. In case of a Conflict of interest, you can also decline the task here. The proposal will disappear from you "Active Tasks" list.
- 6. You can download your review in both MS Word and pdf format for reference.

Writing and Submitting a review (IER) - Individual Criteria



Regarding "Criterion 1" – (Research Project):

- 1. You are requested to give a numerical score selecting one of the values between 1 and 4 evaluating the excellence of the proposal.
- 2. You are also required to give a detailed evaluation by answering the questions listed.

Regarding "Criterion 2" (Principal Investigator):

- 1. You are requested to give a numerical score selecting one of the values between 1 and 4 evaluating the excellence of the principal investigator (PI).
- 2. You are also required to reply the listed questions by selecting one of the answers below them.
- 3. Comments concerning the Principal Investigator criterion: Filling this box is optional.

Writing and Submitting a review (IER) – Nominating External Reviewers

- SUGGESTED REMOTE REFEREE FOR STEP 2 EVALUATION
Remote Referee 1 First Name:
Last Name:
Email address:
Host Institution:
Remote Referee 2 First Name:

Please, do not forget to nominate specialist expert reviewers, who can help the panel during the Step 2 of the evaluation. You can suggest to the Evaluation Panel up to five people, here.

Please, provide us for each suggested expert with the following details: First name, Last name, E-mail address and Host Institution.

N.B.: You are not able to nominate reviewers through this form once you have submitted the review. Still you will be able to suggest names via e-mail to the Scientific Officers, or during the Panel Meeting should you be a member of that Panel.

We are ready to improve the tools where needed, and we would appreciate your feedback for that.