

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.

The screenshot shows the 'RESEARCH & INNOVATION Evaluation Service' interface. At the top, there's a header with the European Commission logo and the text 'DATA CENTRE - PRODUCTION.' and 'CURRENT USER'. Below the header, there are tabs for 'Proposals', 'Active Tasks', and 'All Tasks'. The 'Active Tasks' tab is selected. Below the tabs, there's a search bar with fields for 'Call', 'Panel', 'Task', 'Proposal', 'Acronym', 'Status', and 'Threshold', along with 'Search' and 'Reset' buttons. The main content area is a table with columns: Panel, Task, Proposal, Acronym, Owner, Deadline, Status, Score, and Action. The table lists several tasks, all assigned to 'CURRENT USER'. The first task has an 'Edit' button, while the others have a 'Decline' button. The fourth task, 'NanoTech', is highlighted with a red box and a dashed arrow pointing to it from the right. At the bottom of the page, there's a footer with the text 'Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu' and a phone number 'Tel: +39 2 24 92222'.

1. Points to the 'Active Tasks' tab.

2. Points to the 'All Tasks' tab.

3. Points to the 'Edit' button in the 'Action' column of the first task row.

4. Points to the 'Decline' button in the 'Action' column of the fourth task row.

5. Points to the 'Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu' text in the footer.

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 (DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu), or you can ask the Scientific Officers you are in contact with.

Accepting a review task

The screenshot shows the 'RESEARCH & INNOVATION Evaluation Service' interface. On the left, a 'Task Details' sidebar lists information such as Task (Write IER), Acronym (CARLOS_TEST3), and Task Owner (DI COPPE). The main area displays proposal details including keywords, abstract, and contact information. A red box highlights the 'I agree to work on this task' button at the bottom. A red arrow points to a popup window titled 'I agree to work on this task' which contains a declaration statement and 'OK'/'Cancel' buttons. Red arrows and numbers 1, 2, and 3 indicate the sequence of actions for accepting the 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

The screenshot shows the 'Decline task due to a COI or other reason' popup window. It contains a list of reasons for declining, such as 'Conflict of interest' and 'Other reasons'. A red arrow points to the 'Decline' button at the bottom. Another red arrow points to a sub-popup window titled 'Decline task due to a COI or other reason' which allows selecting a specific reason and providing comments. Red arrows and numbers 1 and 2 indicate the sequence of actions for declining the 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)

The screenshot shows the 'Individual Evaluation Report- step 1' interface. At the top, there is a header with the European Commission logo and 'RESEARCH & INNOVATION Evaluation Service'. A red banner at the top left says 'DATA CENTRE - PRODUCTION.' and a user dropdown at the top right shows 'CURRENT USER'. The date '29 June 2015' is in the top right corner.

On the left, a 'Task Details' sidebar lists: Task (Write IER), Acronym (ABC-XYZ), Proposal (123456), Attachments (Part B1), Status (ELIGIBLE), Panel (PE8), Call (ERC-2015-AdG), Deadline (03 July 2015 17:00), Task Status (Open), and Task Owner (CURRENT USER). Below this is a 'Task Comments' section with an 'Expand comments >' button and 'Last 3 of 0 comments'.

The main area is titled 'Individual Evaluation Report- step 1'. It shows evaluation criteria: '+ Criterion 1 - RESEARCH PROJECT' and '+ Criterion 2 - PRINCIPAL INVESTIGATOR', both with 'Current score: - / 4 ; Threshold'. Below these is a section for 'SUGGESTED REMOTE REFEREE FOR STEP 2 EVALUATION'. At the top right of the main area, it says 'Threshold: 0 Evaluation progress: 0.00%' and has 'Expand / Collapse all criteria' buttons. At the bottom, there are buttons for 'Save', 'Submit', 'Decline', 'Print to PDF', and 'Print to DOC'. A 'Go to task list' button is at the very bottom.

Numbered annotations (1-6) point to specific elements: 1 points to the 'ABC-XYZ' acronym; 2 points to the 'Part B1' attachment; 3 points to the 'Expand / Collapse all criteria' button; 4 points to the 'Save' button; 5 points to the 'Decline' button; and 6 points to the 'Print to PDF' button.

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

Activity ABC-XYZ
Proposal 123456
Attachments Part B1
Status ELIGIBLE
Panel PE8
Call ERC-2015-AdG
Deadline 03 July 2015 17:00
Task Status Open
Task Owner CURRENT USER

Task Comments
[Expand comments >](#)
Last 3 of 0 comments

- Criterion 1 - RESEARCH PROJECT
Current score: - / 4 ; Threshold

Your score: *

☐ 1.0 - Non-competitive ☐ 1.5 ☐ 2.0 - Very Good ☐ 2.5 ☐ 3.0 - Excellent ☐ 3.5 ☐ 4 - Outstanding

Ground-breaking nature and potential impact of the research project
To what extent does the proposed research address important challenges?
To what extent are the objectives ambitious and beyond the state of the art (e.g. novel concepts and approaches or development across disciplines)?
To what extent is the proposed research high risk/high gain? *

0 / 3500 characters

Scientific Approach
To what extent is the outlined scientific approach feasible (based on Extended Synopsis)? *

0 / 3500 characters

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:
<input type="text"/>
Last Name:
<input type="text"/>
Email address:
<input type="text"/>
Host Institution:
<input type="text"/>
Remote Referee 2
First Name:
<input type="text"/>

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.