

# QUICK GUIDE FOR PEER REVIEW IN SEP TOOL

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

1. [Active Tasks](#).
2. [All Tasks](#) (including tasks you submitted).
3. [Filter by type of task](#) (and click on Search).
4. Access [summary page](#) of the proposal.
5. Possible [actions](#).
6. For [technical problems](#) contact your Panel Coordinator and/or the SEP Helpdesk.
7. To [log out](#).

The screenshot shows the SEP tool interface. At the top, there are navigation tabs: Dashboard, Proposals, Documents, Active Tasks (1), and All Tasks (2). Below these are filter fields for Call, Panel, Task (3), Proposal, Acronym, Status, and Threshold, with Search and Reset buttons. A table lists tasks with columns for Panel, Task, Proposal, Acronym, Owner, Deadline, Status, Score, and Action. A task for 'Review ESR' with proposal '608505' and acronym 'ERC-COG-112' is highlighted. A dropdown menu for 'Task' shows options like 'Write', 'Review', 'Proposal', and 'Read'. A 'Task Details' sidebar shows information for proposal '608505', including 'FULL RESEARCH PROPOSAL' and 'Status ELIGIBLE'. At the bottom, a support email 'DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu' (6) and a user profile 'EXPERT' (7) are visible.

YOUR TASKS	NAME	WHAT	WHEN
<b>Write IER</b>	<i>Individual Evaluation Report</i>	write review + suggest External Reviewers	<b>BEFORE</b> Panel Meetings
<b>Write SER</b>	<i>Suggest External Reviewers</i>	suggest External Reviewers (after "Write IER" submitted)	<b>BEFORE + DURING</b> Panel Meeting Step 1
<b>Review ESR</b> for the lead reviewer	<i>Evaluation Summary Report</i>	write Panel Comments	<b>DURING</b> Panel Meetings
<b>Read Proposal</b>		reading access (no editing)	