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.

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