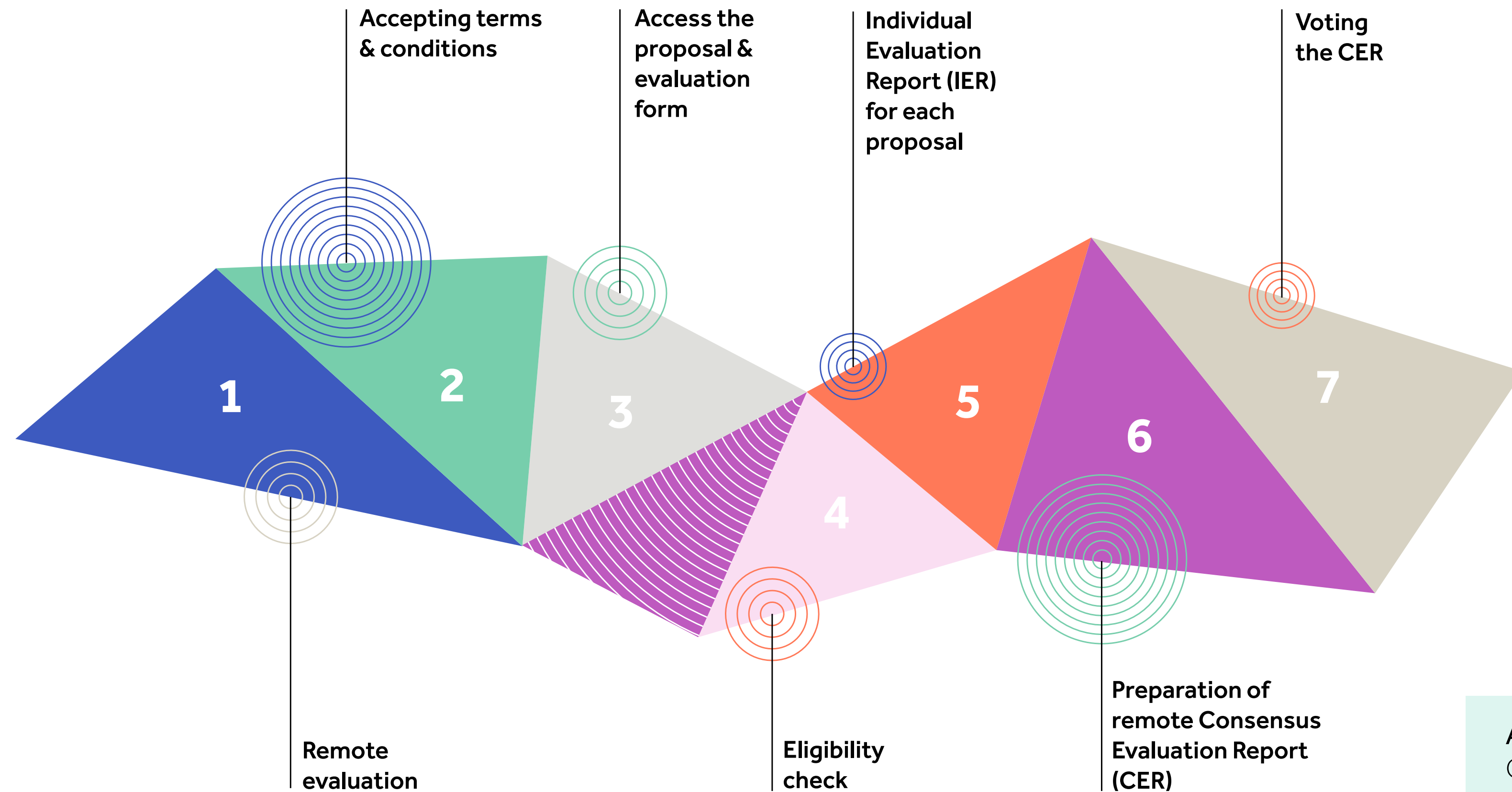


GUIDE FOR INDEPENDENT EXTERNAL EXPERTS



Abbreviations :

CER : Consensus Evaluation Report
IEE : Independent External Expert
IER : Individual Evaluation Report
RP : Review Panel

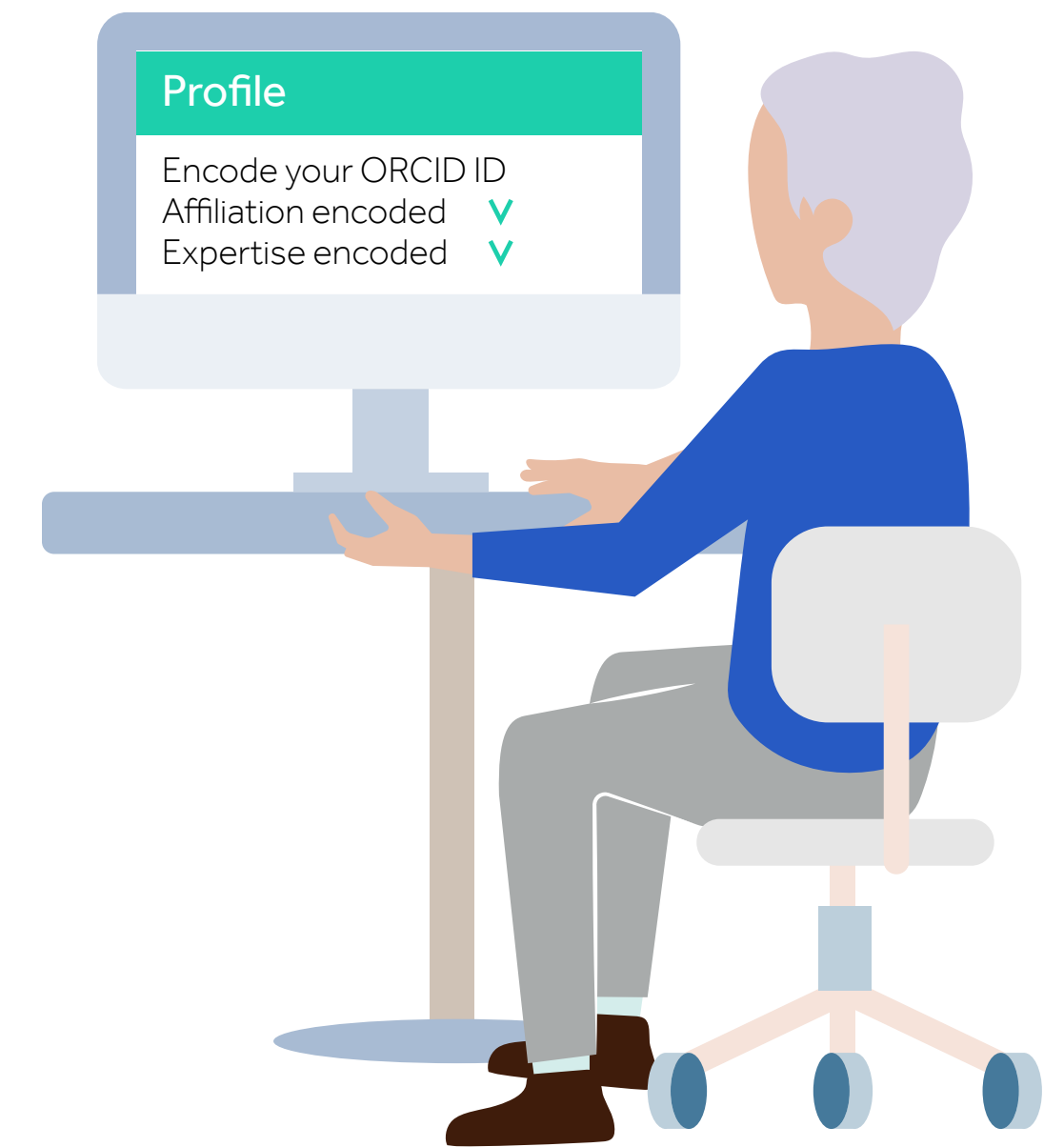
1 Remote evaluation

Start evaluation
Performed remotely (virtually).

How ?

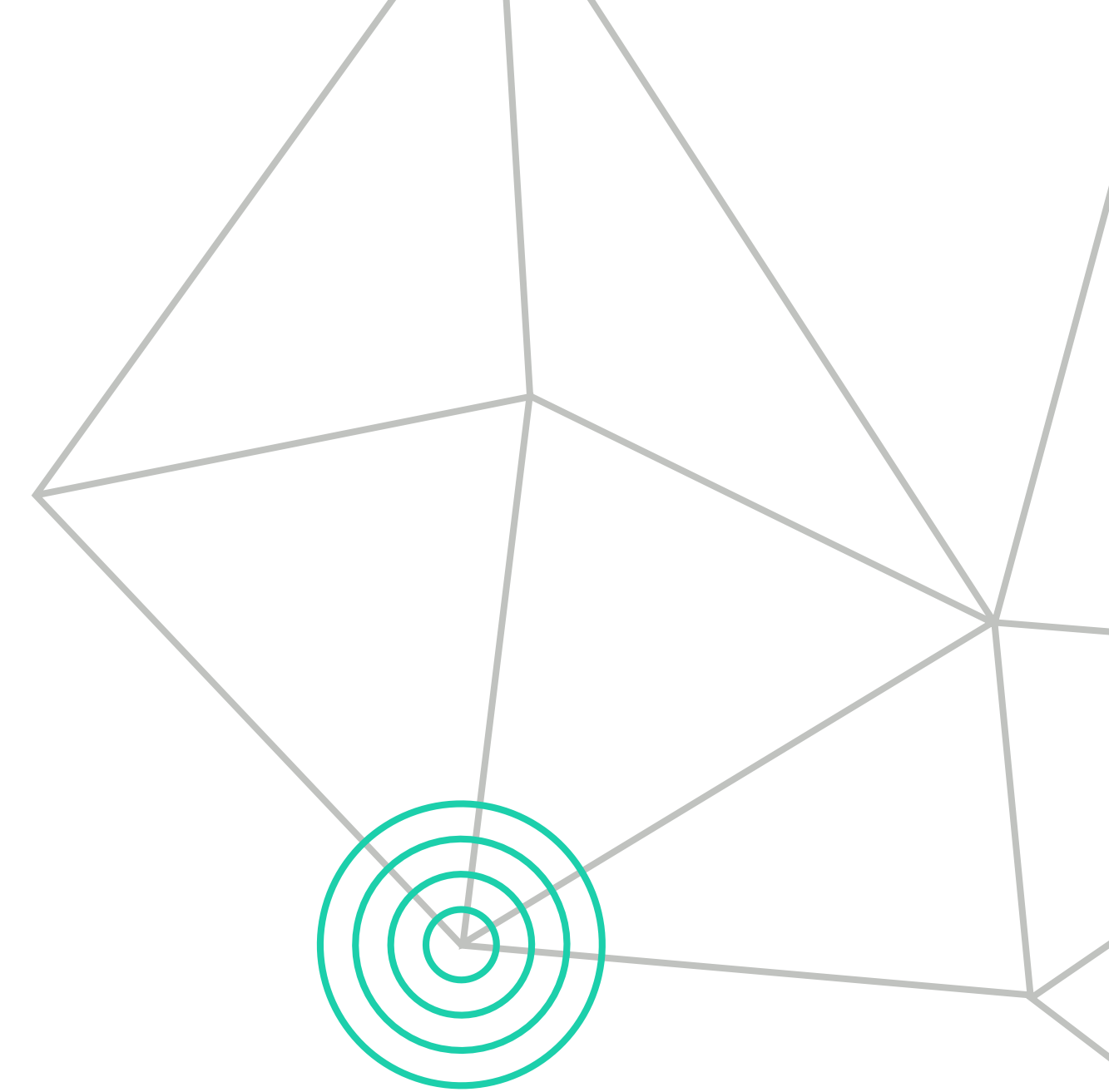
Login to e-COST

- > Pending Tasks
- > oc-20XX-1 – External Expert
- > Consult.

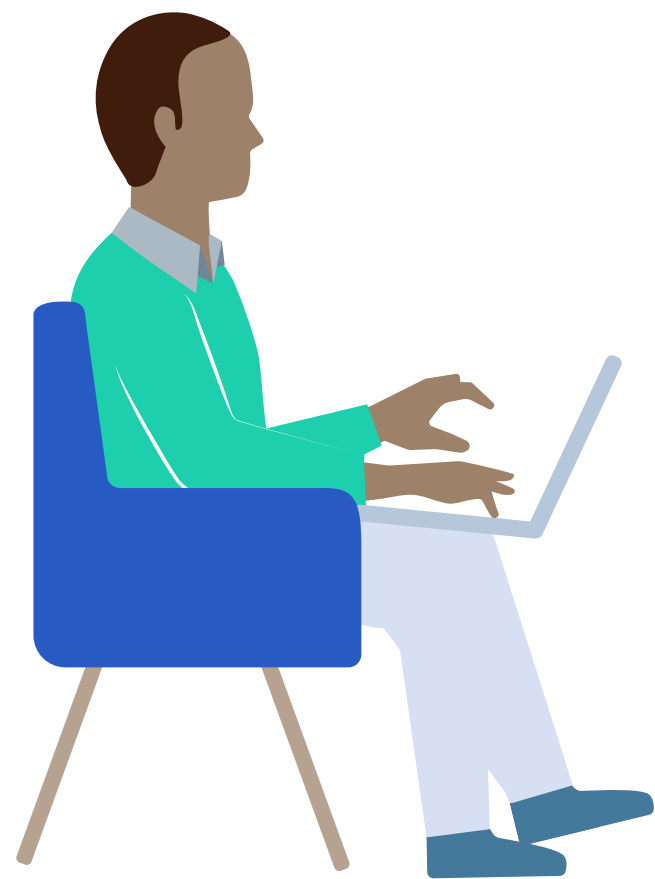


2

Accepting terms & conditions



Confirm that you don't have any conflict of interests



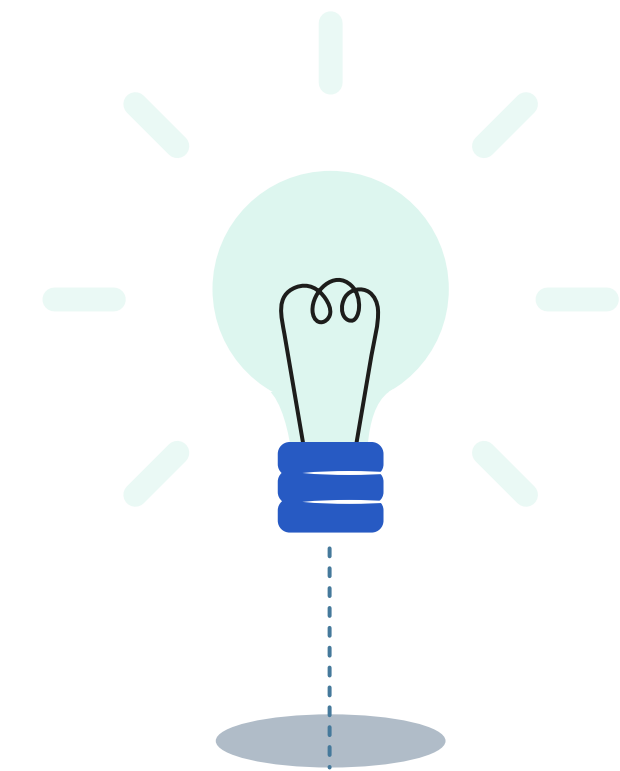
No conflict of interest



Evaluation Terms and Conditions

I confirm

I do NOT confirm



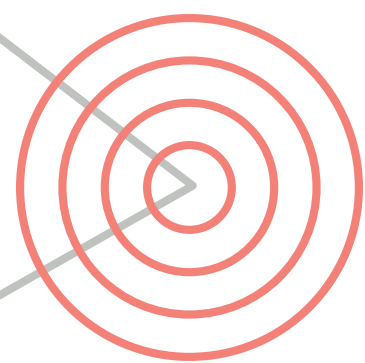
3

Access the proposal & evaluation form

Click on the middle icon to open the evaluation form.



And start evaluation



4

Eligibility check

A. Click on the "x" to open interface

All questions need to be completed. The triangle indicates the current position.

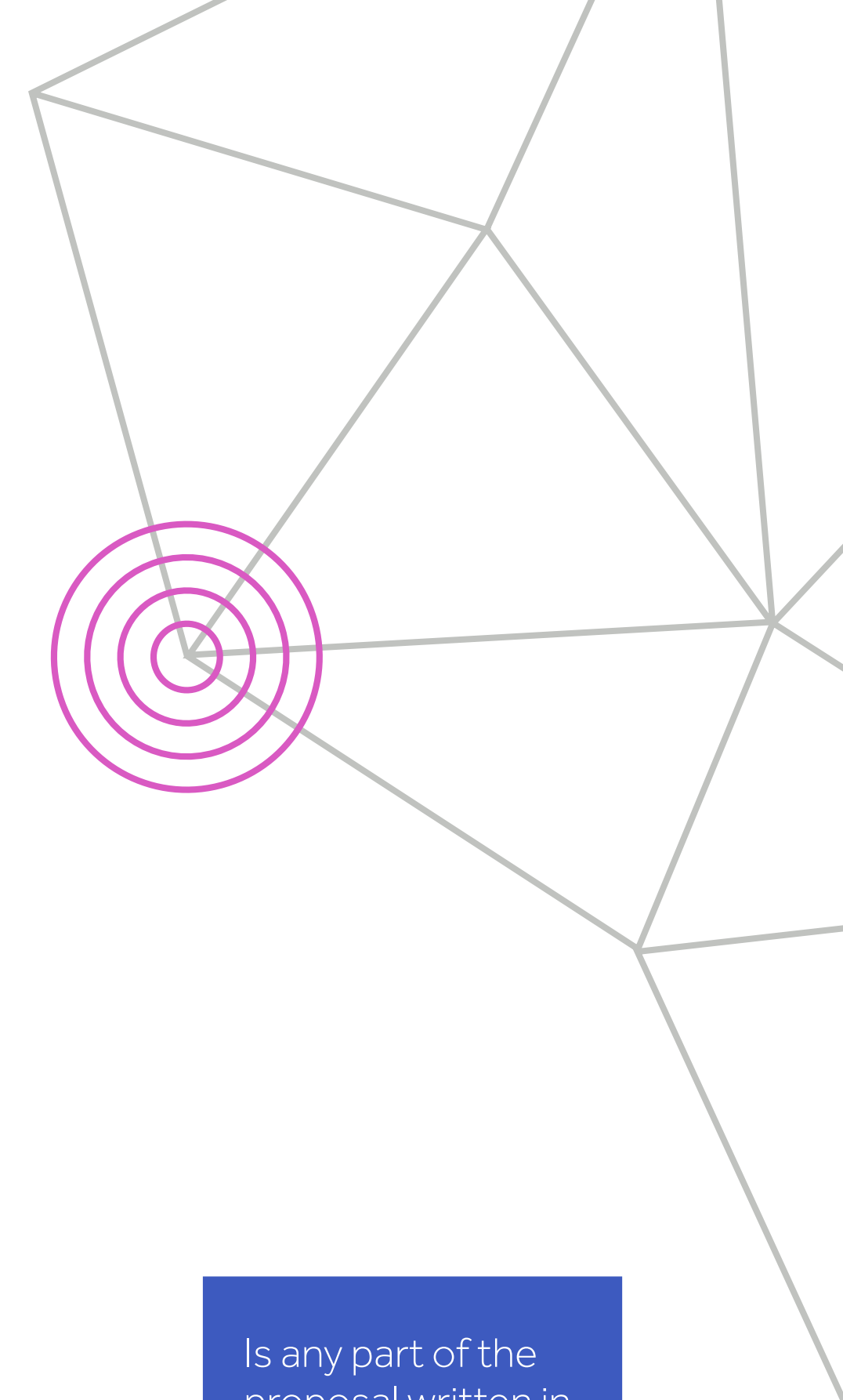
Eligibility	S&T Excellence			Networking Excellence			Impact			Implementation
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
∇										
X	X	X	X	X	X	X	X	X	X	X
▲										

B. Answer eligibility questions.

Is there a breach of anonymity?

Is any part of the proposal written in a language other than English?

Is the technical annex of the proposal longer than 15 pages?



Evaluation of each proposal



For each question, you must:

A

Select one of the six statements reflecting the evaluation.

B

Fill in the comment boxes: 2 case scenarios.

C

Proceed with the 10 questions.

By providing coherent and consistent comments, that match the evaluation statement and the evaluation question.

Case 1:

Only one comment box is displayed

Case 2:

Two comment boxes are displayed

S&T Excellence >> Soundness of the Challenge

Q1. Does the proposal demonstrate a comprehensive command of the state of the art in the field and present a relevant and timely challenge?

- The proposal addresses this question in an excellent manner.
- The proposal addresses this question in a very good manner.
- The proposal addresses this question in a good manner.
- The proposal addresses this question in a fair manner.
- The proposal addresses this question in a poor manner.
- The proposal fails to address the question under examination or cannot be judged due to missing or incomplete information.

Consensus

- The proposal addresses this question in an excellent manner.
- The proposal addresses this question in a very good manner.
- The proposal addresses this question in a good manner.
- The proposal addresses this question in a fair manner.
- The proposal addresses this question in a poor manner.
- The proposal fails to address the question under examination or cannot be judged due to missing or incomplete information.

Main strengths:

Q1. Does the proposal demonstrate a comprehensive command of the state of the art in the field and present a relevant and timely challenge?

- The proposal addresses this question in an excellent manner.
- The proposal addresses this question in a very good manner.
- The proposal addresses this question in a good manner.
- The proposal addresses this question in a fair manner.
- The proposal addresses this question in a poor manner.
- The proposal fails to address the question under examination or cannot be judged due to missing or incomplete information.

Main strengths:

The proposal would benefit from certain improvements:

254 words limit

250 words limit

5

Evaluation of each proposal

For each question, you must:

D Save your comments for each question.

E Submit your IER.
The "Submit" button is available only upon completion of the eligibility and 10 evaluation questions, as shown.

After the deadline, the IER is locked and can no longer be modified. If an IER is not completed and submitted before the deadline, the involved IEE will be removed from the evaluation process of this specific proposal.

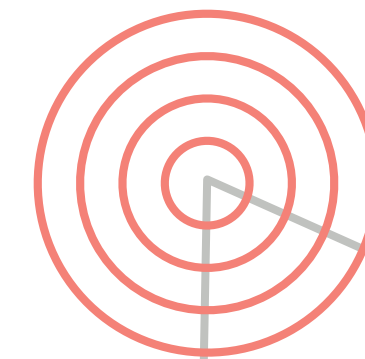
Once you have answered all the questions, you need to submit your Evaluation Report. The "Submit"-button will be enabled only after you have completed and saved all questions. Note that even after submission, you can edit your Evaluation Report until the evaluation end date. This cancels the submission and requires a new submission.

Save and View Previous

Save

Submit

Save and View Next



6

Preparation of remote Consensus Evaluation Report (CER)

COST appoints a **Rapporteur** from one of the 3 **assigned IEEs**. The Rapporteur coordinates the preparation of the CER based on the 3 submitted Individual Evaluation Reports (IERs).

A

The appointed Rapporteur addresses all the evaluation questions of the CER.

COST assigns a **Review Panel (RP) Member** to the proposal under evaluation for a preliminary revision and quality check of the CER.

B


The Rapporteur and other IEEs keep the RP Member in the loop of all pertinent discussions in preparation of the CER.

C





The Rapporteur completes and saves all mandatory sections of the ten evaluation questions.

My Evaluations / Proposal Evaluation Overview

Proposal Reference: OC-2019-1

 Proposal PDF

Assigned Review Panel Member(s) (RPM):

Evaluator	Report Status	Options	S&T Excellence			Networking Excellence			Impact		Implementation	
			Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
<input type="text"/>	IER Submitted		E	G	E	E	E	VG	E	E	E	G
<input type="text"/>	IER Submitted		E	G	G	E	G	E	VG	E	G	G
<input type="text"/>	IER Submitted		G	G	F	F	F	F	F	G	E	F
Consensus	Aggregated		N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C

[Send email to all](#)

Questions in grey need to be completed. The triangle indicates the current position.

S&T Excellence			Networking Excellence			Impact		Implementation	
Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
E	E	E	E	E	E	E	E	E	E

S&T Excellence >> Soundness of the Challenge

Q1: Does the proposal demonstrate a comprehensive command of the state of the art in the field and present a relevant and timely challenge?

Evaluator	Mark	Comments
<input type="text"/>	E	The proposal addresses this question in an excellent manner. <input type="text"/>
<input type="text"/>	VG	The proposal addresses this question in a very good manner. <input type="text"/>
<input type="text"/>	E	The proposal addresses this question in an excellent manner. <input type="text"/>



6

Preparation of remote Consensus Evaluation Report (CER)

D

The Rapporteur clicks on the "Notify Evaluators" button, in order to share the draft CER with the two other IEEs and the RP Member for their revision, further discussion and feedback:

Once you have answered all the questions, you must notify the other evaluators and the Review Panel Member that the draft Consensus Evaluation Report (CER) is ready for their review (by clicking on the "Notify Evaluators" button). Once you have received their feedback and finalised the CER you must submit the CER (by clicking on the "Submit" button) in order to start the vote for approval of the CER. The "Submit" button only becomes active after the "Notify Evaluators" button has been used. Please note that once the CER has been submitted it cannot be edited.

« Prev Save Submit

⚠ When you click "Notify Evaluators" it will send to the other evaluators and the Review Panel Member an automatic notification that the CER is ready for them to review.

Notify Evaluators

E

The Rapporteur can revise the CER and notify as many times as necessary its content to the two other IEEs and the RP Member.

Once the discussions are finalised, and prior to the deadline for voting:

F

The Rapporteur submits the final version of the CER for voting by the two other IEEs and the RP Member.

Once you have answered all the questions, you must notify the other evaluators and the Review Panel Member that the draft Consensus Evaluation Report (CER) is ready for their review (by clicking on the "Notify Evaluators" button). Once you have received their feedback and finalised the CER you must submit the CER (by clicking on the "Submit" button) in order to start the vote for approval of the CER. The "Submit" button only becomes active after the "Notify Evaluators" button has been used. Please note that once the CER has been submitted it cannot be edited.

« Prev Save Submit

⚠ When you click "Notify Evaluators" it will send to the other evaluators and the Review Panel Member an automatic notification that the CER is ready for them to review.

Notify Evaluators

The "Submit" button becomes active only after the Rapporteur has notified at least once the draft CER to the other IEEs and the RP Member of this specific proposal.



7

Voting on the CER

Your vote is confidential and is not displayed to the other members of the evaluation panel.

A

The IEEs and the RP Member vote the CER by selecting one of the two categories as shown to the right (approve or NOT approve). A non-approved CER requires a justification.

My Consensus Evaluation Vote

- I approve the Consensus Evaluation Report
- I do NOT approve the Consensus Evaluation Report

Submit

My Consensus Evaluation Vote

- I approve the Consensus Evaluation Report
- I do NOT approve the Consensus Evaluation Report

Justification

(justification is needed if the IEEs and/or RP member do not approve the CER)

Submit

250 words limit

B

Consensus is not imposed. But in case of non-approval of the CER by either an IEE or the RP Member, a justification must be provided. After providing a vote, the IEE will immediately receive a confirmation email in their email account registered in e-COST.

