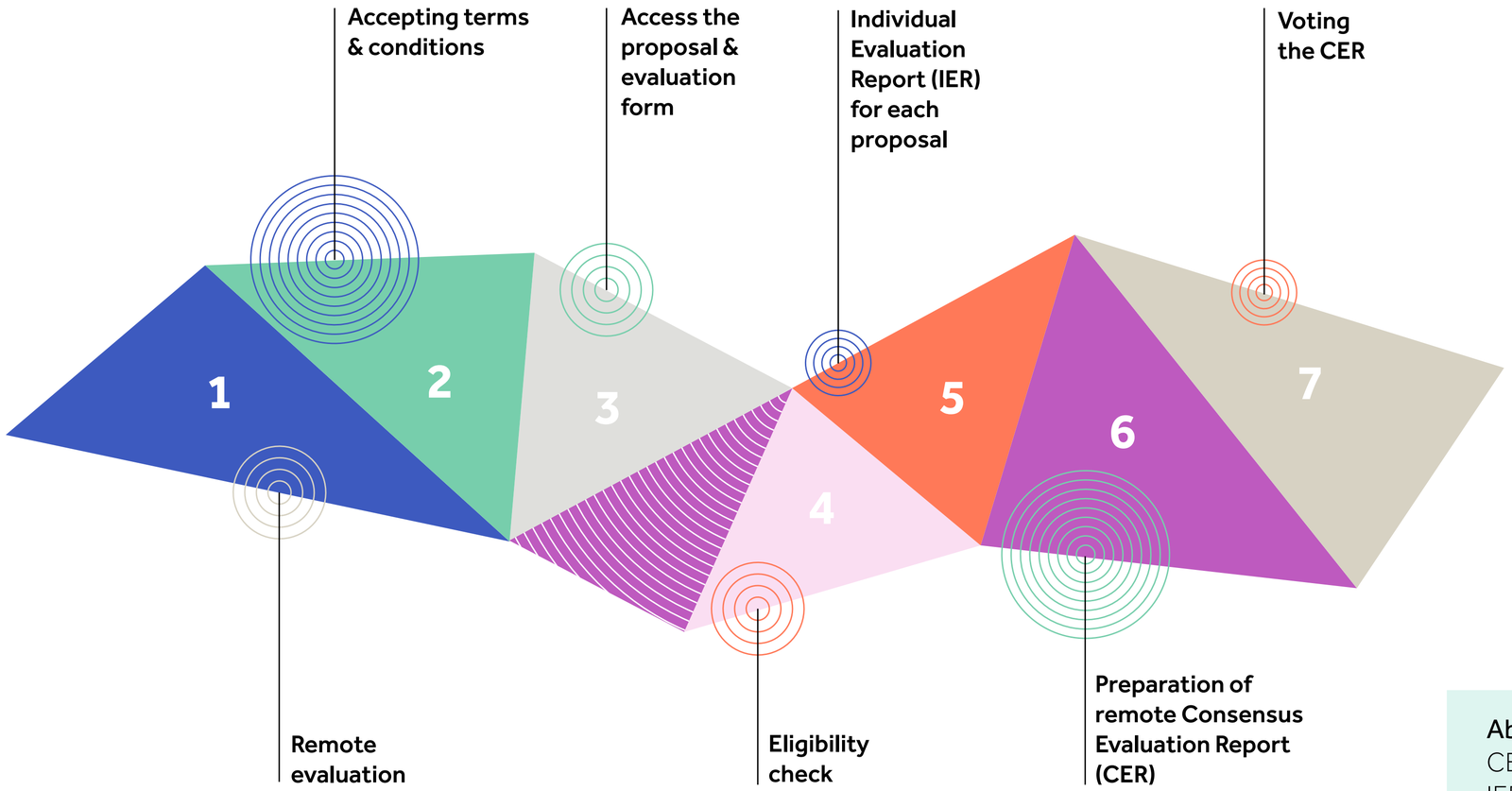
GUIDE FOR INDEPENDENT EXTERNAL EXPERTS



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

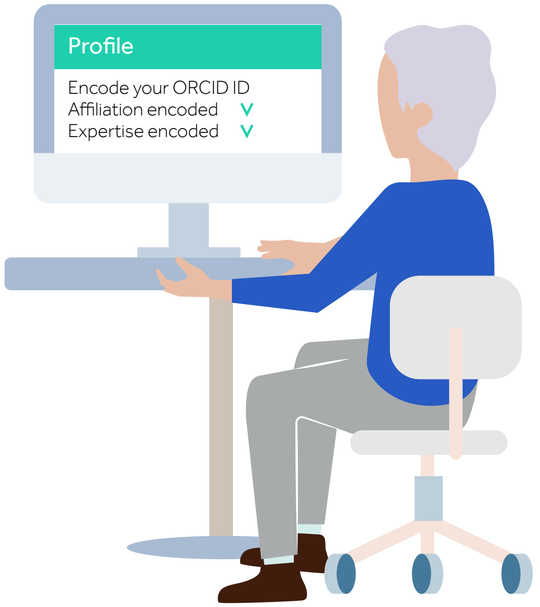
cost
EUROPEAN COOPERATION IN SCIENCE & TECHNOLOGY

1 Remote evaluation

Start evaluation
Performed remotely (virtually).

How ?

Login to e-COST
> Pending Tasks
> oc-20XX-1 – External Expert
> Consult.



2

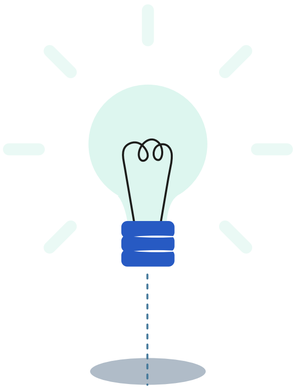
Accepting terms & conditions

Confirm that you don't have any conflict of interests

Evaluation Terms and Conditions

I confirm

I do NOT confirm



3 Access the proposal & evaluation form

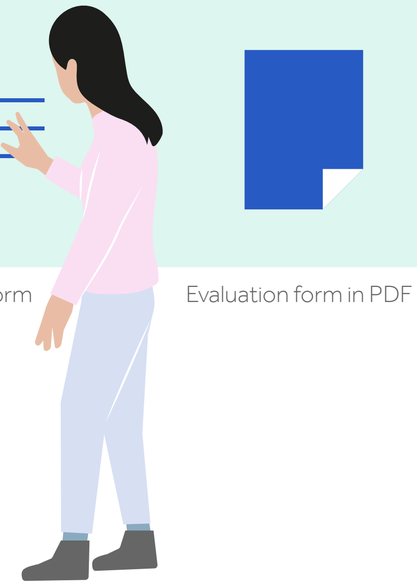
Click on the middle icon to open the evaluation form.

Status	Proposal	Evaluation
To be evaluated		

View proposal

Access evaluation form

Evaluation form in PDF



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

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

Is there a breach of anonymity?

5

Evaluation of each proposal

For each question, you must:

A **Select** one of the six statements reflecting the evaluation.

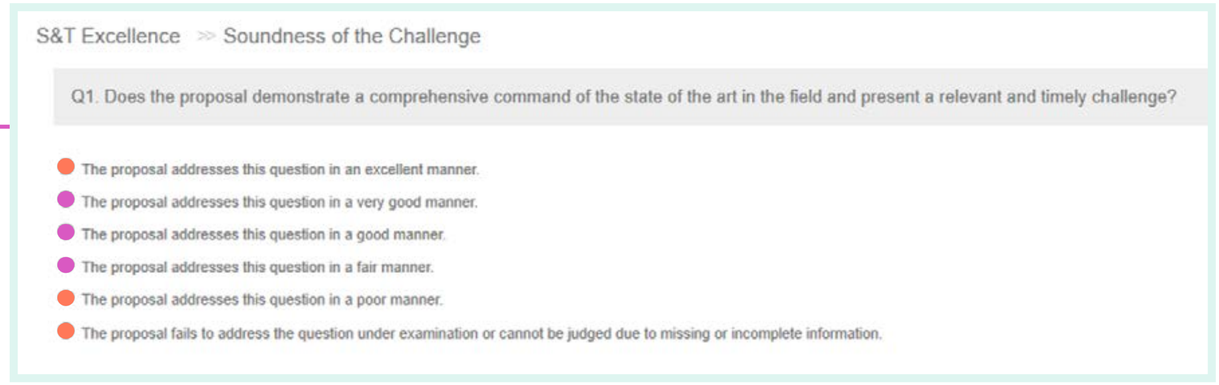
B **Fill in** the comment boxes: 2 case scenarios.

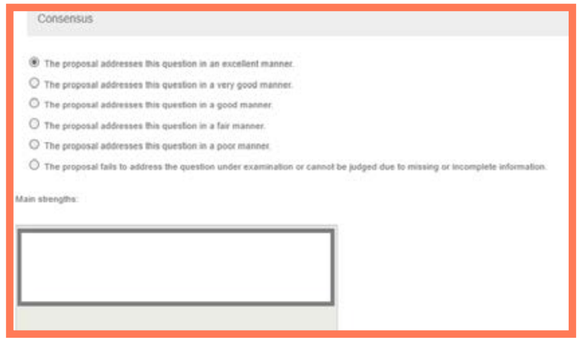
C **Proceed** with the 10 questions.

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





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.

6 Preparation of remote Consensus Evaluation Report (CER)

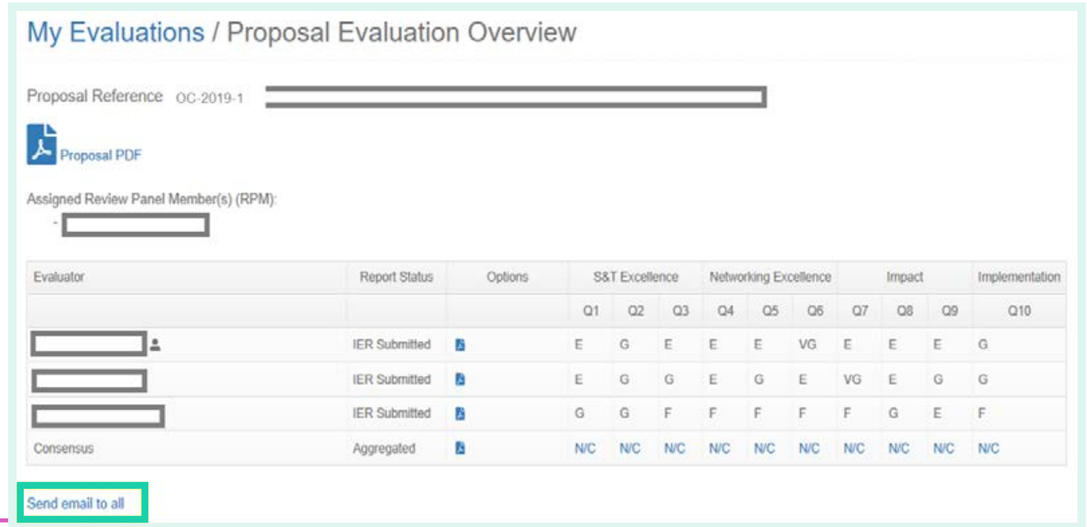
COST appoints a **Rapporteur** from one of the 3 **assigned IEEs**. The Rapporteur coordinates the preparation of the CER based on the 3 submitted Individual Evaluation Reports (IERs).

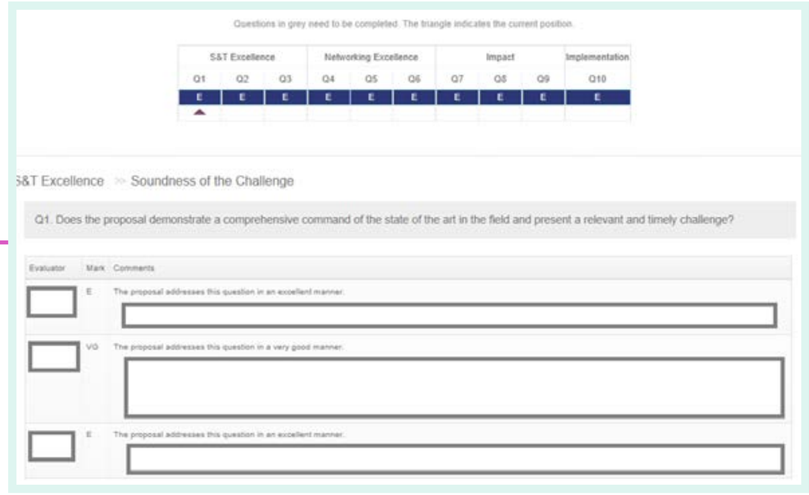
A The appointed Rapporteur addresses all the evaluation questions of the CER.

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.

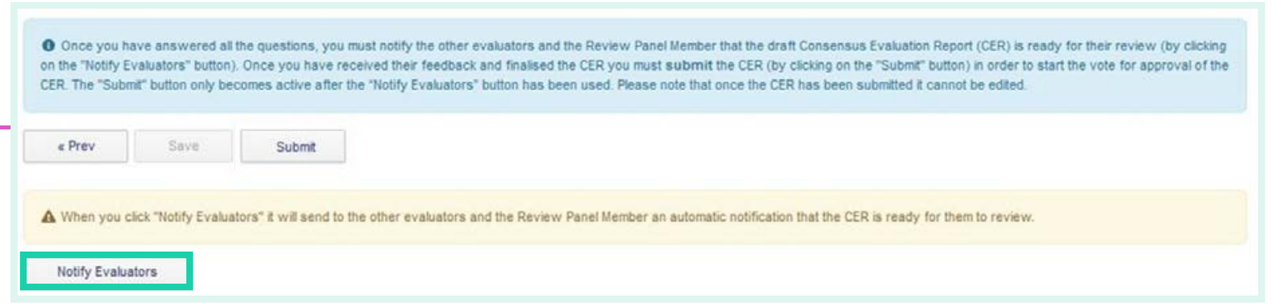
C The Rapporteur completes and saves all mandatory sections of the ten evaluation questions.





6 Preparation of remote Consensus Evaluation Report (CER)

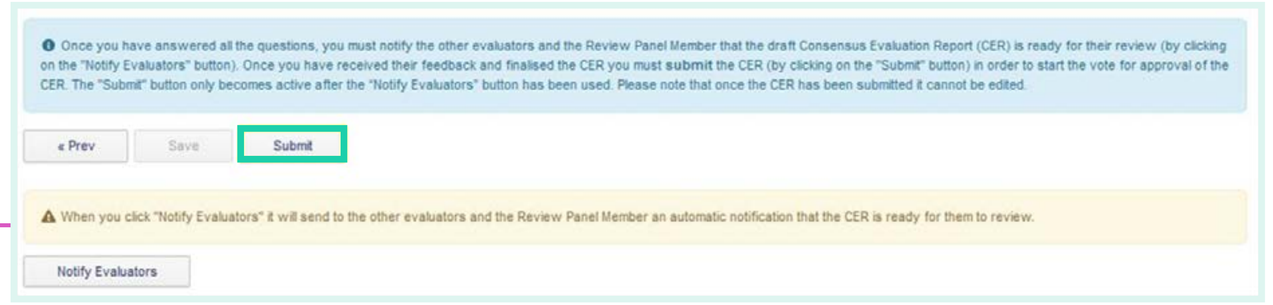
D The Rapporteur clicks on the "Notify Evaluators" button, in order to share the draft CER with the two other IEEs and the RP Member for their revision, further discussion and feedback:



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.



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.

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.

My Consensus Evaluation Vote

- (●) I approve the Consensus Evaluation Report
- ( ) I do NOT approve the Consensus Evaluation Report

Submit

My Consensus Evaluation Vote

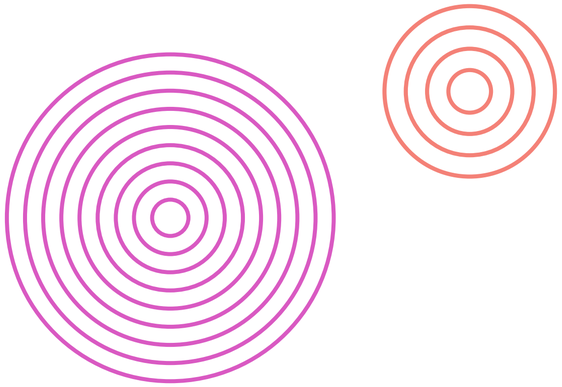
- ( ) I approve the Consensus Evaluation Report
- (●) I do NOT approve the Consensus Evaluation Report

Justification

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

250 words limit

Submit



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