European Commission
Proposal Evaluation Service

Proposal Evaluator’s Guide
04/03/2014
CHAPTER 1: QUICK START GUIDE

Introduction

The European Commission’s Evaluation Service (referred to as ‘Evaluation Tool’ further in this document) is designed to help Proposal Evaluators (Experts) with the online process for remote evaluations organised by the European Commission in the scope of specific Calls for Proposals (‘Calls’).

As a registered Expert with the European Commission’s Research and Innovation Participant Portal and therefore a potential Proposal Evaluator, you can use this document to get an overview of the Evaluation Tool screens and functions, as well as to benefit from the step-by-step procedures for each available User Action.

Document Scope & Structure

The Proposal Evaluator’s Guide describes in detail how a Proposal Evaluator (Expert) can benefit from the use of the Evaluation Tool. The document also provides reference information about the available screens and forms, additional actions available to Call Coordinators, and more. The following sections of information are available:

1. CHAPTER 1: QUICK START GUIDE – provides introductory information about the service and the document, a standard process description and the accompanying step-by-step procedure for accessing the Evaluation Tool and submitting an IER, as well as contact and support details and access to additional resources.


3. CHAPTER 3: HOW TO…? provides step-by-step procedures for all user actions you can perform as an Expert.

4. CHAPTER 4: SCREENS, ROLES & ACCESS TO USER ACTIONS describes the screens and the basic tasks you can perform using the service, as well as a description of the user roles in the system.

5. APPENDIX A: ECAS REGISTRATION provides instructions how to register a new account with the European Commission Authentication Service (ECAS).

6. The GLOSSARY section contains descriptions of the most common specialised terms that you might come upon in this document and in general throughout the proposal evaluation process.
Quick Steps to IER Submission

Quick Links

- To access the Evaluation Tool, go to: https://ec.europa.eu/research/participants/evaluation
- To log in, use your existing ECAS account or register to ECAS (see Appendix B at the end of the document for instructions).

Quick Steps to Completing Your Report

To use the Evaluation Tool in the best possible way, perform the following steps. For more information, refer to the detailed sections further in this document.

Note: It is very important to review in detail all the proposals allocated to you so that you are able to promptly identify any potential conflict of interest and decline the respective task(s).

The following procedure describes in detail the process illustrated on the diagram above:

1. Go to the application link - https://ec.europa.eu/research/participants/evaluation - and click [Login]. You will be redirected to the ECAS login screen (you can only connect to the Evaluation Tool using your ECAS account) – log in to ECAS. On successful login, the Active Tasks tab of the Evaluation Tool will be open displaying a list of your active tasks (with status Assigned or Open).

   Note: In case you do not have an ECAS account, you must register with ECAS – see Appendix A: ECAS REGISTRATION at the end of this document.

2. From the list of Active Tasks, click on the proposal reference number or acronym for the desired task. These links are available from the Proposal and Acronym columns, respectively.

   The Proposal Details screen will open where you can access the task details and the proposal information: the proposal abstract and the composition of the consortium. At this point you can already check for potential conflicts of interest with the partners of the project.

   The actions available to you from this screen are:
   - [Edit task] (opens the actual Report form for editing in the Evaluation Report Form screen)
   - [Decline task] (used in the case of a conflict of interest, as explained in point 4 below), and
   - [Go to task list] (returns you to the Active Tasks tab).

   Note: You can also open an Report form for editing directly from the task list in the Active Tasks tab using the Edit button for that task. You can also decline a task directly from the Active Tasks tab using the Decline button.

   Note: As soon as you open the Evaluation Report Form screen for a task, the status of this task will be changed from Assigned to Open.

3. Read Part A and Part B of the proposal - from the Proposal Details screen, click the links for Part A and Part B located in the Task Details pane on the left-hand side of the screen.
4. In case of a conflict of interest, click Decline task in the Proposal Details screen (or the Decline button in the Active Tasks tab for the respective task). The task status will be changed from Open to Declined and will still appear in your task list, but you will not be able to access the proposal details anymore. The Call Coordinator will be notified that the task must be reassigned to another Expert.

When declining a task, you must provide the reason for this action. To this end, a pop-up window will show where you will be prompted to select between a 'conflict of interest' (where you must select a category from a drop-down list of official reasons) or 'other reasons'. Optionally, you can provide additional information in the Comments field. Click OK or Cancel to complete or to cancel the action.

Note: You can save your report at any moment (using the CTRL+S key combination or the button), and return to it at a later time. In addition, the system automatically saves the report data once every two minutes, ensuring that you do not lose your comments and input, even if your computer crashes, or you lose your internet connection.

5. When you complete your report, click Submit from the Evaluation Report Form. A pop-up window will prompt you to confirm your action.

Once you submit the report, the task status will be changed from Open to Finished. From this point onwards, you will not be allowed to edit the report but you will be able to view it using the button available in the All Tasks tab for that task.

Note: The Evaluation Tool does not provide a spelling checker facility for verification of the forms content you enter. However you might want to use a browser add-on for that purpose.

**Contact & Support**

Refer the Horizon 2020 Helpdesk for questions regarding organisation registration and data updates, as well as any aspect of European research and the EU Research Framework Programmes.

Refer to the Research IT Helpdesk for any IT-related problems that you might experience with the Evaluation Tool.

**Additional Resources**

For additional information, refer to the following documents:

- The Standard Evaluation Criteria
- The H2020 Online Manual
- The list of reference documents on the Participant Portal
CHAPTER 2: OVERVIEW OF THE EVALUATION TOOL

This section provides a general overview of the Evaluation Tool system.

Evaluation of Proposals: Process Overview

Once a Proposal Coordinator has submitted a proposal, the Commission:

- checks it is admissible (complete and properly put together) and eligible
- asks independent experts to evaluate it

In the evaluation process, proposals are given scores for excellence, impact, and quality and efficiency of implementation – based on the Standard Evaluation Criteria.

Note: Please also check the additional documentation usually received by Call Coordinators for each call.

A panel then checks that the evaluation criteria have been consistently applied to all proposals for the same call.

Proposal coordinators are informed of how their proposal did in the evaluation. A positive result does not constitute a confirmed offer of a grant.

Following the evaluation round, grant negotiations are opened for the highest-scoring proposals.

The Evaluation Tool: Main Principles

The Evaluation Tool is designed to enable proposal evaluators to provide an electronic Individual Evaluation Report (IER) for a Proposal. Later on, one of the evaluating experts will become a Rapporteur. As a Rapporteur, you will be assigned a task to produce the Consensus Report (CR) - a synthesis/consensus of your own evaluation and the evaluations of other assigned experts.


The process of completing and submitting an Individual Evaluation Report for a proposal involves the following steps:

1. A task “Create IER” is assigned to you as a proposal evaluator (expert). Check whether you can evaluate the proposal (i.e., ensure that there is no conflict of interest of any nature).
2. Accept the "Write IER" task and fill in your evaluation report using an electronic Web-based form.

The process of completing and submitting a Consensus Report for a proposal involves the following steps:

1. One of the experts, who have submitted IERs for the proposal, takes the role of the Rapporteur. A task “Write CR” is assigned to the Rapporteur, who will receive a notification email by the Evaluation Tool as soon as all of the IER experts have submitted their IERs for that proposal.
2. The Rapporteur starts working on the "Write CR" task to write a draft CR remotely, prior to the actual consensus meeting takes place. The Rapporteur fills in the report using an electronic Web-based form.
3. The Rapporteur submits the draft CR using an electronic Web-based form.
4. A task "Review CR" is assigned to the Quality Controller (QC), who will receive a notification email by the Evaluation Tool once the Rapporteur submits their CR (and the "Write CR" task is Finished). The QC role can be taken by another Experts.
5. The QC reviews the CR and approves or dissapproves of its content. If the QC approves the CR, he/she submits the CR for approval by the experts who wrote the IERs. If the QC dissapproves the CR, he/she returns the CR draft back to the Rapporteur who starts the procedure over from step 2 onwards.

6. When the QC submits the approved CR, a task "Approve CR" is created and assigned to the IER Experts.

7. The Experts are assigned "Approve CR" tasks. Accept the "Write IER" task and fill in your evaluation report using an electronic Web-based form.

8. Once all the Experts approve the CR and submit it as final, the CR stage is complete.
Main Screens and Tasks

As an expert proposal evaluator, you will be using three user interaction screens of the Evaluation Tool:

- **The Main Screen**, which is organized in 3 tabs:
  a. "Proposals" tab (containing all the proposals assigned to you for being evaluated),
  b. "Active Tasks" tab (containing all the tasks that you have to carry out), and
  c. "All tasks" tab (containing all tasks that you finalized or have the right to see).

Under those tabs you will find a task for each report, links to the proposals and buttons for specific actions.

- **Proposal Details.** In this screen you can find additional information of the proposal: the abstract, the composition of the consortium, and Part A and Part B of the proposal (and the other attachments, if applicable). You can also provide comments from this screen. (Part A is the administrative form and Part B are the annex documents submitted by the applicant based on the templates provided by the call.)

- **Evaluation Report Form.** In this screen you can also access Part A and Part B of the proposal, write and submit the forms for the actual evaluation reports, and you can provide task comments in case a specific action is required.

These screens enable you to easily access your list of tasks, the content of the proposals, and your the actual Report Forms.

Tasks have a simple life cycle, but the actions you can perform within a task will vary depending on the status of a task. See the diagram below for a description of the general life cycle of a task:
CHAPTER 3: HOW TO…?

This section provides detailed step-by-step procedures for the various actions you can perform in the Evaluation Tool as a Proposal Evaluator / Expert. The order of procedures follows the sequence of actions in the process of IER and CR completion and submission.

USER ACTION: Logging in to Evaluation Tool through ECAS

When you attempt to login to the Evaluation Tool, your identity is checked by the ECAS system (European Commission Authentication Service), which is widely used to securely authenticate users in most of the European Commission’s electronic systems.

If you do not have an ECAS account yet, please register following the instructions provided in APPENDIX A: ECAS REGISTRATION at the end of this document.

To log in to ECAS, perform the following steps:

1. Open the Evaluation Tool login screen:
   
   https://ec.europa.eu/research/participants/evaluation

2. Click on the [Login] button. You will be prompted to authenticate through the ECAS login screen:

   ![ECAS Login Screen]

   3. Make sure that the domain shown is External – as shown in the visual example above.
   
   4. If this is not the case, click the [Change it] link and in the domain selection screen that opens, select the External option, as indicated in the visual example below:
The system will return you to the ECAS login screen.

5. In the ECAS login screen (as shown in step 2 above), provide your ECAS user name and password to open the Evaluation Tool.

6. **NOTE:** The Evaluation Tool uses the same ECAS account that you have used to register as an Expert in the Participant Portal. If your task list is empty (as shown below), then it is likely that you have more than one ECAS account and you are not currently logged in with the account we have used to configure your access. If this case, please contact the service desk immediately; provide the login account you are using (but not your password!), preferably along with a screenshot of the login screen. The service desk staff will then be able to configure your account as needed.
USER ACTION: Navigating through the Main Screen

- Once you are authenticated by ECAS and logged in to the Evaluation Tool, you will see the Main Screen with its three tabs.
  
  a. "Proposals" tab containing all the proposals assigned to you for evaluation.

  ![Proposals Tab]

  b. "Active Tasks" tab containing all the tasks that you are required to complete – as a proposal evaluator, these tasks will refer to all the Evaluation Reports you are required to write and submit. As soon as a task is submitted, it is removed from this tab and you can access it from the All Tasks tab with a status Finished (see below).

  ![Active Tasks Tab]
c. "All tasks" tab containing all tasks that you completed plus others that you have the right to see. During the Individual Evaluation Report phase, you can see your tasks only. Once the Consensus Report phase starts, you will be able to access other types of tasks as well, such as “Review Consensus Reports”, “Write Consensus Report”, etc

**Task Statuses**

A task can have one of the following statuses:

- **Assigned**: a task is assigned to you, but you did not yet open the evaluation report form.
- **Open**: you opened the evaluation report form at least once.
- **Finished**: you completed and submitted your evaluation report and you can no longer modify it. If you still need to modify your report after submitting it, please contact the Call Coordinator to re-open the task for you.
- **Declined**: you declined the task and you cannot access it any more. In some cases a task can be declined by the Call Coordinator on behalf of the Expert to whom the task has been assigned.
- **Cancelled**: the European Commission dismissed you as a proposal evaluator for that proposal.
USER ACTION: Searching and Filtering Tasks

To facilitate the navigation through your tasks or proposals, you can filter the task list using the filters located at the top of the tasks page. This is especially useful when the number of tasks is large and you need to browse through a big number of tasks. Filters enable you to narrow down the displayed list to a certain specific set of tasks or proposals.

Note: Filter types vary between tab pages.

To use a filter:

1. Click on the desired filter drop-down list arrow (Call, Panel, Task, Proposal, Acronym, Status, Owner or Threshold) to expand the list of filtering criteria.
2. Select one or more filtering criteria from the list. Each filter contains its own filtering criteria that are relevant to the filter type.
3. Optionally, perform steps 1 and 2 for more filters. You use all or part of the filters in parallel.
4. Click the [Search] button to activate the filters.

5. A number, located just above the filter list, indicates that the respective filter is active and shows how many of the filtering criteria are selected.
6. To cancel the current filtering criteria and go back to the default list, click the [Reset] button.
USER ACTION: Navigating through Tasks

It is simple to navigate through your different tasks - they are displayed as lists across one or more pages that you can browse through.

You can select the number of tasks to be displayed in a single page by clicking a page size value of 10, 25, 50 or 100 tasks per page:

On the bottom left corner of the task list, you can see the number of tasks currently displayed in the page as well as the overall number of tasks available:

On the bottom right corner of the task list, you can find the page number links:
USER ACTION: Accepting a Task

You can accept a task that is assigned to you and is with an Assigned status. All tasks assigned to you will be shown in the Active Tasks tab. Once you accept a task, its status is changed to Open until you submit or decline the task (or if it is cancelled by EC Staff for some reason).

You can accept (start working on) a task in the following ways:

From the Active Tasks tab

1. Open the Active Tasks tab:

   a. Open the Active Tasks tab:

   b. Click for the respective task in the list.

   Note: Alternatively, you can also access this option from the All Tasks tab for tasks with an Assigned status.

From the Proposal Details screen

1. Open the Proposal Details screen (see the previous section for help on accessing it).

2. If the task is Assigned, you will be able to accept to work on the task using the button, as shown in the visual example below:
**USER ACTION: Declining a Task**

You can decline a task assigned to you at any time throughout the evaluation process.

**IMPORTANT:** Before you decline a task, please consider the following:

1. You will be prompted to provide the reason(s) why you are declining the task.
2. **Once you have declined a task, you will no longer be able to access the proposal, the evaluation report, and the task itself.** In case you have declined a task by mistake and you want to re-open it, please contact your Call Coordinator who is the only person authorised to administer your tasks.

To **decline a task**, perform the following steps:

1. You can access the [Decline] or [Decline task] buttons from the task list:

```plaintext
<table>
<thead>
<tr>
<th>Call</th>
<th>Panel</th>
<th>Task</th>
<th>Proposal</th>
<th>Acronym</th>
<th>Status</th>
<th>Owner</th>
<th>Deadline</th>
<th>Score</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>IIB-01-2014</td>
<td>Review CR</td>
<td>Test proposal 10</td>
<td>607870-1</td>
<td>QC A</td>
<td>Finished</td>
<td>10.3</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIB-02-2014</td>
<td>Approve CR</td>
<td>Test proposal 10</td>
<td>607870-1</td>
<td>QC A</td>
<td>Finished</td>
<td>10.3</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIB-01-2014</td>
<td>Write CR</td>
<td>Test proposal 10</td>
<td>607862-1</td>
<td>QC A</td>
<td>Finished</td>
<td>11.2</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIB-02-2014</td>
<td>Review CR</td>
<td>Test proposal 10</td>
<td>607863-1</td>
<td>QC A</td>
<td>Finished</td>
<td>11.2</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIB-01-2014</td>
<td>Approve CR</td>
<td>Test proposal 10</td>
<td>607863-1</td>
<td>QC A</td>
<td>Finished</td>
<td>11.2</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIB-02-2014</td>
<td>Write CR</td>
<td>Test proposal 10</td>
<td>607854-1</td>
<td>QC A</td>
<td>Finished</td>
<td>11.2</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIB-01-2014</td>
<td>Write ER</td>
<td>Test proposal 10</td>
<td>607854-1</td>
<td>QC A</td>
<td>Finished</td>
<td>11.2</td>
<td>View</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Displaying 1 to 10 of 13
Page size: 10 25 50 100
```

… or from the proposal details screen (no matter if you have accepted to evaluate the proposal or not):
…or from the evaluation report form:

To decline the task, click the respective button depending on the currently open screen.

2. The system will prompt you to select the main reason for declining the task from a list of reasons that is specific for the task. In the visual example below, the main reason is **Conflict of interest**:

Note: If your reason to decline the task is different than the one(s) in the list, select **Other reasons** – this option typically accounts for reasons, which could not be foreseen during the task configuration. If you select **Other reasons**, you will have to provide an additional description of the reasons(s) in the following step.
3. The system will then display a list of sub-reasons in order to enable you to specify further. In the visual example below, you can choose from a formal list of direct and indirect conflicts of interest that describe in more detail why you would think you could not evaluate the proposal:
**USER ACTION: Viewing Proposal Details**

You can access the Proposals Details screen for a given proposal in several ways.

**From the Proposals Tab**

1. **Open the Proposals Tab:**

   ![Proposal Details Screen](image)

   From the Proposals Tab

   1. Open the Proposals Tab:

   2. Hover over an icon link in the **IER** and **CR** columns, on the row of the desired proposal, to display an additional window with summary information about the proposal, as well as links for actions you can perform, depending on the task type (**Write**, **Approve**, **Review**). The proposal view action is available for each of the task types.

   The visual example below shows sample information about a "Write IER" task and a "Review CR" task:
3. Click the **View proposal** button to open the Proposal Details screen:
From the Active Tasks or the All Tasks Tabs

1. Open the **Active Tasks** tab or the **All Tasks** tab. The proposal view access option is identical from both tabs. The visual example below shows the **Active Tasks** tab.

![Proposal Table Example]

2. Click the **Proposal** or **Acronym** link in the respective proposal row, as shown in the visual example above.
USER ACTION: Filling in the Report Form

When you start working on a "Write IER" or "Write CR" task and you open this task for editing, you will actually open the Evaluation Report Form screen. It represents an online form where you can enter the specific evaluation criteria (for IER) as these have been defined in the scope of the respective Call, or where you can edit the Consensus Report details and comments.

The Evaluation Report Form screen (as shown in the visual example below for a "Write IER" task) provides access to all the information you need to write the evaluation report: the proposal (Part A and Part B), task comments provided by the organisers of the Call, actions that can be performed, and the Evaluation Report Form itself:

The actions you can perform from this screen are to **Save**, **Submit** (explained further in this document), **Decline** (explained further in this document), and **Print to PDF** and **Print to DOC**. Printing a report will generate a PDF/DOC file that you can then print and/or save for your records.
For a CR task, there are additional actions available, as shown in the visual example below:

- Click **Merge IERs** to select IERs to merge into the Consensus Report.
- Click **Initialise** to start the CR task. A new popup will open where you can select which reports to merge (selected IERs or all available reports) and in what form to do it (merge options):

- Click **View changes** to view the comparison between old and new form content in a new popup window.
**FORM USER ACTION: Browsing the Sections**

The report form is organised in sections and by default the sections are displayed with their clickable (expandable) captions only. Each section contains entry fields and elements for the definition of one of the evaluation criteria, and can be expanded for editing and then collapsed for a neater view of the data on the screen.

When a section is collapsed, it will appear with a plus (+) mark at its root; when expanded, the (+) mark is replaced by a minus (-).

- To expand a section, click on its caption next to the (+) mark.
- To collapse a section, click on its caption next to the (-) mark.
- To expand or collapse all sections at once, use the "Expand / Collapse all criteria" links at the top and bottom right corners of the report form area.
- To open help instructions, click the Help button at the top right corner of the Evaluation Report Form screen.

**FORM USER ACTION: Hiding/Showing Task Details & Comments**

To show/hide the Task Details and Comments pane on the left-hand side of the screen, use the button at the top left corner, as indicated in the visual example below:
To show the pane again, click the **Show task details and comments** button, as indicated on the visual example below:

![Visual Example](image)

**Individual Evaluation Report**

- **Criterion 1** - Scientific and/or technological excellence (relevant to the topics addressed by the call)
  - Current score: /6, Threshold 3

- **Criterion 2** - Quality and efficiency of the implementation and the management
  - Current score: /6, Threshold 3

- **Criterion 3** - Potential impact through the development, dissemination and use of project results
  - Current score: /6, Threshold 3

**Remarks**

- **Ethics issues**
  - Current status:

- **Ethics issues treatment**
  - Current status:

[Expand / Collapse all criteria]

[Save] [Sign] [Decline] [Print to PDF] [Print to DOC] [Go to task list]
FORM USER ACTION: Adding Comments

To add a task comment, add your comment in the comment entry field in the Task Comments pane and click the button, as shown in the visual example below:

![Adding a comment example](image)

Type your comment and click the Add comment button.

Your new comment will appear in the Task Comments list:

![Task Comments list example](image)

Your comments will be visible to the Commission staff representatives who are in charge of the given proposal.

Note: You are not allowed to delete task comments.
FORM USER ACTION: Saving and Auto-Saving Your Data

You can **save** your report at any moment using the **CTRL+S** key combination or the **Save** button, and return to it at a later time.

In addition, the system automatically saves the report data once every two minutes, ensuring that you do not lose your comments and input, even if your computer crashes, or you lose your internet connection. Information about the last save operation is shown under the **Save** button:

![Save button with timestamp](image)

FORM USER ACTION: Going Back to the Task List

You can go back to the Task List (the **Active Tasks** tab or the **All Tasks** tab, depending on where you opened the task from) at any point using the **Go to task list** button in the Evaluation Report Form screen, as indicated in the visual example below:

![Task List button](image)
USER ACTION: Submitting the Evaluation Report

To submit your evaluation report, perform the following steps:

1. Click [Submit] button at the bottom of the Evaluation Report:

   ![Image of the Evaluation Report interface]

   - Click Submit:

   ![Image of the Evaluation Report interface with submit button highlighted]

   2. At this point the system will check whether you have provided all the mandatory information in the report. If there is missing mandatory data, a red warning will notify you of the missing information for each section, as shown in the visual example below.

   ![Image of the Evaluation Report interface with red warnings]

   - The red warning indicates that the report form contains errors and/or there is missing information.
   - In this example, here the proposal evaluator did not provide a score from the Your score drop-down list.
   - Here the proposal evaluator has failed to enter a mandatory text description – it cannot be left empty.
3. **You cannot submit your report without resolving all the indicated errors first.** To this end; browse through the form to check which fields require your input and fill the missing information as needed.

4. Ensure that your text descriptions are not too long - **the number of characters you provide as text descriptions must not exceed the 4000 character for each text field.** You are allowed to save your draft with longer text descriptions but you will not be able to submit the report if you do not observe this rule.

5. Once all the mandatory fields are filled in, the system will ask you for a final confirmation that you want to submit the report. As a system requirement, you must also confirm that any potential conflicts of interest had been checked (see the next user action section, Declining a task, for more details):

![Submit task dialog]

I declare that, to the best of my knowledge, I have no conflict of interest in the evaluation of this proposal.

Note: Once you submit, the task will no longer be visible in “Active tasks” and you may find it in “All tasks”.

6. Click [Submit] to confirm or [Cancel] to go back.
USER ACTION: Printing Reports

As a Proposal Evaluator, you can print your report in a PDF or DOC format from the Evaluation Report Form screen using the Print to PDF and Print to DOC buttons, as shown in the visual example below:

USER ACTIONS per Task Status

The actions available to you in the Evaluation Tool for each task depend on the task status. For example, you will not see an option to edit a task if this task has already been submitted (with a Finished status).

The basic action options per task status are listed below.

TASK STATUS: Assigned

When a task is Assigned, it means that the task was assigned to its owner and he/she has not yet opened the evaluation report form.

As a Proposal Evaluator, you are able to accept the task (edit or I accept to evaluate the proposal) or decline an Assigned task. Once you accept an Assigned task, its status becomes Open – see below for actions you can perform with Open tasks.

TASK STATUS: Open

When a task is Open, it means that the task was assigned to its owner and he/she has opened the evaluation report form at least once.

As a Proposal Evaluator, you are able to edit or decline an Open task. Depending on the task, you can also Print to PDF / Print to DOC your report from the task details screen, Merge IERs for the same proposal (for CR tasks), View changes (for CR tasks), Initialise the task (for CR tasks), as well as add comments to the task details.

TASK STATUS: Finished

When a task is Finished, it means that the person who the task was assigned to, has completed and submitted the task and can no longer edit it. In the most common case, as an example, an IER task was completed by the proposal evaluator who has submitted their evaluation report and can no longer modify it.
As a Proposal Evaluator, you are able to view the details of a Finished task (from the All Tasks tab). You can also Print to PDF/Print to DOC your report from the task details screen, as well as add comments to the task details.

**TASK STATUS: Cancelled**

When a task is Cancelled, it means that the European Commission (i.e. the Call Coordinator or another representative of the EC staff) has dismissed the proposal evaluator, who owned this task, for the respective proposal.

As a Proposal Evaluator, you are not able to access a task that has been Cancelled.

**Note:** Call Coordinators can reopen a Cancelled task and reassign this task to a different expert. Call Coordinators can cancel a task with any other status.

**TASK STATUS: Declined**

When a task is Declined, it means that you (or the Call Coordinator acting on your behalf) declined the task and you cannot access it any more – you can only see it in the list of tasks in the All Tasks tab.

**Note:** Call Coordinators can reopen a Declined task and reassign this task to a different expert.
CHAPTER 4: ROLES, TASK STATUSES & THE INTERFACE SCREENS

Roles
An Expert can act as one or more of the following roles in the system:

- **Expert** (Proposal Evaluator) – in this role, you can write and submit IER and CR reports.
- **Rapporteur** – in this role, you can write a CR.
- **Quality Controller** – in this role, you can review and approve/disapprove CR and ESR (Evaluation Summary Reports).

Task Statuses
A task can have one of the following statuses:

- **Assigned**: a task is assigned to you, but you *did not yet open* the evaluation report form.
- **Open**: you opened the evaluation report form at least once.
- **Finished**: you *completed* and *submitted* your evaluation report and you can no longer modify it. If you still need to modify your report after submitting it, please contact the Call Coordinator to re-open the task for you.
- **Declined**: you *declined* the task and you cannot access it any more.
- **Cancelled**: the European Commission *dismissed* you as a proposal evaluator for that proposal.
The PROPOSALS Tab

The Proposals tab shows the list of proposals assigned to you for evaluation, as shown in the visual example below.

- To sort the Proposals list by a column type, click on the column title.
- To filter the list results, use the filtering drop-down lists at the top of the page and click [Search]. You can filter the Proposals list by Call, Panel, Proposal, and Acronym, as shown on the visual example below:

When you hover over an icon link in the IER and CR columns, the system will display an additional window with summary information, as well as links for actions you can perform, depending on the task type (Write, Approve, Review). The visual example below shows sample information about a "Write IER" task and a "Review CR" task:

If you click on any of these icon links, the system will open the respective task.
In addition, you can perform additional actions using the buttons at the bottom of the pop-up window.
Note: The popup window will close automatically when you hover away from the respective icon link.
The ACTIVE TASKS Tab

The Active Tasks tab shows a list of tasks with status Open or Assigned, which are assigned to you. You can navigate across the tasks as well as sort and filter the task lists as follows:

- To sort the tasks list by a column type, click on the column title.
- To filter the list results, use the filtering drop-down lists at the top of the page and click [Search]. You can filter the Active Tasks list by Call, Panel, Task, Proposal, Acronym, Status, Owner, and Threshold.

The visual example below shows a sample view of the All Tasks tab:

To access the details of the Proposal related to a task, click on the proposal reference number or on its acronym in the respective column list (the Proposal Details screen is described in the next section).

The Actions available to you for each task will vary depending on the Status of the task. Task statuses are described in section Task Statuses above, and the respective actions per task status are described in section HOW TO… ? > Actions per Task Status earlier in this document.

The Score displayed in the task list is the computed score based on the marks you provide in the different sections of the evaluation report. The mechanism in which each score is computed is specific to the related Call and is presented during the Experts briefings for the Call (where you will be invited), so this information is not in the scope of this document.
The ALL TASKS Tab

The All Tasks tab presents a list of all the tasks accessible by you as a proposal evaluator. Unlike the task list in the Active Tasks tab where only tasks with status Open or Assigned are shown, the All Tasks tab list can display tasks of any status.

IMPORTANT: When you access the All Tasks tab for the first time after you log in to the system, the task list will be empty. To display the desired list of tasks, you must select at least one task status from the Status filter list. The use of other filters can differentiate your search results further depending on what tasks you would like to display.

You can navigate across the tasks as well as sort and filter the task lists as follows:

- To sort the tasks list by a column type, click on the column title.
- To filter the list results, use the filtering drop-down lists at the top of the page and click [Search]. You can filter the All Tasks list by Call, Panel, Task, Proposal, Acronym, Status, Owner, and Threshold.

The visual example below shows a sample view of the All Tasks tab:

![All Tasks Tab Image]

To access the details of the Proposal related to a task, click on the proposal reference number or on its acronym in the respective column list (the Proposal Details screen is described in the next section).

The Actions available to you for each task will vary depending on the Status of the task. Task statuses are described in section Task Statuses above, and the respective actions per task status are described in section HOW TO… ? > Actions per Task Status earlier in this document.

The Score displayed in the task list is the computed score based on the marks you provide in the different sections of the evaluation report. The mechanism in which each score is computed is specific to the related Call and is presented during the Experts briefings for the Call (where you will be invited), so this information is not in the scope of this document.
The PROPOSAL DETAILS Screen

The Proposal Details screen is opened when you click on a Proposal reference number of acronym from the Active Tasks or the All Tasks tabs.

Alternatively, you can also open this screen through the button available in the pop-up window that shows when you hover over a progress icon in the IER or CR columns in the Proposals tab, as shown in the visual example below:

![Proposal Details Screen Example]

You can access the following information in the Proposal Details screen:

- The Abstract of the proposal.
- The composition of the consortium, some partner information, and information about the contact persons.

Note: The display of the composition of the consortium, as well as the option to quickly access the Part A and Part B of the proposal in the Proposal Details screen, enables you to quickly identify potential conflicts of interest without the need to open the entire evaluation report. If you want to raise a conflict of interest, you can flag it directly from this screen - just click the [Decline task] button at the bottom of the screen (see the section on declining a task further in this document).
The following visual example shows a sample Proposal Details screen along with additional descriptions of some of the areas:

- **Task Details**
  - **Type**: Write IE
  - **Acronym**: Test proposal 4
  - **Proposal**: 607884
  - **Attachments**: Part A, Part B
  - **Status**: ELIGIBLE
  - **Panel**: ISIB-01-2014
  - **Deadline**:
  - **Task Status**: Open
  - **Task Owner**: Ivan TERZIEV

- **Task Comments**
  - **Total comments**
  - **Last submitted comment by**

- **Basic information about the proposal**
  - **Coordinator**: NEXTURE CONSULTING S.R.L
    - **Address**: Piazza Lanarmera 12, IVREA, IT
    - **P.I.C.**: 989111688
  - **Contact**: Wojciech
    - **Email**: wojciech.kubicki@ec.europa.eu
    - **Phone**: 2431234

- **Consortia and Partners details**
  - **Partner**: ASSOCIAÇÃO IBBE PORTUGAL
    - **Address**: ESCOLA DE ENGENHARIA DA UNIVERSIDADE DO MINHO, GUIMARÃES, PT
    - **P.I.C.**: 521566269
  - **Contact**: Jhon
    - **Email**: jhon@email.com
    - **Phone**: +1234 56789012345

- **Available actions**
  - **Decline task**
  - **Go to task list**
  - **Edit task**

---

Note: The Proposal Details screen is not the only screen where you can access to the **Part A** and **Part B** of the proposal - you can view these documents directly from the evaluation report form too.

The list of actions accessible via the buttons at the bottom of the screen will differ depending on the status of the task, assigned to you and associated with the proposal, as follows:

- **If the task is Open**, you will be able to edit (start working on) the task or to decline the task, using the **Edit task** or **Decline task** buttons, respectively. The visual example above illustrates this case.
- **If the task is Assigned**, you will be able to accept to work on the task (using the **I accept to evaluate the proposal** button) or to decline the task (**Decline task**).
- **If the task is Finished**, you will only be able to view the task details using the **View task** button.
- If the task is *Cancelled*, you will only be able to view the task details using the `View task` button.
- If a task has been *Declined*, you are no longer able to access the proposal, the evaluation report, and the task itself—so tasks with this status will now appear in the task lists. Only Call Coordinators can access such tasks.

Note: The *Go to task list* button is always available for navigation to the task list that you most recently used - the *Active Tasks* or *All Tasks* tab.

### The EVALUATION REPORT FORM Screen

The Evaluation Report Form screen is where you as a proposal evaluator will actually write and submit your evaluation reports. An Evaluation Report is represented in the Evaluation Tool through an online form where you can enter evaluation criteria as these have been defined in the scope of the respective Call. The evaluation criteria are provided through entry into text fields where you are not allowed to do any formatting of the text in order to prevent any problems of interpretation later in the evaluation process.

The Evaluation Report Form screen (as shown in the visual example below) provides access to all the information you need to write the evaluation report: the proposal (*Part A* and *Part B*), task comments provided by the organisers of the Call, actions that can be performed, and the Evaluation Report Form itself:

The visual example below shows the Evaluation Report Form screen for a "Write IER" task:

An evaluation progress index is displayed on the top of the form, computed on the basis of your data entry. The actions you can perform for an IER task are *Save*, *Submit* (explained further in this document), *Decline* (explained further in this document), and *Print to PDF* / *Print to DOC*. Printing a report will generate a PDF file that you can then print or save.
CR tasks provide additional action buttons as shown in the visual example below:

To get explanatory information about the rankings that have to be applied, click on the help link at the top of the screen. The help information will depend on the call specifics – the visual example below only shows indicative information as an illustration.

The evaluation form displays all the criteria and the specific sections of the evaluation report. By default, only the title for each criterion is displayed whereas the criteria details are not expanded.

To expand or collapse a criterion, click on the caption of the criterion.

To expand or collapse all the criteria at once, click the [Expand] or [Collapse] link on the top right corner of the form, respectively.

On each banner of an evaluation criterion, you will find a summary of your evaluation of that criterion: the score you provided and the threshold for the criterion.
When you expand a criterion, you will see the fields you are expected to complete. Depending on the evaluation, the report only contains a text input per criterion, or a list of sub-criteria to fill in - some of these are mandatory. An asterisk (*) indicates a mandatory field.

At the top of the criterion section you are required to provide your score for that criterion. The precision of the mark will also depend on the Call definition (full point, half point of full decimal).

A character counter is shown to help you in your data entry.

You can save your form at any time using the [Save] button at the bottom of the screen. In addition, the Evaluation Tool automatically saves your form once every two minutes and displays a notification message about the last save operation, as shown in the visual example below.
IMPORTANT: After you submit the report (see the following section for details), the Evaluation Report form will become read-only. You will still be able to read your assessment or to print it, but you will not be able to modify it.

**Individual Evaluation Report**

**Criteria 1 - S&T Quality**

Your score: 3.5

Quality of the transfer of knowledge programme. Consistency with the research programme.

Evaluation is a systematic determination of a subject’s merit, worth and significance, using criteria governed by a set of standards. It can assist an organization to ascertain the degree of achievement or value in regards to the aim and objectives of an undertaking project. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future change.

Importance of the transfer of knowledge in terms of intersectional issues.

*Not provided*

Adequacy of the role of researchers exchanged and recruited from outside the partnership with respect to the transfer of knowledge programme.

*Not provided*

**Criteria 2 - Transfer of Knowledge**

Overall Comment:

Evaluation is a systematic determination of a subject’s merit, worth and significance, using criteria governed by a set of standards. It can assist an organization to ascertain the degree of achievement or value in regards to the aim and objectives of an undertaking project. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future change.

**IMPORTANT:** If you submitted your evaluation report by mistake, or if you want to re-open it, please contact your Call Coordinator, who is the only person authorised to re-open and administer your task.
APPENDIX A: ECAS REGISTRATION

To use the Evaluation Tool, you need to have a personal user account with the European Commission Authentication Service (ECAS).

To register to ECAS, follow the instructions below.

Note: For additional information, see the H2020 Online Manual.

ECAS registration steps:

1. Open the Evaluation Tool login screen: https://ec.europa.eu/research/participants/evaluation

2. Click on the [Register your ECAS account] link:

3. The Sign Up screen will open:
All fields in the registration form are mandatory.

4. Optionally, click the link [Help for external users] if you need additional instructions.

5. Choose a username and enter it in the **Choose a username** field.

6. Enter your **First name** and your **Last name**.

7. Enter your **E-mail**. When registration is complete, a confirmation email will be sent to this email address.

8. Enter your e-mail address again in the **Confirm e-mail** field. You will receive an error message and you will have to enter the email again if it does not match the e-mail address provided in Step 3.

9. Select the **E-mail language** that you want the European Commission to use for e-mail communication with you.

10. In the **Enter the code** field, enter the five characters shown in the blue box above the field. For security reasons, the characters are not displayed clearly and may not be copied from the blue box.

    If you cannot read the characters in the blue box or if you enter them but you receive an error message, try the following:
    
    a. Click to reload a different character combination and enter it in the **Enter the code** field.
    
    b. Click to hear an audio recording of the characters. You will need to use your computer speakers or headphones – make sure you have turned the volume on to a comfortable volume level.

11. Click the **privacy statement** link under the **Enter the code** field and read it in the new window that opens. If you agree with it, close the privacy statement window and check the respective check box under the **Enter the code** field.

12. Click **Sign up**.

13. If you have not provided the required information in the fields, or you have entered a wrong code or an email address in an incorrect email format, the system will prompt you to go back and correct the errors before you can sign up.

14. On success, the ECAS system will display the following message to confirm that your account has been created:

    **Sign Up**
    Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

15. The system will send you a confirmation email to the email address you have provided in the sign-up form. Open the email and click on the activation link provided to activate your account.

    Note: Make sure to check your spam folder if you cannot find the confirmation email in your inbox.
16. The system will open another screen where you can enter the password for your account. Enter a valid password following the instructions on the screen.

17. The system will then confirm the creation of your account with the following message:

   **Successful login**
   
   You are now logged in to ECAS.
   
   To stop the automatic single sign-on, click [Logout] or close all browser windows.

18. To log in with your new account, go back to the Evaluation Tool login screen (https://ec.europa.eu/research/participants/evaluation) and click [Login] to enter the system.
## GLOSSARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary</td>
<td>A Legal Entity which can participate in a Research grant.</td>
</tr>
<tr>
<td>Bona-fide organisation</td>
<td>Not a Legal entity, but may act as an enterprise grouping other legal entities.</td>
</tr>
<tr>
<td>CIP</td>
<td>Competitiveness and Innovation Programme.</td>
</tr>
<tr>
<td>Coordinator</td>
<td>The participant designated as the coordinator in a consortium and in the grant agreement.</td>
</tr>
<tr>
<td>ECAS</td>
<td>European Commission's user Authentication Service.</td>
</tr>
<tr>
<td>EC Officer</td>
<td>European Commission's Project/Scientific Officer or Administrative Officer representing the European Commission during the negotiations.</td>
</tr>
<tr>
<td>EMPP</td>
<td>The Expert Management application module in the Participant Portal.</td>
</tr>
<tr>
<td>SEP</td>
<td>The Electronic Proposal Submission application module of the Participant Portal.</td>
</tr>
<tr>
<td>FP</td>
<td>Framework Programme (research).</td>
</tr>
<tr>
<td>FP7</td>
<td>7th Framework Programme of Research and Technological Development of the European Commission. Part of the Research as referred to in URF.</td>
</tr>
<tr>
<td>GPF</td>
<td>Grant Preparation Form (for Research).</td>
</tr>
<tr>
<td>Identifier</td>
<td>A member of the CVT that identifies if the Legal Entity in question exists within the Commission Records.</td>
</tr>
</tbody>
</table>
| LEAR              | A legal signatory of each legal entity will be asked by the Commission to appoint one person (the so-called LEAR - Legal Entity Appointed Representative) for being the correspondent towards the Commission on all issues related to the legal status of the organisation.  

The LEAR provides the Commission with up-to-date legal and financial data (including supporting documents, where necessary) and commits to maintain the account so that it is up-to-date enabling future use for grants and other transactions between the legal entity and the Commission research (and other) programmes.

This person is chosen by the organisation itself in order to ease the communication with the European Commission and avoid double registrations. Only the LEAR may introduce a Change request (of his organisation's data) through URF and submit legal documents through URF.

LEF | Legal Entity File. Legal entity data which, after proper validation, is required for any financial transactions to be performed using ABAC.

Legal Entity | An abstraction representing rights and obligations with regard to law and possessions. A legal entity is said to have legal personality. Any organisation registered as a legal entity ("personne morale") under the law applicable to it, or any natural person acting in a legal relation ("personne physique"), which enters in relation with the Commission: contractor (legal entity), supplier, customer, beneficiary, person…

LFV | Legal financial viability (of a participant organisation).

NEF | The negotiation process is supported by the online Negotiation Facility tool (NEF), an electronic implementation of the negotiation forms used to exchange information between the participants and the European Commission. NEF provides the main channel for interactive communication between the Consortium and the EC Project Officer as all necessary administrative and financial data about the projects and the participants is collected and agreed.
<table>
<thead>
<tr>
<th><strong>Negotiation</strong></th>
<th>The negotiation is a process during which the details about the proposal are agreed between the participants and the European Commission.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Negotiation session</strong></td>
<td>A period during which the coordinators are allowed to provide changes on their proposals.</td>
</tr>
<tr>
<td><strong>Organisation</strong></td>
<td>A legal entity or bona-fide organisation.</td>
</tr>
<tr>
<td><strong>Participant</strong></td>
<td>Any legal or natural person, that has some dealings with Research programmes. For example: Legal Entity as partner to a grant agreement, department or institute of such, person working in participating organisation and relevant to the programmes, expert. Participants are external to the Commission.</td>
</tr>
<tr>
<td></td>
<td>In order to structure this participant concept into further details, a clear distinction should be made between: The &quot;executing participant&quot; proposing and executing an action (e.g. a department within a university or an independent expert) The &quot;participating legal entity&quot; endorsing the responsibility of this proposition and execution (e.g. a university or the expert as a legal natural person). &quot;A participating legal entity is any Legal Entity that has participated, participates, or will participate in the programmes of FP and CIP, whether in Grant Agreements, contracts or proposals only&quot; (List of Agreements PDM/URF WG, as of 14th January 2007). &quot;Contacts&quot; by the executing participants and participating legal entities for exchange of information (e.g. a professor within the university department, the financial officer of the university, an expert him/herself, etc.). Contacts typically play roles within participating entities and may have a specific address.</td>
</tr>
<tr>
<td><strong>Participant data validation</strong></td>
<td>Action of applying validation rules on the participant data. Validation of an organisation will be performed by a central financial unit.</td>
</tr>
<tr>
<td><strong>Participant Portal</strong></td>
<td>The Participant Portal hosts services that facilitate the monitoring and the management of the participants' proposals and projects. It is a secure Internet site that ensures adequate authentication and confidentiality mechanisms, based on the European Commission Authentication Service (ECAS). The Portal is used as the unique gateway for all participants in research framework programmes to submit proposals, be informed about their proposals, enter and verify their administrative, legal or financial data and to communicate with the Commission in the course of the execution of their research projects.</td>
</tr>
<tr>
<td><strong>PIC (Participant Identity Code)</strong></td>
<td>Participant Identity Code is a unique ID of an organisation. The PIC is a 9 digits code obtained through URF registration and used in each step of the process to identify an organisation. The PIC received during registration needs to be validated by the VS, and will then become permanent.</td>
</tr>
<tr>
<td><strong>PDM</strong></td>
<td>Participant Data Management.</td>
</tr>
<tr>
<td><strong>PIC</strong></td>
<td>Participant Identification Code.</td>
</tr>
<tr>
<td><strong>PP</strong></td>
<td>Participant Portal (see above).</td>
</tr>
<tr>
<td><strong>Registration Wizard</strong></td>
<td>The Registration Wizard is a facility offering easy and user-friendly organisation registration procedure to the registrants, using step-by-step screen forms with all the required fields and lists for entry of organisation registration data. The Registration Wizard is invoked from the Research and Innovation Participant Portal or the Education, Audio-visual, Culture, Citizenship and Volunteering through NEF.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Participant Portal</td>
<td>When the user starts a new organisation registration or resumes a draft registration.</td>
</tr>
<tr>
<td>SME</td>
<td>Small and Medium-sized Enterprise.</td>
</tr>
<tr>
<td>Status of validation</td>
<td>Indication that data provided in a form have been validated by the Commission.</td>
</tr>
<tr>
<td>Supporting documents</td>
<td>Official documents (in any of the EU official language) to be provided by participants as justification of their declared administrative, financial or legal data.</td>
</tr>
<tr>
<td>URF</td>
<td>The Unique Registration Facility. This is a service providing unique registration for participants in the Framework Programmes at proposal and contract stages. It encompasses a set of rules for data acquisition and validation.</td>
</tr>
<tr>
<td>Validation rules</td>
<td>Set of validation rules to be verified to ensure validity and integrity of participant data as maintained in the Participant Data Base.</td>
</tr>
<tr>
<td>Validator</td>
<td>A member of the Validation Services that validates beneficiary data.</td>
</tr>
<tr>
<td>VS</td>
<td>Validation Services.</td>
</tr>
</tbody>
</table>