

Overview centralised evaluation

Centralised evaluation – run by a call secretariat	
Stage 1 (<i>Optional in calls without EC co-funding, but recommended if a high number of proposals is expected</i>)	Stage 2
<i>In a co-funded H2020 ERA-NET Cofund call, an external observer is appointed by the P2P network.</i>	
Pre-proposals received by the P2P network (call secretariat)	Full proposals received by the P2P network (call secretariat)
▼	▼
Eligibility check according to <ul style="list-style-type: none"> • network rules • national/regional rules & requirements 	Eligibility check according to <ul style="list-style-type: none"> • network rules • national/regional rules & requirements
▼	▼
Evaluation of pre-proposals using either <ul style="list-style-type: none"> • individual evaluations (remote assessment) • consensus panel meeting or both	Evaluation of full proposals using either <ul style="list-style-type: none"> • individual reviews from (3) experts • consensus panel meeting • (binding) ranking list produced
▼	▼
Consensus meeting of the P2P network: <ul style="list-style-type: none"> • Joint list of pre-proposals to be invited to the full proposal stage 	Consensus meeting of the P2P network <ul style="list-style-type: none"> • Joint selection list of projects to be funded based on the ranking list • communication to EC (in co-funded calls)
▼	▼
Feedback to the applicants	Feedback to the applicants and funding decisions by national bodies (or by a central P2P call secretariat, if applicable)

Preparation

Resources and roles to be considered:

Call coordination (stable or rotating responsibility between agencies), costs and payment of evaluators, availability for evaluation meetings, evaluation reports, monitoring of the projects.

Evaluation scores and/or categories:

Allocating scores to criteria will lead to a clear ranking list of proposals. Therefore a common understanding of the evaluation criteria is essential (e.g. via briefing of evaluators or guidance for scoring in a side document)

Confidentiality & conflicts of interest:

Before selecting the experts, the P2P consortium must agree on a definition of a potential conflict of interest (nationality of evaluators, economic competitors, organisation overlap, family relationships, close collaborations etc.). The consortium decides how to assign proposals to individual evaluators.

Appoint evaluators and an external observer:

A joint expert data-base should be compiled by exploiting national/regional expert databases, European databases, national and international thematic networks. Research funders participating in P2P initiatives have the possibility to request access to the EC database of experts for research activities and can use this pool of more than 90.000 qualified experts for evaluations ([described here](#)).

H2020 ERA-NET Cofund: for the cofunded call, the consortium must also appoint an external observer, who will follow the whole evaluation process and the ranking meeting especially, and based on the observations produce a report for the EC.

Stage 1 - pre-proposals

Assessment of pre-proposals:

The evaluation of pre-proposals has to result in a list of proposals that can be invited to the full proposal stage. A pre-proposal phase enables the agencies to identify project consortia that are unlikely to succeed in the full proposal evaluation. Only eligible pre-proposals will continue to the full proposal stage. The pre-proposal phase is also helpful to establish a reasonable balance between the committed national/regional budgets and the requested funding.

Eligibility check:

It is important that only those proposals that could be funded by all national/regional programmes are invited to the full proposal phase. The eligibility with respect to criteria defined by the P2P as well as criteria defined at national/regional level is checked. Proposals which will not have a chance for funding because of national requirements (eligibility of the project participants, financial liability of companies, relevance of the project objectives with respect to the scope of the funding programme, etc.) have to be filtered through an assessment by the involved funding agencies. The participating organisations have to make sure they have the legal prerequisites to reject a proposal.

Evaluation of pre-proposals:

The external reviewers will typically assess the quality of the proposals as well as the relevance of the proposals with respect to the scope of the call. Assessment of pre-proposals could be done remotely. Even with limited details available in the pre-proposal it should be possible to assess the excellence and innovation. Pre-proposals evaluation can also facilitate a tailored and timely search and assignment of evaluators for the full proposal stage.

Consensus meeting:

The call secretariat compiles the outcome of the assessments and coordinates the development of a list of project consortia that are invited to submit a full proposal. The P2P network decides about the outcome.

Feedback to applicants and invitations to stage 2:

Applicants will appreciate quick feedback. Invitations can be sent to successful project consortia and should include guidance for any requirements and recommendations for step 2. Non-successful applicants should also receive clear feedback from the call coordination office, probably referring to more detailed information by the participating agencies (in order to decentralize the workload). In any case, the content of the feedback must be consistent and mutually agreed by all partners involved.

It will be helpful to arrange a comprehensive collection of available background information on the proposals and evaluation results among agencies in order to ensure coherent communication of call coordination with individual project participants.

Special cases – to be considered individually:

This is to establish a procedure if some of the project participants drop out (e.g. because they have been identified as non-eligible) - Is the project consortium still viable? Do applicants get the opportunity to substitute the non-eligible participant, etc?

It needs to be agreed beforehand if the pre-proposal assessment results in a definite yes/ no decision or if there is some room for flexibility with respect to potential improvements towards the full proposal stage, i.e. if project consortia should be allowed to the full proposal stage despite of major alterations, and/ or whether recommendations can be put "under condition" (e.g. condition to revise/ reduce a specific work package). It is up to the consortium to decide whether or not to allow a rebuttal process.

Stage 2 - full proposals

Assessment of full proposals (and national funding applications, if applicable):

The full proposals contain the complete project information. This is the common basis for centralised evaluations. It is therefore recommended to provide a joint [proposal form](#). The applicants and/or project consortium leaders must confirm that the proposal or parts of it has not been funded in another call – double funding is illegal.

Eligibility check:

The eligibility of submitted full proposals will be checked (i.e. modifications to the pre-proposals are considered, new information becomes available).

Evaluation:

An international peer review process is normally used to select the best proposals according to the evaluation criteria. Eligible proposals will be assigned to evaluators according to their specific expertise. The evaluation will follow strictly the evaluation criteria stated in the call text. Evaluators will send their completed evaluation forms to the call secretariat. **H2020 ERA-NET Cofund:** full proposals submitted to the cofunded call must be reviewed by at least three independent experts.

Consensus meeting:

Experts will assess the individual peer reviews of all proposals. They will prepare and agree on a [consensus report](#) for each proposal. Finally, a ranking list of proposals is produced which forms the basis for proposal selection and national/regional funding decisions.

The Call Steering Committee (decision makers) will agree on the final list of projects suggested for funding according to the ranking and available budgets and introduce the respective projects to their national decision making process.

H2020 ERA-NET Cofund: for the cofunded call, a binding ranking list must be provided by the evaluation panel. This means that only proposals with identical scores at the threshold of available funding may be selected according to the availability of funds, in order to maximise the number of selected projects. Adjustments to the ranked project selection list are not allowed after the evaluation meeting. After this, the call secretariat collects the outcome of the assessment and communicates the results to the applicants.

Communication of evaluation results to EC:

The evaluation results have to be communicated to the EC (see Chapter “Expected results from evaluation”). The appointed external observer will follow the whole evaluation process and the ranking meeting especially, and based on the observations produce a report for the EC.

Communication of evaluation results to project coordinators:

Applicants will appreciate quick feedback informing about results and timelines. The consortium of the P2P initiative must decide what to include in the notification (e.g. summary of the evaluation results and/ or anonymised peer-reviewers' comments). It will be helpful to arrange for a comprehensive collection of available background information on the proposals among agencies in order to ensure coherent communication with individual project participants.