



**Expert evaluation of project  
proposals to FP7:  
experience from INCO/SSA**

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**Council of Europe**

**Minsk, 2011**

800 million Europeans

# Who can be an expert for FP7?

- A representative of any country of the world
- With experience of scientific research or its management
- Who has achieved significant results in his area (publications, patents..)
- With a sufficient knowledge of English
- Registered at the electronic database of FP7 (Experts Management Module <https://cordis.europa.eu/emmfp7/index.cfm>) or is recommended to the contest administration by other administrations of FR7

- An organisation can register and recommend several experts at once.
- Since the work of an expert does not require the disclosure of scientific information, no agreement of administration of the hiring organisation prior to individual registration at the EMM is required.

# Why be an expert?

- One can learn to write *really good projects*
- One can learn the most fresh information about the current European research and undergoing projects in the evaluated field
- One can find potential partners

## **! Confidentiality**

- One cannot use the received information for receipt of a explicit, obvious profit
- The partners should never learn that you have evaluated their projects, even if they are your friends

# What about money?

## 1. HONORARIUM

## 2. LOGISTICAL ARRANGEMENTS

- Personal arrangements by an expert himself (travel and/or accommodation search, booking and payment and any other business).
- Reimbursement against supporting documents :
  - copy of the original tickets (with the price) certified by the Commission.
  - or original invoices with a copy of the tickets certified by the Commission.
  - for electronic tickets, documents such as e-mails and boarding passes.
- In exceptional circumstances, at the request of the Expert, the Commission is able to deliver to the experts **prepaid tickets** (not recommended).
- **Train travel** - The **first-class train fare** shall be reimbursed, as a maximum.
- **Car travel** - When a journey is undertaken by car, the travel expenses shall be reimbursed on the basis of the **first class rail fare** applied by the Commission, excluding sleeping car or any other supplement, such as supplement for fast trains.
- **Air travel** - If the distance by rail is more than 400 km or the journey includes a sea crossing, travel by air is acceptable (**economy class airfare**).
- **Travel expenses not reimbursed** – Taxi, parking, travel insurance expenses.

# What about money?

## 3. SUBSISTENCE EXPENSES

- Where the distance between the departure point, stated in the appointment letter and the place where the meeting (or task) is held, is more than 100 km, a daily subsistence allowance will be allocated based upon the table of « **Daily Allowances** » for each day of meeting necessarily spent at the destination for the performance of the task, or at the meeting location.
- The subsistence allowance shall be a standard amount covering all expenses at the place where the meeting (or task) is held, including the costs of accommodation, meals and local travel (including taxis).

DA = Daily allowance		Meeting				
		1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
1	Arrival meeting day	1 DA	2 DA	3 DA	4 DA	5 DA
	Departure meeting day	149,63 €	299,26 €	448,89 €	598,52 €	748,15 €
2	Arrival meeting day	1 DA	2 DA	3 DA	4 DA	5 DA
	Departure day(s) after meeting day	149,63 €	299,26 €	448,89 €	598,52 €	748,15 €
3	Arrival day(s) before meeting day	1 DA	2 DA	3 DA	4 DA	5 DA
	Departure meeting day	149,63 €	299,26 €	448,89 €	598,52 €	748,15 €
4	Arrival day(s) before meeting day	2 DA	3 DA	4 DA	5 DA	6 DA
	Departure day(s) after meeting day	299,26 €	448,89 €	598,52 €	748,15 €	897,78 €

# My profile by 2006

## EDUCATION AND INTERNSHIPS ABROAD

05.2005-07.2005	<b>Centre de Sociologie de l'Innovation at École Nationale Supérieure des Mines de Paris</b> , PRIME NoE mobility grant - "Policies for Research and Innovation in Moving towards the European Research Area" Network of Excellence (FP6), Paris, France
11.2004	<b>PRAXIS Center for Policy Studies</b> , Tallinn, Estonia
12.2003-08.2004	<b>Institute for Advanced Studies on Science, Technology and Society (IAS-STS) at IFF/IFZ</b> , ÖAD Ernst Mach Grant, Graz, Austria
06.2003-11.2003	<b>Institute for Innovation and Technology Management at Technical University Berlin</b> , Germany. DAAD Grant.
12.2001-02.2006	<b>Institute for Economic Research at the Ministry of Economy of</b> PhD study, (interruption for research stays abroad 06.2003-08.2004).
04.2001-09.2001	<b>Friedrich-Schiller University (FSU) Jena</b> Land Thüringen Fellowship, Jena, Germany
10.2000-03.2001	<b>Warsaw Higher School of Economics</b> Fellowship of St. Batory Foundation
08.1996-07.2001	<b>Belarusian State University, Economic Department</b> Diploma as an economist, lecturer of economic disciplines. <i>Graduated with distinction</i>

# My profile by 2006

## FOREIGN LANGUAGE SKILLS:

English (fluent), German (good), Polish (good)

## RESEARCH PROJECTS:

**2005-2007: „Cross-border cooperation and partnership in selected NIS countries and the consequences of EU-enlargement: fostering entrepreneurship in the Ukraine, Belarus and Moldova“**

*Institutional setting:* Institute for Economic Research

*Lead organization:* Universität Siegen, PRO KMU

*Funding organization:* INTAS; project Ref. Nr 04-79-6991

**2005-2006: “Recommendations on development of the national innovation system of Belarus”**

*Institutional setting:* Institute for Economic Research

*Funding organization:* Ministry of Economy of Belarus

**2002: “Formation of the international innovation systems”**

*Institutional setting:* Institute for Economic Research

*Lead organization:* IMEMO of the Russian Academy of Sciences

*Funding organization:* Belarusian Foundation for Fundamental Research

**2001: „SMEs and economic development in Ukraine and Belarus“**

*Institutional setting:* Institute for Economic Research

*Funding organization:* INTAS; Project Ref. Nr 99-00943

# My story of expertise

- **2004** - registered at the database of experts.
- **February 2006** – was contacted by e-mail by a representative of the EC.
- Response and the filled-out forms within a **2-week period**.
- **Organisation of the visit (invitation, hotel, airplane, visa).**
- On the website you should find the documents you should consult before arrival:

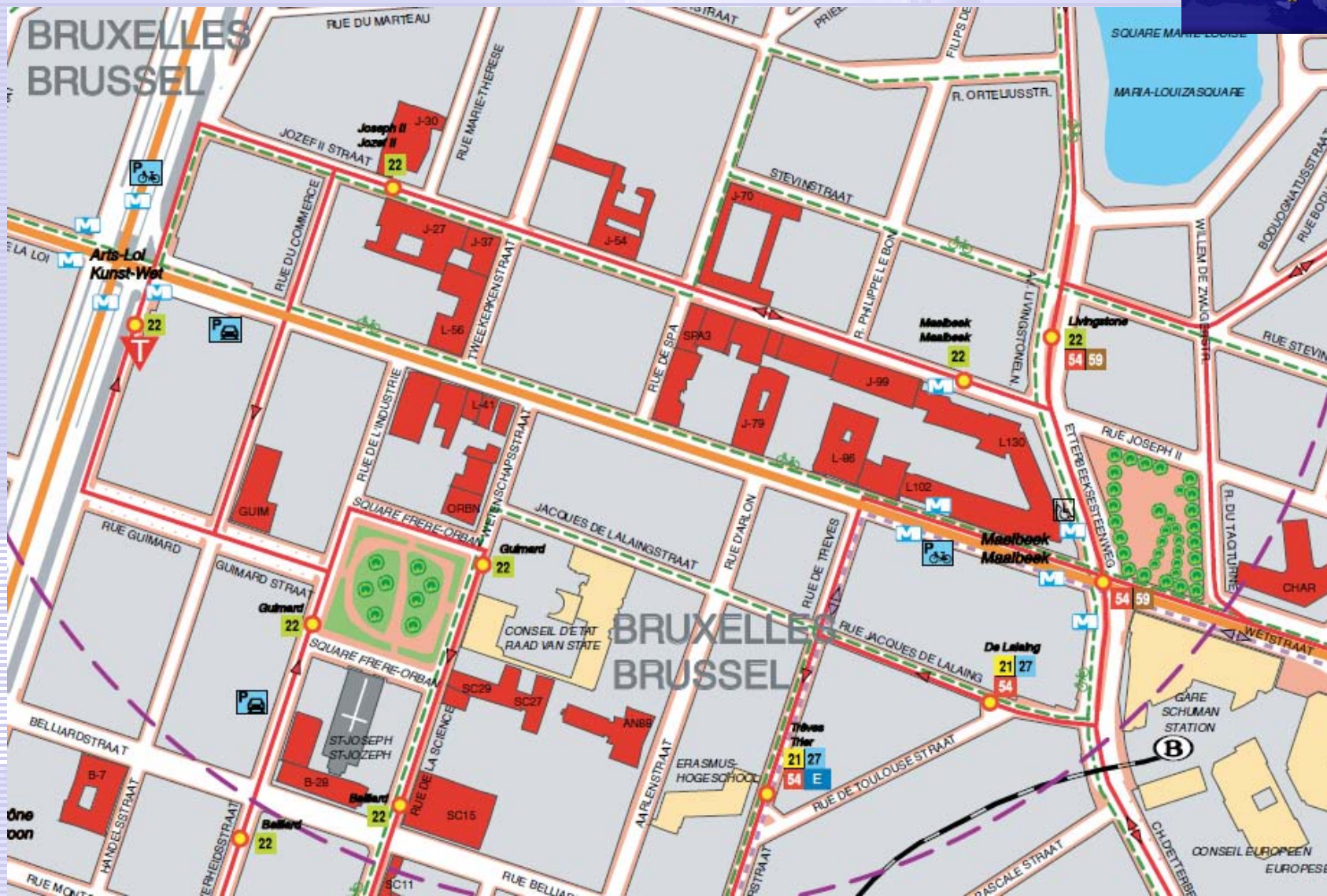
the *Work Programme*, the *Guidelines on Proposal Evaluation and Selection Procedures*, the *evaluation criteria* and the *Guidance notes for evaluators*.

**Bring them with you.**

- **April 2006** - Evaluation session in Brussels.
- EC promises to send you remuneration within **3 month** after the session.
- You pay income taxes on your own until February next year.



# Venue in Brussels



# Timetable Monday to Friday or Tuesday to Saturday

**Monday, 09:00-10:15**

## **Plenary Session**

1. Welcome by the Head of Unit, 10 mins
2. Description of the calls and briefing on evaluation tasks and procedure by the call coordinator, 45 mins plus questions
3. Distribution of proposal packages among evaluators (mixed)  
10-15 proposals for a 'Y'/session, each proposal  $\approx$  50 pages.
4. In case of *conflict of interest* inform the moderator and change the proposal.

**Monday-Wednesday 09:00-19:00**

## **Individual Assessment Phase:**

1. Individual evaluation of the proposals by the reviewers. You yourself choose the order for proposals evaluation.
2. Preparation of the Individual Assessment Reports (IAR) at the special forms.
3. Lunch 12:30 to 14:30

**! Currently the Individual Assessment Phase is performed by evaluators remotely (Internet) and they only meet for Consensus Phase**

# Timetable Monday to Friday or Tuesday to Saturday

## Consensus Phase: Monday–Friday 16:00-17:30

1. A group of 6-7 experts + moderator discuss the scores at the round table. Each proposal is evaluated by 3-5 experts (flexible mix).
2. First, individual scores are announced, then, if they differ, the experts explain their scores, and moderator asks the experts to come to consensus.
3. The rapporteurs appointed by the moderator prepare the Consensus Reports

## Closing Session Friday, 17:00

All proposals for the contest are ranged according to total scores.

Proposals below the threshold are excluded from the list.

Proposals that have passed the threshold (12/15 scores) (*the really good projects*) are ranged in the priority-ordered list.

The budget required for top projects is summed up and the line is drawn when the budget is distributed. That is why largest projects are not so much welcomed (consuming most of the budget and leaving no place for diversity).

Several proposals next to the winners can be also included, if the top winners agree on cutting their budgets.

## Criteria for evaluation of collaborative project proposals – 1 stage

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1. Soundness of concept, and quality of objectives
2. Progress beyond the state of-the-art
3. Contribution, at the European [and/or international] level, to the expected impacts listed in the work programme under the relevant topic/activity

Minimum 4/5

Minimum 3/5

Only those proposals achieving all thresholds at stage 1 will be invited to submit a full stage 2 proposal!.

Minimum 8/10

## Criteria for evaluation of collaborative project proposals – 2 stage

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**S/T QUALITY**

Minimum 4/5

+

**IMPLEMENTATION**

Minimum 3/5

+

**IMPACT**

Minimum 4/5

=

**TOTAL**

Minimum 12/15

# What is a “really good project”?

## **A project that corresponds all the criteria (min 4/5)**

4 - *Very Good. The proposal addresses the criterion very well, although certain improvements are still possible.*

5 - *Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.*

- Evaluators are very limited in their time => they purposefully check for correspondence to criteria, not enjoying the details.
- Even if the correspondence to criteria seems obvious from the former parts of proposal, write it explicitly in a special field of proposal. Use the keywords of criteria for an evaluator could quickly notice which parts of text to read.

## **A project with a logical structure and written in a clear concise English language**

- NO difficult technical language.
- If technical expressions are unavoidable, provide their simplified definition, understandable for non-experts.
- Write the short sentences.

## **An insufficiently good project:**

- *Has missing or incomplete information*
- *Addresses the criterion in an inadequate manner*
- *Has serious inherent weaknesses*

# Criteria for evaluation of collaborative project proposals – 2 stage

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Minimum 4/5

## 1. Scientific and/or technological excellence (relevant to the topics addressed by the call)

- Soundness of concept, and quality of objectives
- Progress beyond the state of-the-art (value added)
- Quality and effectiveness of the S/T methodology and associated work plan

Should correspond to objectives of the call!

Should correspond to instruments financed in the call!

# Criteria for evaluation of collaborative project proposals – 2 stage

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## 2. Quality and efficiency of the implementation and the management

Minimum 3/5

- Appropriateness of the management structure and procedures
- Quality and relevant experience of the individual participants
- Quality of the consortium as a whole (including complementarity, balance)
- Appropriateness of the allocation and justification of the resources to be committed (staff, equipment ...)

**Choose the best partners! Prove that they can really do the job!**

**Mention the previous collaboration and achievements!**

**Use a system approach to project management (planning risks, monitoring progress, internal evaluation, trouble-shooting)!**

**An adequate and balanced budget!**

# Criteria for evaluation of collaborative project proposals – 2 stage

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## 3. Potential impact through the development, dissemination and use of project results

Minimum 4/5

- Contribution, at the European [and/or international] level, to the expected impacts listed in the work programme under the relevant topic/activity
- Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property.

**Stress why the effect can only be achieved through collaboration of EC and CIS – why it is not a country-level problem!**

**Elaborate the system of measures for maximal exploitation of the project results by participants and beyond them!**

**Integrate the tools for sustainability of project results in the long-run!**



# Last messages

- The project should be written “for the evaluator”: let him quickly understand the idea and find the necessary information for evaluation.
- Not all the experts who will read your proposal will understand what you are going to do. But some will do.
- The project proposal should be able to serve as your instruction for starting the work immediately.
- The expert should see that YOU understand the problem, KNOW how to achieve the results and POSSESS all resources except for money to do this!
- Read all the documents for proposal ‘word for word’!



Thank you for attention!