

# ‘Application and Peer-review process’ Small Grant Scheme 2020

Hanna Sroczyńska  
Project coordinator

# On-line application system

Only the Project Promoter is authorised to submit a proposal

Instruction for applicants in *Proposal Manual*

Proposals shall be submitted electronically in English through the Programme Operator's online system only

Konkursy międzynarodowe / International programmes  
Norway Grants  
Programme 'Applied Research'

SMALL GRANT SCHEME call  
SMALL GRANT SCHEME call

[szegóły](#)

2020-09-28 15:00:00 - 2020-12-11 16:00:00

[Złóż wniosek](#)



5 000 000 EUR

w trakcie

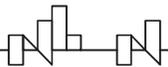


# On-line application system

## General information

### The on-line proposal application consists of:

- **fields in the on-line application system** (names of the fields in PL/EN) with validation:
  - Project general information (title, acronym, summary), classification, duration
  - Details of Project Promoter (incl. enterprise type and application for State aid if applicable)
  - Work package description with Gantt chart and Project Schedule
  - Principal Investigator (PI)
  - Costs and Budget table
  - Indicators
- **forms and annexes filled in by an applicant and uploaded to the on-line application system:**
  - scientific content-related project proposal forms: Relevance and Excellence, Implementation and Management, Impact
  - CVs of PI and WP leaders
  - Ethical and gender balance issues project proposal form
  - Other annexes (e.g. power of attorney)



# On-line application system

## Examples of fields - Section 'II WNIOSKODAWCA / APPLICANT' of the application form

### Dane identyfikacyjne podmiotów / Details of the Entities

 edytuj

Nazwa (pełna) / Full name

Nazwa (skrótowa) / Short name

Nazwa podstawowej jednostki organizacyjnej (jeżeli dotyczy) / Name of the basic organisational unit (if applicable)

REGON / REGON number

NIP / Tax number

KRS/CEIDG/inny rejestr / National Court Register (KRS)/Central Register and Information on Economic Activity (CEIDG)/other register

PKD głównej działalności podmiotu / Principal PKD code

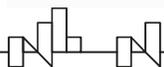
**Forma prawna, Forma własności, Status przedsiębiorcy (jeżeli dotyczy) / Legal status / Ownership status / Enterprise Type (if applicable)**

Podmiot jest organizacją prowadzącą badania i upowszechniającą wiedzę / Entity is a research and knowledge-dissemination organisation

Forma prawna / Legal status

Forma własności / Ownership status

Status przedsiębiorcy (jeżeli dotyczy) / Enterprise Type (if applicable)



# On-line application system

## Examples of fields - Section 'II WNIOSKODAWCA / APPLICANT' of the application form

**Forma prawna, Forma własności, Status przedsiębiorcy (jeżeli dotyczy) / Legal status / Ownership status / Enterprise Type (if applicable)**

Podmiot jest organizacją prowadzącą badania i upowszechniającą wiedzę / Entity is a research and knowledge-dissemination organisation  NIE / NO  TAK / YES

**In case of enterprises**

Forma prawna / Legal status:

Forma własności / Ownership status:

Status przedsiębiorcy (jeżeli dotyczy) / Enterprise Type (if applicable):   
Micro-enterprise  
Small enterprise  
Medium-sized enterprise  
Other  
Enterprises other than SMEs (Large enterprise)  
not applicable

**Adres siedziby / Address of the seat**

Województwo / Voivodeship:

Powiat / County:

**Pomoc publiczna / State aid**

Czy przedsiębiorca występuje o udzielenie pomocy publicznej na badania przemysłowe / Does the Enterprise apply for State aid for industrial research?  NIE / NO  TAK / YES

Czy przedsiębiorca występuje o udzielenie pomocy publicznej na eksperymentalne prace rozwojowe / Does the Enterprise apply for State aid for experimental development?  NIE / NO  TAK / YES



# Scientific content-related project proposal forms

Uploaded to the on-line system (pdf format)

**Project proposal forms**      **Limitation on the number of pages per each form**

Project proposal form – Relevance and Excellence [pobierz wzór](#)

Załączniki

Podaj nazwę pliku

Project proposal form - Implementation and Management [pobierz wzór](#)

Załączniki

Podaj nazwę pliku

Project proposal form - Impact [pobierz wzór](#)

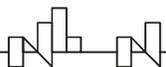
Załączniki

Podaj nazwę pliku

**Coherent with selection criteria**

**Must remain unchanged even if proposal is sent back for amendment or completion (eligibility check)**

**Templates are available in annexes to Proposal Manual**



# Scientific content-related project proposal forms

Uploaded to the on-line system (pdf format)

## Ethical & gender balance issues (max 1 page)

- if the answer to any of the questions of the Ethics Issues Table Checklist is YES, a brief description of the ethical issue involved and how it will be dealt with appropriately shall be provided.
- how the gender dimension is to be integrated in a project and follow through at all stages of the research cycle.

## CVs of PI and work packages leaders only - each CV in a separate file

Name of researcher	
Phone, fax, e-mail	
Place of employment / Position	
Qualification level	
Professional experience and achievements	



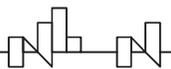
# On-line application system

## Submission of proposal

- The Project Promoter can edit and validate the proposal until the closing date of the call - the blue 'Waliduj wniosek' button. 
- Only proposals that have been completed fully and correctly may be submitted. Otherwise the error message informing that the proposal is invalid is displayed.
- In order to submit the proposal the Project Promoter shall click the red 'Złóż wniosek' button. 
- After successful submission an e-mail acknowledging the receipt of proposal is sent by the online system to the Project Promoter.
- If the proposal is not submitted as described above it is not regarded as having been received by the Programme Operator.
- After successful submission the edition of the proposal is blocked. In case of the necessity of the resubmission of the proposal, the new application must be generated, completed and submitted. If more than one copy of the same proposal is submitted, only the most recent version is evaluated.



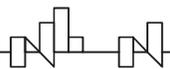
# Evaluation of proposals - 'Guide for Evaluators'



# Selection criteria

## Specified in 'Guideline for Research Programmes':

1. Relevance in relation to the objective and priorities of the research programme
2. Scientific and/or technical excellence
3. Quality and efficiency of the implementation and management, including quality and implementation capacity of the applicants and contribution to capacity and competence building
4. The potential impact through the development, dissemination and use of project results



# Selection criteria – description

## 1. Relevance in relation to the objective and priorities of the research programme

- Consistency with the Small Grants Scheme objectives (scientific career advancement in technical sciences, clearly applied character)
- Coherence with the selected fields of science and technology of the call

## 2. Scientific and/or technical excellence

- Innovativeness of idea
- Appropriateness of approach

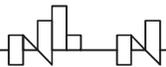
## 3. Quality and efficiency of the implementation and management, including quality and implementation capacity of the applicants and contribution to capacity and competence building

- Competence and expertise of the applicant
- Feasibility and efficiency of project plan

## 4. The potential impact through the development, dissemination and use of project results

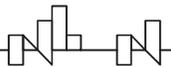
- Contribution to capacity and competence building
- Intended short-term outcomes
- Intended long-term application of outcomes

Detailed description in  
'Guide for Evaluators'



# Selection criteria - scoring

- The criterion 1 is evaluated by stating 'yes' or 'no':
  - if the proposal fits the SGS objectives, i.e. concerns scientific career advancement in technical sciences, falls within specified fields of science and technology and has a clearly applied character
  - an elimination criterion – no need for further evaluation if the answer is 'no'
  - answer 'no' only in clear-cut cases
- For criteria 2-4 the scores are on a scale from 0 to 5. Half points may be given.
  - score 0 - the proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
  - score 5 - the proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.



# Review forms and Consensus report

Ethical considerations

Evaluation of the proposal

Overall Assessment and funding recommendation

- Indication of important strengths and weaknesses of the project proposal and supplementary comments
- Assessment of compliance of planned research with the research categories
- Indication of any modifications to the proposal that are necessary
- Selection of funding recommendation

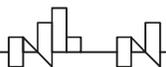
## Consensus report

How the individual comments lead to the overall conclusion

Resolving different assessments of the reviewers by proposing a justified opinion/solution

Scores given during the consensus stage do not necessarily have to reflect individual scores given during first stage of the peer review process

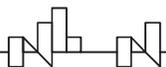
**Both individual Review forms and Consensus report  
will be forwarded to an applicant.**



# Selection criteria – thresholds and weight

Criteria	Thresholds	Weight
1. Relevance	YES	N/A
2. Scientific and/or technical excellence	3/5	x3
3. Quality and efficiency of the implementation and management	3/5	x1
4. Impact of the project	3/5	x1

- Total number of points in the evaluation procedure (criteria 2-4) - 25
- To be recommended for funding - the proposal must receive at least 15 points AND pass all the thresholds on the consensus stage (criteria 2-4).
- While deciding about the final ranking order of the proposals on the basis of the total consensus scores, within the groups of equally scored proposals, proposals are prioritised according to the scores they have been awarded for the criterion:
  - Scientific and/or technical excellence
  - Impact of the project
  - Quality and efficiency of the implementation and the management.



# Programme Committee (PC) meeting

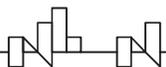
Examination and comparison of consensus reports

Discussion about the ranking lists (the overall quality of proposals, indicative budget of the programme and number of proposals to be funded)

Cases when the PC may unanimously change the final score of the proposal received in the consensus report:

- an unjustified discrepancy between the numerical score and written evaluation of the proposal in the consensus report or
- unjustified discrepancy between the consensus report and individual reviews

Approval of the final ranking order of the proposals and recommendation of the proposals for funding for the PO



# Thank you!

Department of International Cooperation  
The National Centre for Research and Development

