'Application and Peer-review process'

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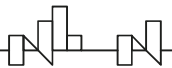# On-line application system

Among the applicants in a proposed partnership, only the Project Promoter is authorised to submit a proposal.

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

Instruction for applicants in *Proposal Manual*

On-line application system

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, classification, duration
  - Details of each project partner (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 tables for each project partner and Budget summary
  - Indicators
- **forms and annexes filled in by an applicant and uploaded to the on-line application system**:
  - scientific content-related project proposal forms: Relation to the Research Programme 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, form for enterprises applying for State aid)
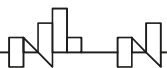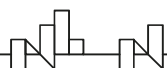
On-line application system

Examples of fields - first field

Podaj liczbę polskich podmiotów Wnioskodawcy / Enter the number of Polish Entities

Dla konkursów w ramach Funduszy Norweskich i EOG należy podać łączną liczbę polskich i zagranicznych podmiotów konsorcjum międzynarodowego /
For EEA and Norway Grants Calls enter the total number of Polish and foreign Entities of international consortium

Applicable for EEA and Norway Grants Calls
Enter the total number of entities of international consortium.

Entity can also be added or deleted during edition of the proposal.

On-line application system

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

A separate part for each Applicant entity (Project Promoter and project partners of an international consortium) to be filled in.

On-line application system

Examples of fields

Kierownik projektu / Principal Investigator (PI) ✕

Imię / First name

Nazwisko / Last name

Adres e-mail / E-mail

Nr telefonu / Phone

Tytuł naukowy/stopień naukowy (jeśli dotyczy) / Academic title (if applicable)

Zapisz　Anuluj

Wynagrodzenia (W) / Staff (W) ✕

Nazwa kosztu kwalifikowalnego / Name of eligible cost

Uzasadnienie / Justification

Wysokość kosztu kwalifikowalnego / Amount of eligible cost

0

Metoda oszacowania / Estimation method

Numer zadania / WP number

◯ Zadanie nr / WP No. 1

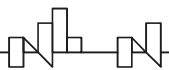◯ Zadanie nr / WP No. 2
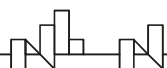
Zapisz　Anuluj

Scientific content-related project proposal forms

Uploaded to the on-line system (pdf format)

1. Relation to the Research Programme and Excellence (max 8 pages)

2. Implementation and Management (max 5 pages)

3. Impact (max 5 pages)

Coherent with selection criteria

Scientific content-related project proposal forms
Uploaded to the on-line system

1. Relation to the Research Programme and Excellence (max 8 pages)

- Coherence with the call topic (max 0,5 page)
- Current state of the art including your relevant previous work
- Project objectives
- Methods, approach and concept
- Ambition - innovation and application potential
- Bibliography / References (max 1 page)

2. Implementation and Management (max 5 pages)

- Description of the Work Plan (max 1,5 page)
- Project participants and Management (max 2,5 pages)
  - Description of the consortium
  - Management of the project
  - Communication and decision-making
  - Intellectual Property Rights (IPR) management
- Risk management and quality assurance (max 1 page)

3. Impact (max 5 pages)

- Project outputs (max 4 pages)
  - Contribution to capacity and competence building
  - Intended short-term outcomes
  - Mentoring plan (not applicable when the PI meets the criteria of 'young researcher' - max 1 page)
  - Intended long-term application of outcomes
- Communication Plan (max 1 page)

Templates will be available in annexes to Proposal Manual

Scientific content-related project proposal forms

Uploaded to the on-line system (pdf format)

1. **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.

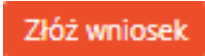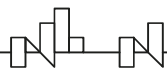2. **CVs of PI and work packages leaders only - each CV in a separate file**

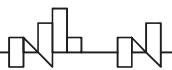|	
Name of researcher	
Phone, fax, e-mail	
Place of employment / Position	
Qualification level	
Professional experience and achievements	

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. `Waliduj wniosek`

- 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. `Złóż wniosek`

- After successful submission an e-mail acknowledging the receipt of proposal is sent by the online system to the Project Promoter.

- If 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'

Eligibility check

Peer reviews
- individual evaluation by 3 international reviewers (review forms)
- consensus stage - consensus assessment by 3 reviewers (consensus report)

Possibility to include a panel review evaluation (Panel Report)

Programme Committee meeting
- approval of the final ranking order of the proposals and recommendation of the proposals for funding
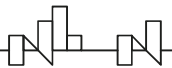
Selection criteria

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

- Assesment if the proposal fits the 'Description of the call area'

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 applicant team

- 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'
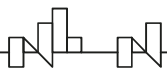
Selection criteria - scoring

- The criterion 1 is evaluated by stating if the project fits the 'Description of the call area' (no - only in clear-cut cases)
  - an elimination criteria – no need for further evaluation
  - if the proposal is considered to be out of scope by all reviewers, it is considered ineligible and does not pass on to the second stage

- 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.
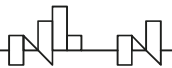
Review forms and Consensus report

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.
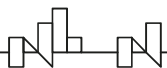
Selection criteria – thresholds and weight

Criteria	Thresholds	Weight
1. Coherence with the call topic	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.
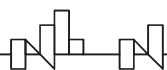
Programme Committee (PC) meeting

Examination and comparison of consensus reports

Discussion about the ranking lists (the overall quality of proposals, indicative budget of the programme area 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
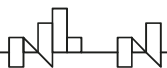
Thank you!

Department of International Cooperation
The National Centre for Research and Development