

Guidance notes for proposal evaluation

Dear expert,

Please find attached the evaluation form for assessing proposals submitted to the latest call of the programme CES.

In order to be able to assess the proposals, you are kindly requested to read the text of the call for proposals.

This form consists of 4 parts:

- * This guidance note.*
- * List of guidance questions for each criterion.*
- * Frames for carrying out the evaluation of the proposal (notes)*
- * Template to **summarise your evaluation in a short report.***

1) Marks and comments:

Please fill in the heading of the report with the proposal acronym and the name of the coordinator

You are kindly asked to score and comment on each of the 6 criteria. Your comments can be listed as bullet points as long as these provide sufficient information to clearly justify your score.

For each criterion, the scores are between 0 and 5 (integer only, no half point).

The values mean the following: 5=Excellent; 4=Very Good, 3=Fair to Good, 2=Borderline, 1=Poor, 0=Not addressed or Out of scope.

In some cases, it might happen that you are not in position to assess some of the issues, therefore a “?” can be stated instead of a digit. The use of the “?” should be limited and strongly justified.

It is also important that the comments clearly state what are the strengths or the weaknesses of the project, and clearly express the difference between what is a piece of advice and what is a requested improvement.

As guidance, you will find a list of questions covering each criterion. These questions do not necessarily apply to the same extent to every proposal.

Summing up the scores for each criterion will help you to rank the proposal into one of 3 categories (A, B or C).

The overall mark should reflect the overall impression of the expert on the proposal:

<i>Total sum</i>	<i>Group (Letter)</i>	<i>Meaning</i>
[0-20]	C	Not ready or not pertinent for funding. Presence of weaknesses which cannot be corrected without a major rewriting / rethinking of the proposal and or of the research activities.
[21-25]	B	Good proposal with some minor weaknesses which can be corrected. Minor improvements are required. These issues need to be discussed
[26-30]	A	Excellent proposal. Should be proposed for funding. No weaknesses. Advice can be provided for increasing the strengths.

2) Consolidated report

The consolidated report should reflect the overall mark (i.e. an excellent proposal should not have more weaknesses than strengths). The comments should be drafted in the evaluation report in order to be used in the consolidated report. It is therefore advised to write sentences making robust assessments with clear justifications. Also, it is recommended to clearly state the difference between what is a recommendation or advice and what is a requested improvement.

The introduction should state a brief description of the proposal, a critical analysis of its aims and a few lines summary on how each evaluation criteria was addressed by the proposal should follow.

A detailed description of the strengths and weaknesses should be provided as bullet points (copy/paste from the criteria comments is possible). Please also consider making a clear hierarchy within the bullet points, showing clearly what is important before what is secondary.

The last part should contain the recommendations and advice for improvement. This part is particularly sensitive for proposals which will be marked "C" in order to encourage the applicants to improve their proposal and to be able to submit it to another call.

In the case of a proposal considered as being out of scope, it is kindly requested to strongly justify why.

Please send a signed electronic version of your report to XXXX before DD/MM/YY or by fax toto the attention of

NB: Evaluation reports can be written ether in French or in English.

Guidance for Evaluation report Marks and comment

The following questions are to be used as guidance and all are not necessarily to be answered. However, for highly ambitious and expensive projects, most of these questions should be addressed.

Criterion 1: Relevance of the project to the call

To what extent:

- *Does the project fit within the themes of the call for proposals and meet its requirements?*
- *Does the project address the objectives of CES ?*
- *Is the project replaced within the European and international context?*
- *Are the preliminary data and initial hypothesis convincing?*

Criterion 2: Technical and scientific quality of the project

To what extent:

- *Does the project contribute to a significant scientific progress beyond the state of the art?*
- *Is the project innovative and original with respect to the technical and scientific aspects?*
- *Does the project integrate interdisciplinarity and multidisciplinary within the proposed work?*
- *Does the project open new scientific and technical perspectives?*
- *Does the project contribute to unlock scientific bottlenecks?*
- *Are the methodological and technological choices suitable to reach the objectives of the project?*
- *Are the data management and analyses suitable to reach the objectives of project?*

Criterion 3: Project management; mastering the project as a tool for delivering scientific and technological results

To what extent

- *Is the proposal structured as a project with clearly identified and judicious milestones, deliverable, and decisional trees?*
- *Is the schedule of the activities well planned with respect to the difficulty of the tasks?*
- *Are the amount and the description of milestones and deliverables sufficient to ensure a smooth follow up of the proposed work?*
- *Does the proposal show strong interactions between the partners?*
- *Does the proposal constitute a project as a whole and not a sum of loosely or artificially linked activities?*
- *Does the structure of the proposed work take scientific and technological risks but ensure the readiness of the structural background (availability of equipment, alternative B in case of failure, delay...)?*
- *Does the global management of the project sufficiently address the requirement of the proposed work (time dedicated by coordinator, planned meetings, dedicated budget...)*

Criterion 4: Global impact of the project

To what extent

- *Does the project state and justify robust dissemination plans of the data*
- *May the expected results impact the economy, the regulation, the consumer's behaviour and /or health, the environment?*
- *Will the project have interests in terms of public health?*
- *Will the project have environmental impact?*

Criterion 5: Quality of the consortium

If relevant, to what extent

- *Are the partners well suited to the tasks?*
- *Do the scientific profiles of the participants fit to the allocated tasks?*
- *Is the core team of the proposal able to manage the project?*
- *Are the partners showing necessary complementarities?*
- *Is the industry involved in a sufficient way in the project? (if applicable)*

Criterion 6: Mobilisation of resources (see annex)

To what extent

- *Is the proposed work feasible within the project duration?*
- *Is the requested funding adequate to the proposed work?*
- *Are the persons adequately mobilised (permanent/temporary staff, senior/junior scientist, number of person. month/proposed activities) as per the text of the call?*

Proposal number	Acronym	Coordinator
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**Evaluation report
Scores and comments**

The following pages will have to be sent to **XXXXXX** before **DD/MM/YY**

For guidance, please refer to the list of questions.

Criterion 1: Relevance of the project to the call	
<i>Comments (approx. 5 lines)</i>	Score¹
	/5

Criterion 2: Technical and scientific quality of the project	
<i>Comments (approx. 5 to 10 lines)</i>	Score¹
	/5

Criterion 3: Project management; mastering the project as a tool for delivering scientific and technological results	
<i>Comments (approx. 5 to 10 lines)</i>	Score¹
	/5

¹ Consistency of the marks: 5=Excellent; 4=Very Good, 3=Fair to Good, 2=Borderline,1=Poor,0=not addressed or out of scope, ?= not able to give a mark.

Proposal number	Acronym	Coordinator
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Criterion 4: Overall impact of the project

<i>Comments (approx. 5 to 10 lines)</i>	Score¹
	/5

Criterion 5: Quality of the consortium

<i>Comments (approx. 5 to 10 lines)</i>	Score¹
	/5

Criterion 6: Mobilisation of resources (see annex)

<i>Comments (approx. 5 to 10 lines)</i>	Score¹
	/5

Proposal number	Acronym	Coordinator
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Overall mark	
Sum of the score of each criterion (please, indicate whereas a “?” is stated above)	Score /30
Overall mark for the project² (A, B or C)	A B C
<p><i>For all projects: <u>Feel free to state any confidential comment to the Scientific Board for the ANR programme:</u></i></p>	

² The overall category must reflect the total score:

C = [0-20] ; not ready or not pertinent for funding;

B = [21-25]; Very Good project, Could be proposed for funding after minor improvements. These issues should be discussed during negotiation;

A = [25-30]; Excellent project, should be proposed for funding.

No sub-category is allowed (neither A+ nor B-).

Proposal number	Acronym	Coordinateur
Consolidated report	Can partly be used to draft the evaluation report that will be communicated to the applicant	
Proposal ID:	Acronym:	

Comments of the referee
<p><u>Introduction:</u><i>(should state a brief description of the proposal and a critical analysis of its aim)</i> <i>Comments (approx. 5 to 10 lines)</i></p>
<p><u>Strengths of the proposal:</u> <i>Comments (approx. 5 to 10 lines, bullet points)</i></p>
<p><u>Weaknesses of the proposal:</u> <i>Comments (approx. 5 to 10 lines, bullet points)</i></p>
<p><u>Recommendations and advice:</u> <i>Comments (approx. 5 to 10 lines)</i></p>

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 To be removed .

Signature and sending

We need at first an electronic version of this report even without signature at **XXX** before **DD/MM/YY**

Then, please do not forget to sign the form.

The signed version can be sent either by e-mail at **XXX** (with an electronic signature) or by fax to **XXXXXX** to the attention of

Proposal acronym :	Proposal Number:
Name:	First Name:
Referee's area of expertise (key words):	

Proposal number	Acronym	Coordinateur
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Signature:

Date:

I hereby attest that I honestly carried out this evaluation and that I have no conflict of interest, direct or indirect with the above mentioned proposal.

**CES 2009– ANNEX
FRENCH BUDGET RULES**

	Public teams (universities, research institutes)	Private Teams (Firms, associations, ...)
Full cost scheme	<ul style="list-style-type: none"> • Permanent staff cost • Additional costs scheme <ul style="list-style-type: none"> a) Temporary staff cost b) Equipment cost c) consumables and running costs 	<ul style="list-style-type: none"> • Permanent staff cost • Temporary staff cost • Provision for depreciation of the equipment on the project duration • consumables and running costs • overhead costs up to 80 % (This will depend on the legal private statutes)
Eligible cost for subvention	Additional costs scheme (a+b+c)	Full cost scheme
Subvention rate	100 %	25 to 35 % (45 % for SMEs)

NB: gross salaries

For junior staff:

- Post-doc scientist: ~45 000 €/year (2 200 €/month)
- PhD Student: ~30 000€/year (1 500€/month)
- Engineer: ~40 000€/year (2000€/month)
- Technician: ~30 000€/year (1 500€/month)

For senior staff:

The cost may be more than twice the indicative costs stated above.

NB: temporary staff must be limited.