



HORIZON EUROPE

THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

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DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION
H3 – COMMON SERVICE FOR BUSINESS PROCESSES

eVALUatE

How and why to become an evaluator for Horizon Europe?

7 April 2022



HORIZON EUROPE PROPOSAL EVALUATION

THE ROLE OF INDEPENDENT EXPERTS





The role of independent experts

Expert tasks:

- assessing applications for EU funding (including prizes and tenders) → **Evaluators**
- monitoring of EU funded projects and contracts → **Monitors**
- opinions and advice on specific issues → **Other experts**



Register as expert

The screenshot shows the 'Work as an expert' page on the European Commission website. The page title is 'Work as an expert'. Below the title, there is a video player with the title 'Being an expert for the European Commission...'. To the right of the video, there is a list of tasks that experts assist in, including 'Evaluation of proposals, prize applications and tenders' and 'Monitoring of actions, grant agreements, public procurement contracts'. Below this, there is a section titled 'Interested? Please join the database of external experts.' and a blue button labeled 'Register as expert' which is circled in red. The URL at the bottom of the page is 'https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home'.

You can register in the EU experts database at any time.

Click [here](#) to register!

List all relevant keywords that best describe your expertise

If selected you will be contracted

You will conduct the majority of your work remotely



Experts selection criteria

All experts are selected according to the following criteria:

- **high level of skills, experience and knowledge** appropriate to carry out the tasks assigned to them, e.g. for evaluators in the areas of the call (including project management, innovation, exploitation, dissemination and communication)
- **absence of conflict of interest** in relation to a matter on which the expert is required to provide an opinion

If these conditions are satisfied, experts are selected to achieve:

- a balanced composition in terms of various skills, experience, and knowledge, geographical diversity and gender
 - According to the EU equal opportunities policy and Gender equality strategy 2020-2025, this implies achieving a target of **50% gender parity** for all Horizon Europe bodies and evaluation committees.
- a private-public sector balance, if appropriate



Experts selection criteria

Regular rotation of experts is ensured in order to incentivise the participation of new experts, to raise their knowledge on the programme, to encourage participation of experts from all Member States in particular from widening countries:

- **Reimbursement thresholds**

- experts can normally not be paid more than EUR 90.000 during a period of four consecutive calendar years, excluding allowances and travel costs
- individual contracts must stay below the thresholds for the award of public contracts referred to in Article 175 of the EU Financial Regulation 2018/1046 (currently EUR 140.000, excluding allowances and travel costs)
- at least **25% newcomer experts** are appointed each year
- a number of **'brand new' experts** (i.e. experts that have never been contracted at all during the previous years) are included

HORIZON EUROPE PROPOSAL EVALUATION

OVERVIEW OF THE EVALUATION PROCEDURE





Evaluation (award) criteria

Three evaluation criteria

‘**Excellence**’, ‘**Impact**’ and ‘**Quality and efficiency of the implementation**’.

(Only one evaluation criterion for ERC - Excellence)

- Evaluation criteria are **adapted** to each **type of action**, as specified in the WP
- Each criterion includes the ‘**aspects to be taken into account**’. The same aspect is not included in different criteria, so it is not assessed twice.
- **Open Science** practices are assessed as part of the scientific methodology in the excellence criterion.

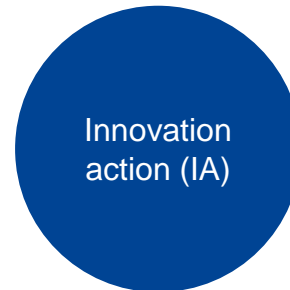


Evaluation criteria (RIAs and IAs)



Activities to establish new knowledge or to explore the feasibility of a new or improved technology, product, process, service or solution.

This may include basic and applied research, technology development and integration, testing, demonstration and validation of a small-scale prototype in a laboratory or simulated environment.



Activities to produce plans and arrangements or designs for new, altered or improved products, processes or services.

These activities may include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.

EXCELLENCE

- ✓ Clarity and pertinence of the **project's objectives**, and the extent to which the proposed work is ambitious, and goes beyond the state-of-the-art.
- ✓ Soundness of the proposed **methodology**, including the underlying concepts, models, assumptions, interdisciplinary approaches, appropriate consideration of the **gender dimension** in research and innovation content, and the quality of **open science practices** including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.

IMPACT

- ✓ Credibility of the **pathways** to achieve the expected **outcomes and impacts** specified in the work programme, and the likely scale and significance of the contributions due to the project.
- ✓ Suitability and quality of the **measures to maximize expected outcomes and impacts**, as set out in the dissemination and exploitation plan, including communication activities.

QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

- ✓ Quality and effectiveness of the **work plan**, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.
- ✓ Capacity and role of each **participant**, and extent to which the **consortium** as a whole brings together the necessary expertise.

Proposals aspects are assessed to the extent that the proposed work is within the scope of the work programme topic



Standard evaluation process

Receipt of proposals

Admissibility/eligibility check

Allocation of proposals to evaluators

Individual evaluation

Experts assess proposals **individually**.

Minimum of three experts per proposal (but often more than three).

Consensus group

All individual experts discuss together to agree on a **common position**, including comments and scores for each proposal.

Panel review

The panel of experts reach an **agreement** on the scores and comments for all proposals within a call, checking **consistency across the evaluations**.

if necessary, resolve cases where evaluators were unable to agree.

Rank the proposals with the same score

Finalisation

The Commission/Agency reviews the results of the experts' evaluation and puts together the **final ranking list**.



Individual evaluation

- Read the proposal and evaluate it against the evaluation criteria, without discussing it with anybody else and as submitted and not on its potential if certain changes were to be made.
- Complete an Individual Evaluation Report (IER).
 - Evaluate each proposal as submitted and not on its potential if certain changes were to be made.
 - If you identify shortcomings (other than minor ones and obvious clerical errors), reflect those in a lower score for the relevant criterion. Proposals with significant weaknesses that prevent the project from achieving its objectives or with resources being seriously over-estimated must not receive above-threshold scores.
 - Provide comments and scores for all evaluation criteria (scores must match comments).
 - Explain shortcomings, but do not make recommendations (e.g. no additional partners, work packages, resource cuts).
 - Sign and submit the form in the electronic system.



Consensus

- It usually **involves a discussion on the basis of the individual evaluations.**
- The aim is to **find agreement on comments and scores.** Agree comments before scores!
- **‘Outlying’ opinions need to be explored.**
 - They might be as valid as others. Be open-minded.
 - It is normal for individual views to change.
- **Moderated by EU staff (or an expert in some cases).**
 - Neutral and manages the evaluation, protects confidentiality and ensures fairness.
 - Ensures objectivity and accuracy, all voices heard and points discussed.
 - Helps the group keep to time and reach consensus.
- **The rapporteur is responsible for drafting the consensus report (CR).** The rapporteur includes consensus comments and scores and in some cases does not take part in the discussion.



The panel review

- Consists of experts from the consensus groups and/or new experts
- Ensures the consistency of comments and scores given at the consensus stage
- Resolves any cases where a minority view is recorded in the consensus phase
- Endorses the final scores and comments for each proposal
- Recommends a list of proposals in priority order
- Prioritises proposals with identical total scores
- May also hold hearings at which applicants are invited to present their proposal
- **The discussion is led by the panel chair (normally EU staff, but also an expert in some cases).**
 - The chair must ensure fair and equal treatment of the proposals and seek agreement on a common view.



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ADDITIONAL IMPORTANT INFORMATION

For more information:

[Call for Expression of Interest for experts \(2021-2027\)](#)

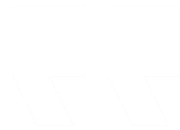
[Work as an expert](#)

[IT how to](#)

[Standard briefing slides for experts \(HE\)](#)

[Briefing videos on how to evaluate HE proposals for experts](#)





Thank you!

HorizonEU

<http://ec.europa.eu/horizon-europe>



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