Individual Fellowships at
Université libre de Bruxelles

MARIE SKŁODOWSKA-CURIE ACTIONS COFUND

IF@ULB

Call 2018

Guide for evaluators

October 2018 – v.2

Evaluators are invited to regularly check IF@ULB website and the different guides for any new updates.

Below is a list with the most important updates.

What	Where
Modification on the documents that will be sent to evaluators	Section 2.3

TABLE OF CONTENTS

1 Introduction

1.1 IF@ULB in brief

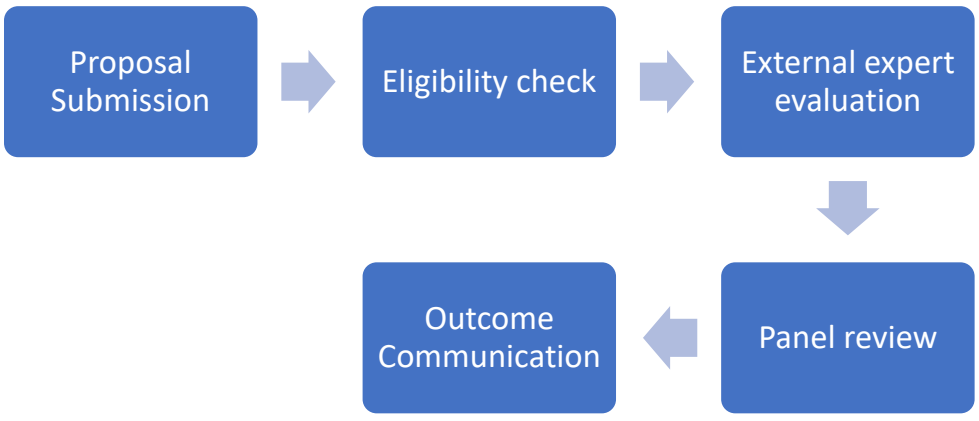
Individual Fellowship at the Université libre de Bruxelles, IF@ULB, is a comprehensive fellowship programme providing excellent experienced researchers the opportunity to conduct frontier research and receive diversified training in an environment of scientific excellence and state-of-the-art facilities, under the supervision of renowned academics and with the support of an extensive collaboration network of academic and non-academic institutions. IF@ULB is funded in part by ULB and in part by the European Commission through the Marie-Skłodowska Curie COFUND Programme. IF@ULB will propose three calls within a five-year programme. To impact ULB's post-doctoral policy as widely as possible, the project will be open to all fields of research, organised into three panels:

- Social Sciences and Humanities,
- Physical and Engineering Sciences, and
- Life Sciences.

For each panel and each call, IF@ULB will offer to fund 7 excellent researchers for a research project of a 24-month duration, reaching a total of 63 fellowship positions over five years.

Apart from the current 2018 call, two additional calls are scheduled for late summer 2019 and early summer 2020, respectively, and will be announced at the IF@ULB website.

1.2 Overview and timeline



- Call opening: 1 August 2018
- Call closing: 15 October 2018
- Eligibility check: 16 – 25 October 2018
- Selection and contracting of experts: 26 October – 17 November 2018
- Remote evaluation: 17 November 2018 – 9 February 2019
- Panel review & validation: 12 – 23 February 2019
- Outcome communication to applicants: March 2019
- Project start: Between April 2019 (earliest) and mid-October 2019 (latest)

2 Evaluation procedure

2.1 Expert selection

You have been selected as an external expert based on your active publication track-record in the specific field with several peer reviewed publications and citations per publication (excluding self-citations) over the last ten years.

2.2 Conflict of interest

You have been selected as an external evaluator, based on your active publication track-record in the specific research field with several peer reviewed publications and citations per publication (excluding self-citations) over the last ten years.

A conflict of interest exists when:

- You have co-published with the candidate;
- You have co-published with the candidate's PhD supervisor (or the leader of the research group in which the candidate has performed research in case no PhD has been obtained) or with the local supervisor at ULB in the five years prior to the evaluation process;
- You benefit directly or indirectly if a proposal is accepted or rejected;
- You were involved in the preparations of a competing proposal in the same call;
- You have a close family or personal relationship with the candidate, the candidate's PhD supervisor (or the leader of the research group in which the candidate has performed research in case no PhD has been obtained), the local supervisor at ULB and any person involved in the preparation of a proposal submitted to this call

In case any of those conditions apply you will be excluded by the evaluation procedure. You will be requested to sign an absence of conflict of interest before obtaining access to the proposal(s) for evaluation.

2.3 Access to forms and documents

You will be granted confidential access to the following application documents:

1. A detailed CV, including a complete publication list; a template has been provided to the candidates.
2. A research and training project of maximum 10 pages describing the state-of-the-art, the research questions and/or objectives, the methodology, the work plan, the training programme in an academic and, if relevant, non-academic environment, the dissemination, exploitation and communication activities, the information on ethics issues (not included in the 10 pages); a template has been provided to the candidates.

You will also be granted access to the following forms/documents:

1. An evaluation form for each proposal (on line).
2. An ethics assessment briefing, to examine whether any potential ethical implications have been addressed by the candidate.

3. A form comprised of the non-disclosure agreement to ensure confidentiality.
4. The declaration for the absence of conflict of interest.
5. A remuneration form.

2.4 Evaluation criteria

There are three main evaluation criteria, namely *Excellence*, *Impact* and *Implementation* that are separated into sub-criteria. You are expected to score and comment on the sub-criteria.

2.4.1 Excellence (weight: 50%)

Sub-criterion	*Quality, credibility, innovative character, timeliness of the research project ; Appropriate consideration of interdisciplinary aspects (if relevant); Appropriate consideration of gender aspects (if relevant);*
What to evaluate	• Whether the general introduction, state of the art, and research objectives are clearly described; • Whether the methodology proposed is appropriate, complete and described in sufficient detail. • The originality of the research project in relation to the state of the art and its innovative elements; • The necessity of the project and its timely character; • Whether interdisciplinarity is relevant and if yes, whether the project has sufficient interdisciplinary elements; • If gender is relevant for the research and if yes, whether the candidate is addressing the gender dimension properly.

Sub-criterion	*Appropriateness of the training;* *Quality of the two-way transfer of knowledge between the researcher and the hosting group*
What to evaluate	• Whether the training programme proposed is complete, justified by the needs of project and appropriate with regards to the existing competences of the candidate; • Whether both the hosting group and the candidate have mutual gain in the transfer of knowledge and expertise.

Sub-criterion	Appropriateness of the supervision and integration in the hosting group
What to evaluate	• To what extent the supervisor is appropriate for the project on the basis of their research and supervision experience; • The precise involvement of the supervisor in the research and training project; • The measures taken to integrate the candidate within the research team.

Sub-criterion	Quality of the researcher and potential to reach professional independence
What to evaluate	• The CV and existing competences of the candidate and whether they have the potential to bring the project to a successful completion and reach further scientific independence; • The track record of the candidate in relation to the level of experience.

2.4.2 Impact (weight: 25%)

Sub-criterion	*Enhancing the future career prospects of the researcher*
What to evaluate	• The added value of the project and how it impacts the long-term career goals of the candidate; • The new skills acquired throughout the project that increase the candidate's career prospects;
Sub-criterion	*Enhancing the perspective of new research and collaboration opportunities for the hosting group and beyond*
What to evaluate	• Possible collaboration opportunities opening up for the hosting group a result of the project; • The impact of the project on the research lines of the hosting group • The impact of the project on the research community and long-term potential impact on the society;
Sub-criterion	*Quality of the strategy for the dissemination, communication and exploitation of project results and activities*
What to evaluate	• The strategy for the dissemination of the project's results to peers, other stakeholders and less specialised public; • The strategy for communication of the sum of activities undertaken in the project (not only results) and that are addressed to different audiences, including the general public, with the purpose of raising public awareness on research funding; • The strategy for the exploitation of project's results for economic (commercialisation, patenting, licensing) or societal purposes. • If the planning of those strategies is included in the Gantt chart

2.4.3 Implementation (weight: 25%)

Sub-criterion	*Coherence, feasibility and effectiveness of the work plan;* *Appropriate allocation of resources*
What to evaluate	• If the work packages, tasks, deliverables (concrete outputs), milestones (control points) of the project are well planned, in accordance with the research objectives and methodology; • The completeness of the Gantt Chart; • If the work plan is feasible and likely to achieve the desired impact. • If the timing and resources allocated to the different activities are sensible and justified
Sub-criterion	*Appropriateness of the management structure and procedures, including risk management*
What to evaluate	• The decision making structure and the measures taken to ensure appropriate monitoring of the progress and quality management of the project; • The level of risk of the proposed research activities, the measures in place to minimise it and the contingency plans should such risks do occur.
Sub-criterion	*Appropriateness of the infrastructure and complementarity of participating organisations (if relevant)*
What to evaluate	• The availability and appropriateness infrastructure of the hosting group

- The complementarity between the expertise of the hosting group and that of the potential third party that would host a secondment.

2.5 Scoring

Scoring corresponds to the following options (decimal values of 0.1 possible):

- 0.0 if the sub-criterion is not addressed at all by the proposal,
- 1.0 if the sub-criterion is addressed but reveals significant weaknesses,
- 2.0 if the sub-criterion is addressed with a number of shortcomings,
- 3.0 if the sub-criterion is very reasonably addressed with a small number of shortcomings and
- 4.0 if the sub-criterion is fully and satisfactorily addressed and any identified shortcomings may be considered as minor.

Scores will be given to each sub-criterion. The score of each criterion will be the average of the scores of the sub-criteria. A weight for each criterion will be applied (50% excellence, 25% impact, 25% implementation) and the weighted scores of the three criteria will be added to yield the total weighted score of the proposal. Scores will be rounded up to the second decimal. The final score of the proposal will be the average of the four separate external evaluations. A threshold of 3.00 will be applied and only proposals above this threshold will be ranked.

2.6 In practice

Each proposal will be attributed to four external experts. Before receiving access to the application(s) you will be requested to sign and send the form for the non-disclosure and the absence of conflict of interest. You will then have access to the application(s) attributed to you and to the ethics briefing. You will also have access to the evaluation form, where you will be requested to comment on each (sub-)criterion and provide appropriate scores (see section 2.4). When ready with an evaluation you will be able to send it to the IF@ULB management services. When the evaluations of all proposals attributed to you are received, you will have access to a remuneration form that you will need to sign and send to IF@ULB management services.

2.7 General remarks on evaluation criteria

- You are required to evaluate the proposal as submitted, not its potential if some changes were to be made.
- You are requested to provide detailed comments to help candidates improve.
- You are requested to evaluate proposals in an impartial and consistent manner, irrespective of the origin or identity of the candidate.
- Ethics implications: your role is to examine whether the research programme proposed raises any ethical issues and whether they are addressed by the candidate. This will help IF@ULB management services to examine whether formal ethics procedures should be followed for the successful projects. This is not an evaluation criterion and you must not evaluate this aspect neither in a negative nor positive way.
- Secondments provide a specific expertise, necessary for the project and not available at the

hosing group; they imply mobility for a longer period than a short research visit to collect data or to do field work. Candidates are instructed to justify the importance of the secondment and describe the expertise offered. If known, they are also invited to describe the institution offering the secondment. If not known, the management services of IF@ULB commit to assisting them in finding the appropriate institution. Therefore, you must evaluate whether the secondment is justified and whether it offers complementary expertise and not the institution offering it.

2.8 Panel review and validation

Three review panels will be organised (i.e. Social Sciences and Humanities, Physical and Engineering Sciences, Life Sciences). Each panel will be composed of two internal and two external experts with expertise in different disciplines to cover the scientific spectra of the proposals.

The panel will receive the external evaluations and will verify whether:

- The comments of the external experts correspond to the scores given;
- Any inappropriate or excessively bold comments have been made;
- There are extreme divergences among the external evaluators for a given application.

If such issues arise, the panel members will ask the external evaluators for further clarifications and seek consensus. After clarifications, the definitive ranking list will be produced. The panel members will not proceed to a separate evaluation of the proposals nor will they be able to change the ranking of the proposals on their own.

3 Contact

For any questions related to the evaluation procedure of IF@ULB:

Marine VECCHIATO & Vanessa GEMIS
IF@ULB Project Management
Department of Research Administration
Avenue F. Roosevelt 50, CP161
1050 Brussels, Belgium
Tel: +3226503718
E-mail: ulb-cofund@ulb.ac.be

4 Personal Data Protection

Université libre de Bruxelles (ULB) – 1050 Bruxelles, avenue Franklin Roosevelt 50, Belgium – is the Data Controller of the personal data collected in the context of the evaluations of IF@ULB applications. In this capacity, ULB respects the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27/04/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation - GDPR).

The data collected by ULB through the dedicated area for evaluators at the IF@ULB website is solely gathered for the purposes of the evaluation procedure. The personal data include the first name, surname, e-mail address and bank information. By agreeing to evaluate IF@ULB applications, the evaluators agree with the processing of this personal data as part of their application.

ULB commits into taking the appropriate measures to guarantee their confidential treatment. It is conserved in password-protected servers for maximum six months after the end of IF@ULB. The personnel of internal ULB services has access to this data only to the extent necessary for the execution of its corresponding tasks (e.g. contact with evaluators, remuneration of evaluators).

All necessary information on ULB's Personal Data Protection policy is available at http://www.ulb.ac.be/ulb/greffe/documents/rgpd.html. Evaluators can address their queries on the treatment of their Personal Data to our Data Protection Officer (DPO).

DPO: Ms. Virginie Grégoire,

e-mail : rgpd@ulb.ac.be

Solbosch Campus CP 130, Avenue F. D. Roosevelt 19, 1050 Brussels, Belgium

This address can also be used, upon justification of identity, to exercise the rights to request access to and rectification or erasure of the personal data or, under conditions, restriction of processing, the right to object to processing as well as the right to data portability. For any complaints, applicants are free to contact the Belgian Data Protection Authority (BDPA). ULB would appreciate the opportunity to answer to the complaint first, before it is addressed to the BDPA.

Belgian Data Protection Authority

tel: +32 2 274 48 00, fax: +32 2 274 48 35

Website: https://www.dataprotectionauthority.be/, e-mail : contact(at)apd-gba.be

Rue de la Presse, 35, 1000 Brussels, Belgium