CALL FOR GRANTS 2018
APPLIED BIOMEDICAL RESEARCH PROPOSALS

Review Procedures Manual

Italian Ministry of Health
General Directorate for Health and Innovation Research

EVALUATION CRITERION

Scientific Evaluation of the projects GR- RF-CO (International reviewers)

Each reviewer is required to write a comment for each criterion and to give a score that is coherent with the comment, as described in detail in the evaluation guidelines.

A scoring system from 1 to 9 will be used to evaluate the proposals with respect to each evaluation criterion. **Please note** that the **Maximum value = 1** and the **Minimum value = 9**. Half marks may be given

Scientific Evaluation (International reviewers)		
CRITERION	**GROUP**	**SCORE**
Relevance of the research project regarding the topic and the overall objectives of the call. The novelty and originality of the proposal in relation to current knowledge	A	1 – 9
Scientific quality and relevance of the proposed research and the coherence and effectiveness of the methodology in relation to the proposed objectives; practicability of the objectives, taking into account preliminary data and bibliographic references	A	1 – 9
Clarity and appropriateness of the project development strategy (in relation to the 3-year duration of the project)	A	1 – 9
Appropriateness of the allocation of tasks and resources: taking into account the experience of the research partners in the field, the available infrastructures, facilities and equipment	A	1 – 9

Details concerning the evaluation criteria can be found in the 'Guidelines for the Evaluation of Project Proposals" which can be accessed via the 'Manuals' section to the left of the screen

EVALUATION CRITERION

Scientific Evaluation of the projects SG

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CRITERI	SCORE
Referees internazionali	
Originalità della proposta in relazione alle conoscenze disponibili	1-9*
Validità scientifica e coerenza della metodologia con gli obiettivi proposti tenuto conto dei dati preliminari presentati e riferimenti bibliografici	1-9*
Chiarezza ed appropriatezza della strategia di sviluppo del progetto (dettagliata sui tre anni del progetto)	1-9*
Risorse messe a disposizione dalla Azienda per l'effettuazione della ricerca in funzione delle attività previste	1-9*

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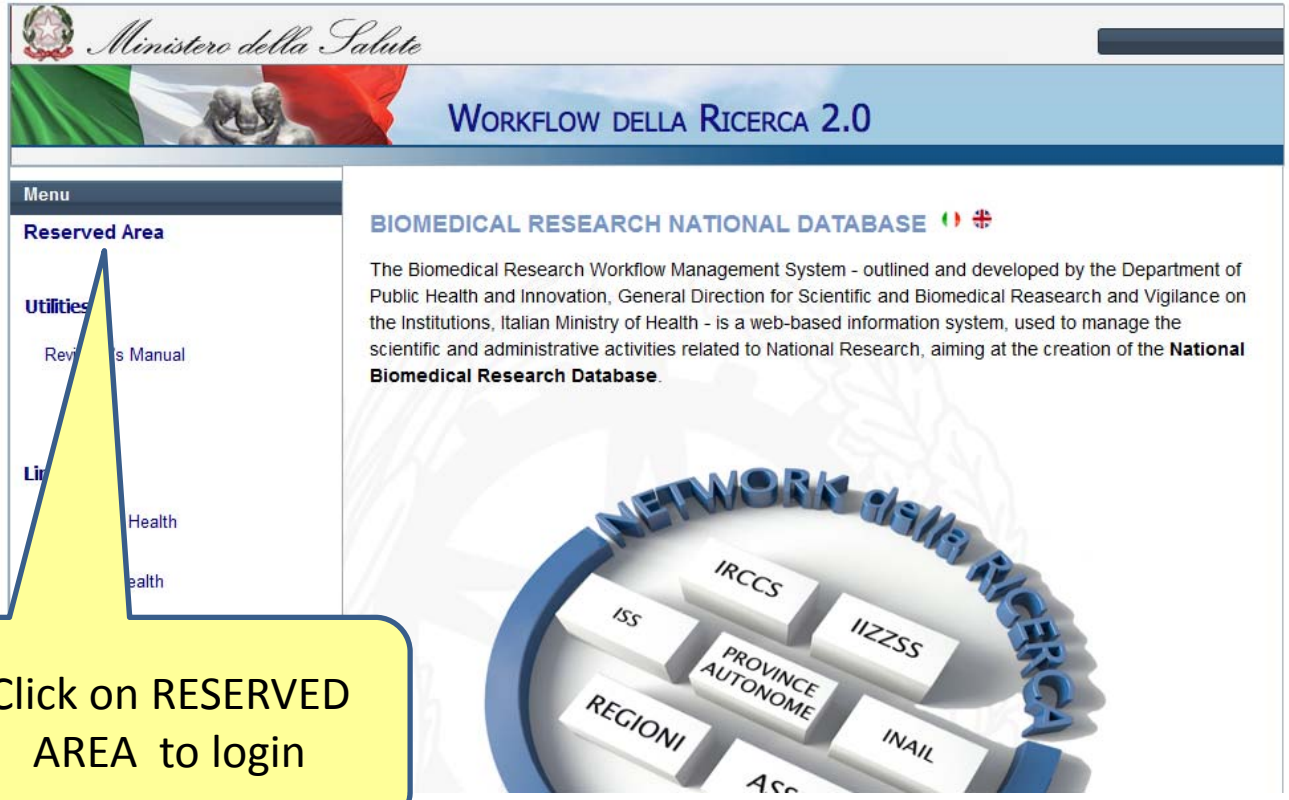
ACCESSING THE SYSTEM AND LOGIN

http://ricerca.cbim.it/index_en.html

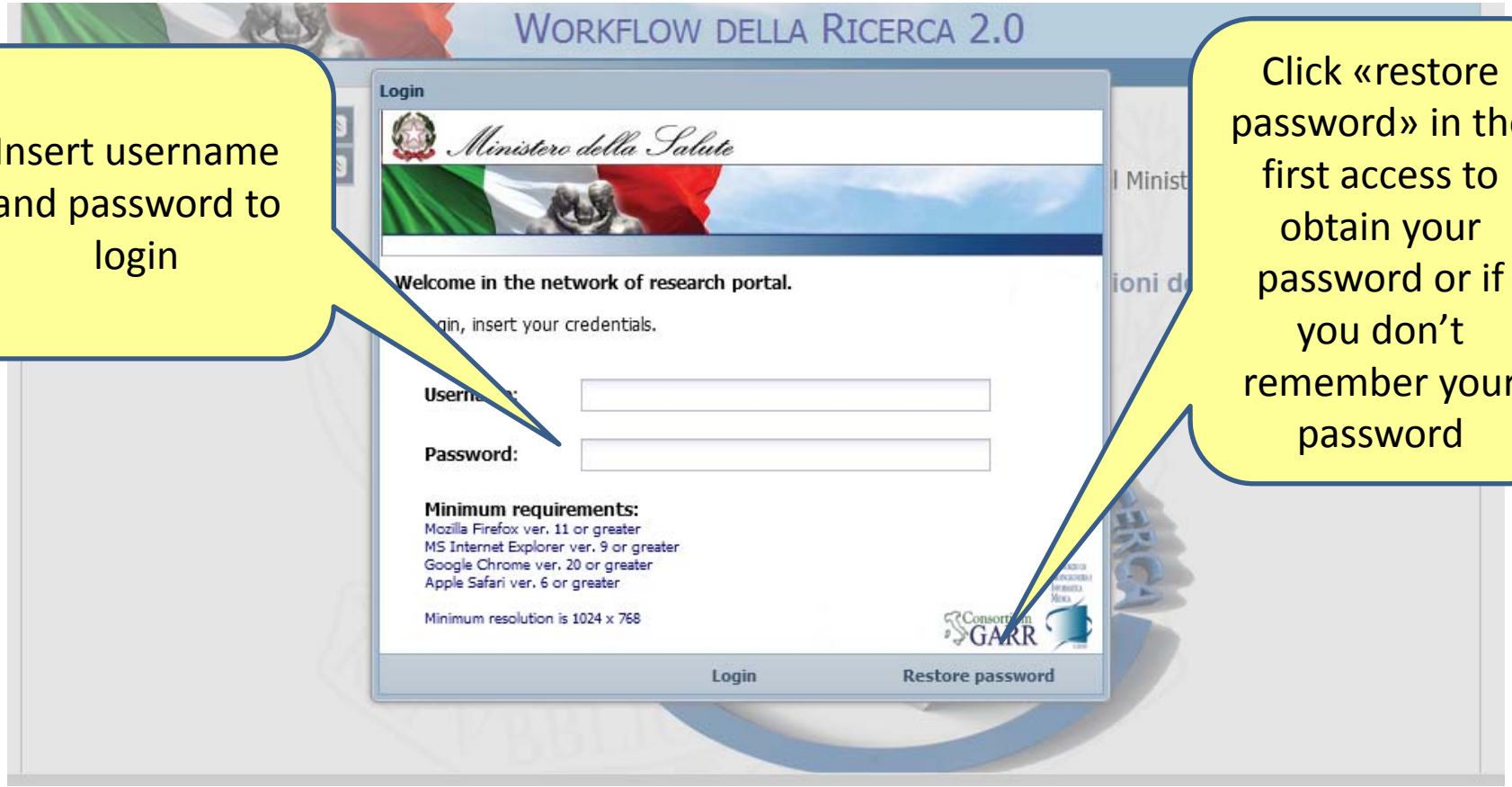


Click on RESERVED AREA to login

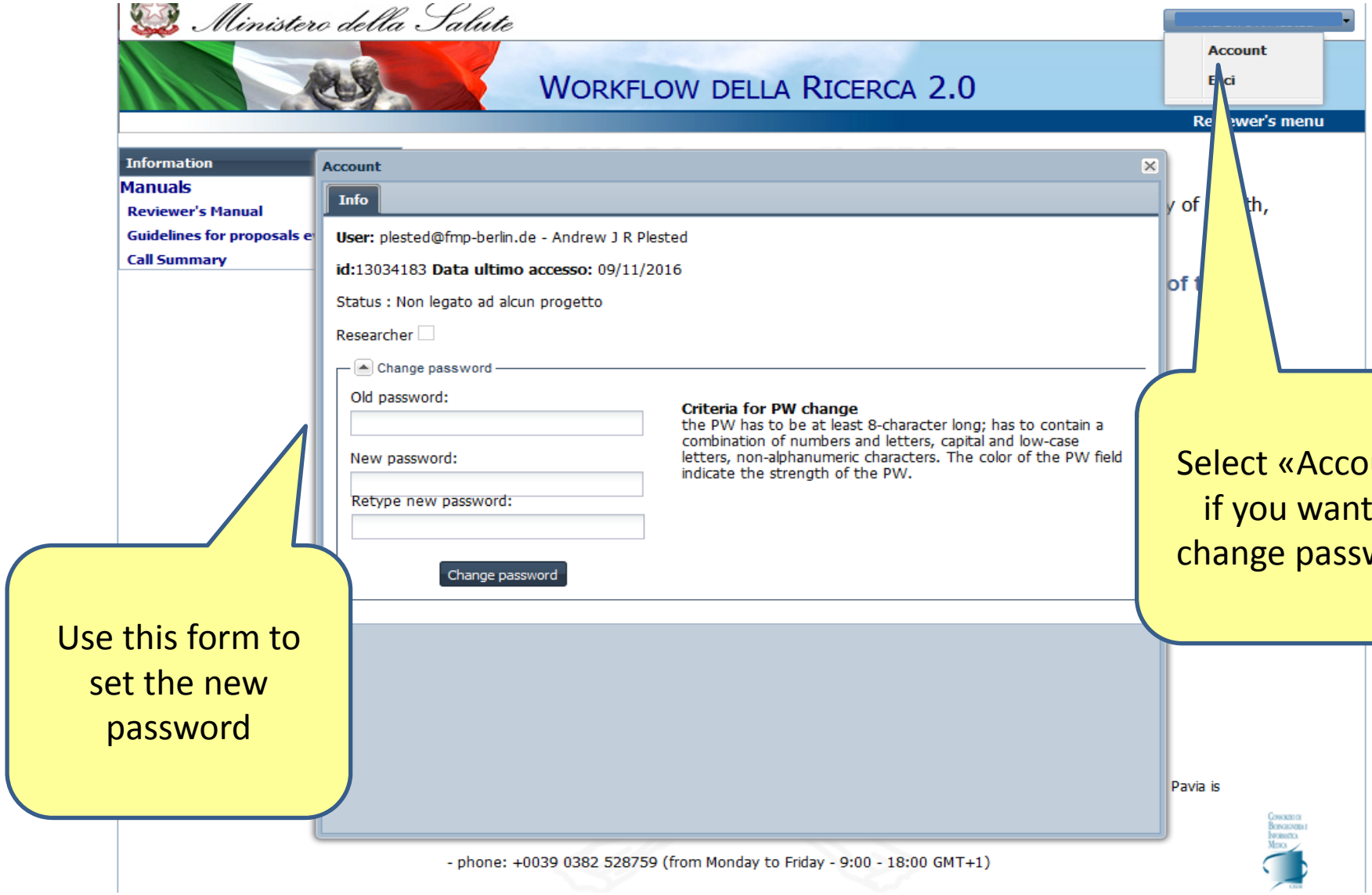
To access the evaluation system please go to the URL: http://ricerca.cbim.it/index_en.html

First Access and Login / Restore password

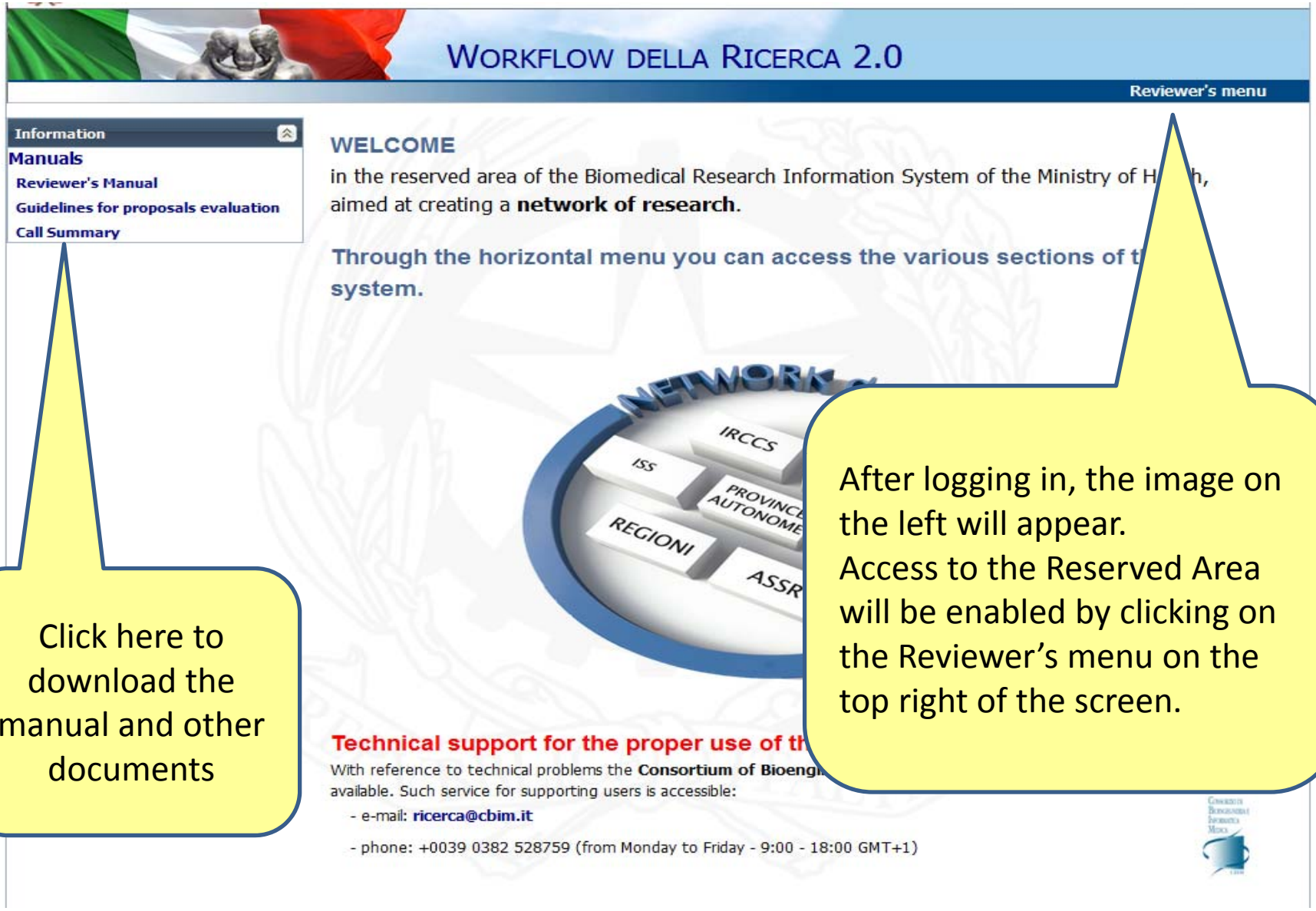
Your User name is your email address where we sent the invitation letter
To obtain your password please select Restore Password Option and you'll receive the password by email.
If you performed as Reviewer for the Italian Ministry of Health, in the past year you can try to use your password used last years



Change password



Reviewer Home



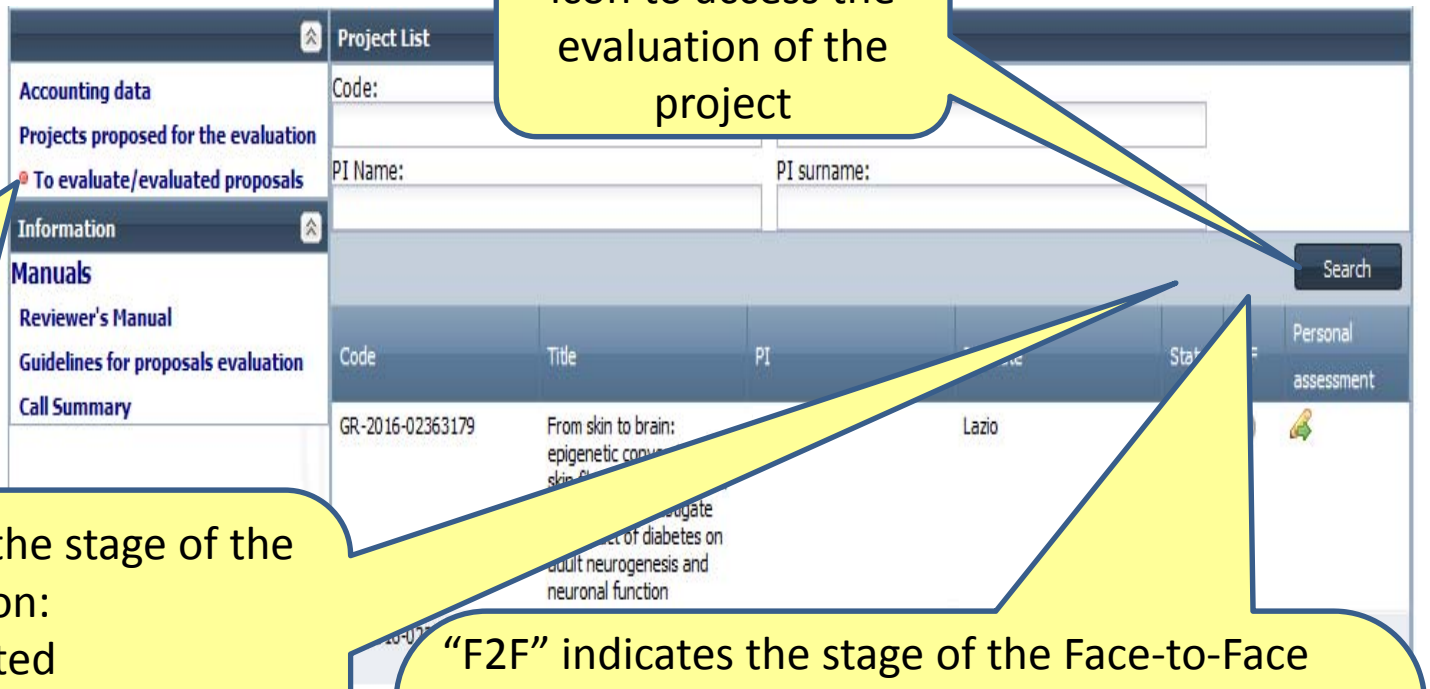
Click here to download the manual and other documents

After logging in, the image on the left will appear.
Access to the Reserved Area will be enabled by clicking on the Reviewer's menu on the top right of the screen.

Ministero della Salute
...lla Ricerca e dell'Innovazione in Sanità

Reviewer Area – To evaluate / evaluated proposals

Click here «To evaluate/evaluated proposals» to access the projects previously assigned to you for evaluation.



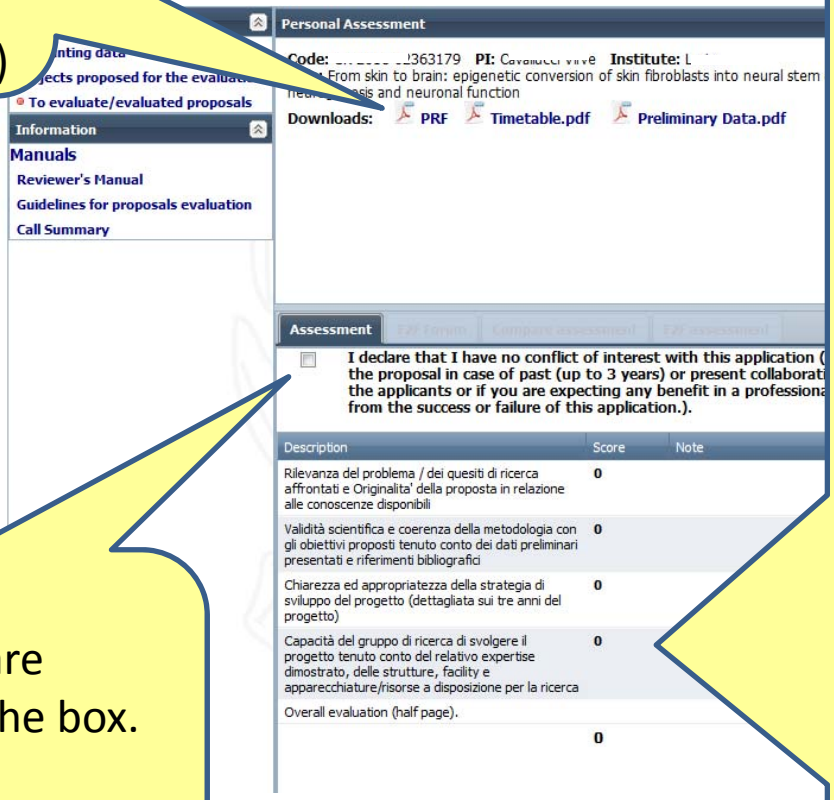
Click on the pencil icon to access the evaluation of the project

"Status" indicates the stage of the individual evaluation:
Red = to be evaluated
Yellow = evaluated but not yet sent
Green = evaluated and sent

"F2F" indicates the stage of the Face-to-Face evaluation:
Gray = F2F not yet active
Yellow = final evaluation sent by the Team Leader
Green = final evaluation sent by the Team Leader and accepted by the second reviewer
Dark gray = final evaluation sent by the Team Leader and refused by the second reviewer

Reviewer Area – Evaluation

Click here to download:
Evaluation
- Project (PRF)
- Attachments (GANTT, Pictures)

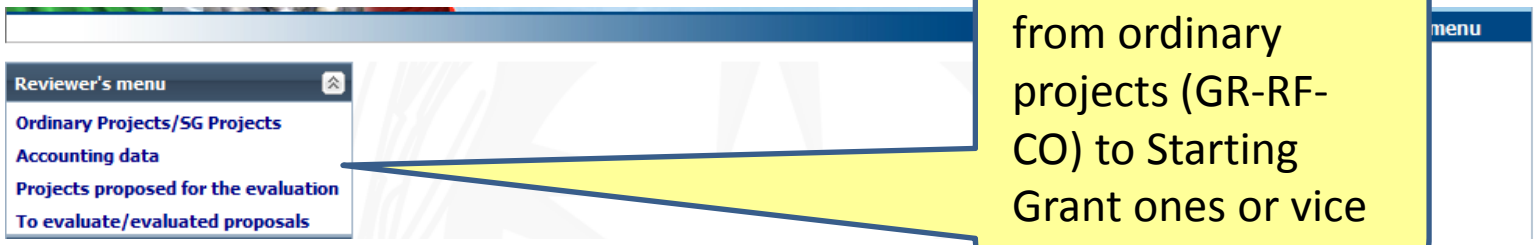


To submit your evaluation, you are required to tick the box.
Once sent, the evaluation cannot be modified.

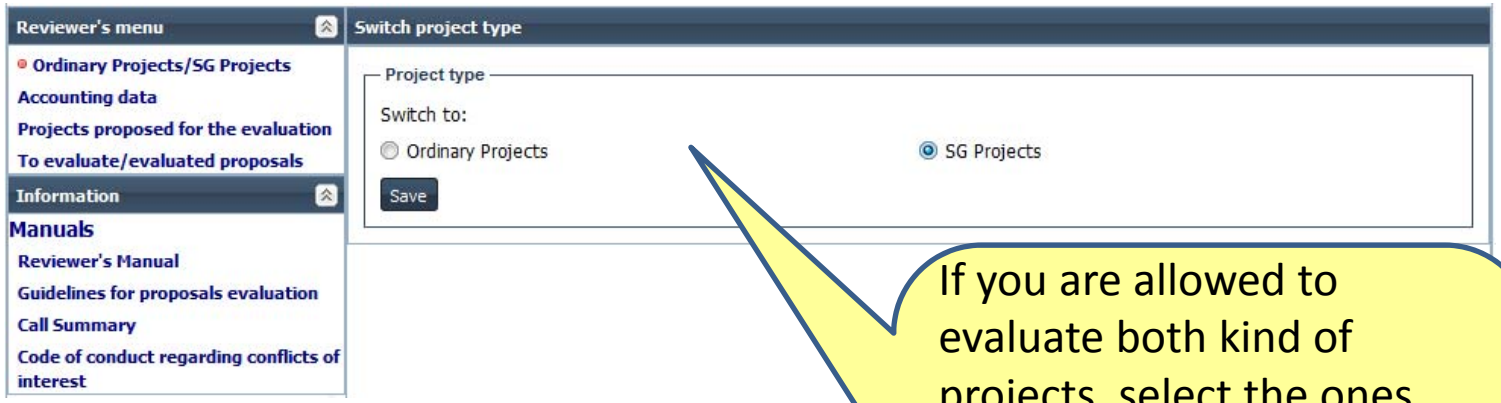
For each evaluation criterion it is necessary to insert your critique in the field "Note" and to insert the corresponding score (please see the Guidelines for the Evaluation of Project Proposals).
To save your evaluation click on "Confirm" at the bottom of the page.
When you are sure that your evaluation is complete, click on "Send and make the final assessment".

ONCE SENT, THE EVALUATION CANNOT BE MODIFIED

Reviewer Area – Evaluation



Click here to switch from ordinary projects (GR-RF-CO) to Starting Grant ones or vice versa



If you are allowed to evaluate both kind of projects, select the ones you want to review. A dashboard with projects belonging to that type will be shown. The evaluation process is the same as per shown in previous slides

FACE TO FACE

- Afetr the 2 Reviewers that evaluated a specific project submit the individual evaluation, it'll started the face to Face (F2F) Phase.
- In this phase the reviewers try to find a third agreement evaluation on the same application
- In this phase every reviewer can read the evaluation perofrmed from the other reviewer

FACE TO FACE

- In this phase the 2 reviewers have 2 different position

TEAM LEADER (the IT System assign this position)

- After read the 2 evaluation critique propose of the other reviewer a complete proposal agreed evaluation

SECOND REVIER

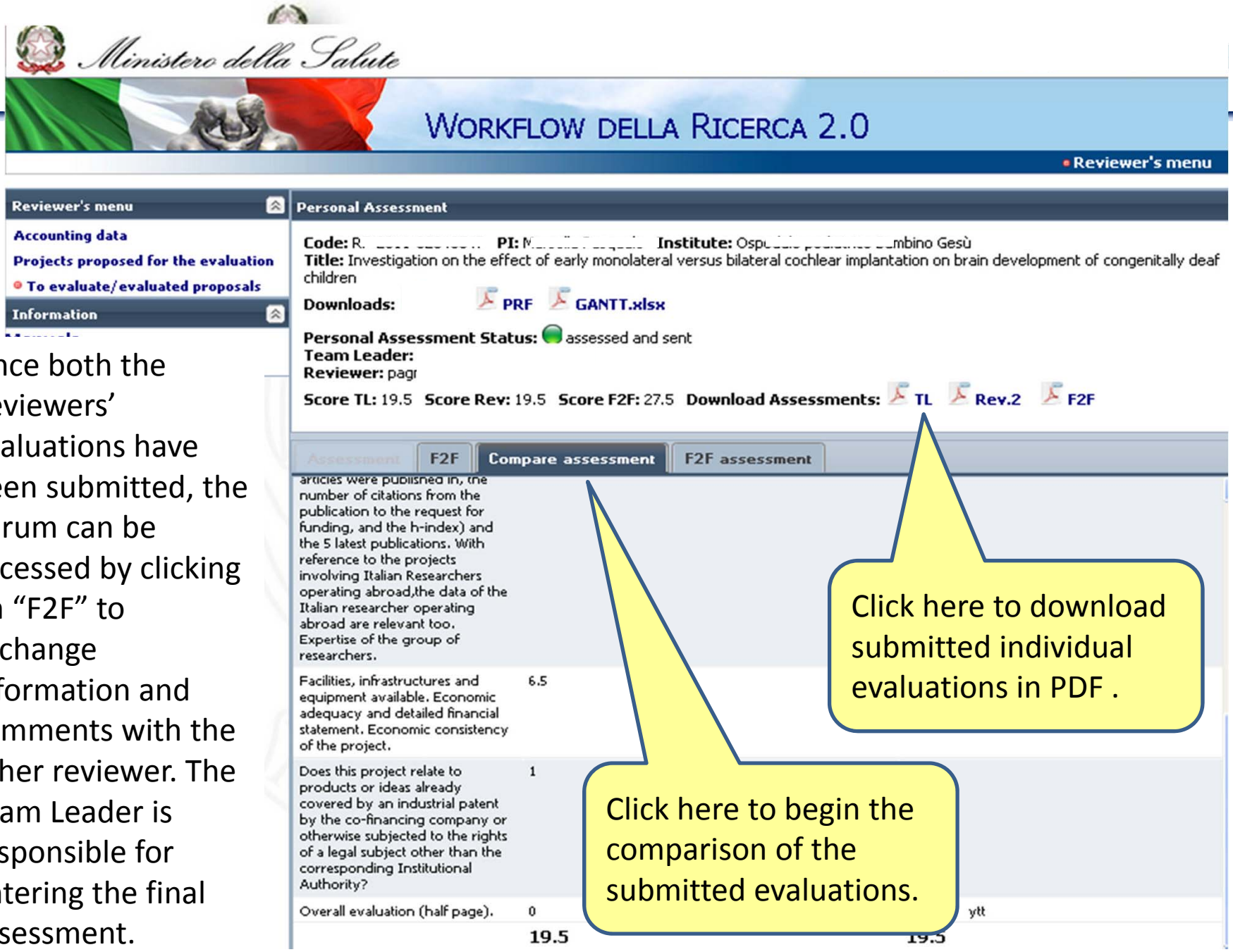
- After read the proposal can accept it or send specific observation to the team leader to permit to find and agreemt

In this phase the 2 reviewers have a specific forum for the discussion to try to find an agreement

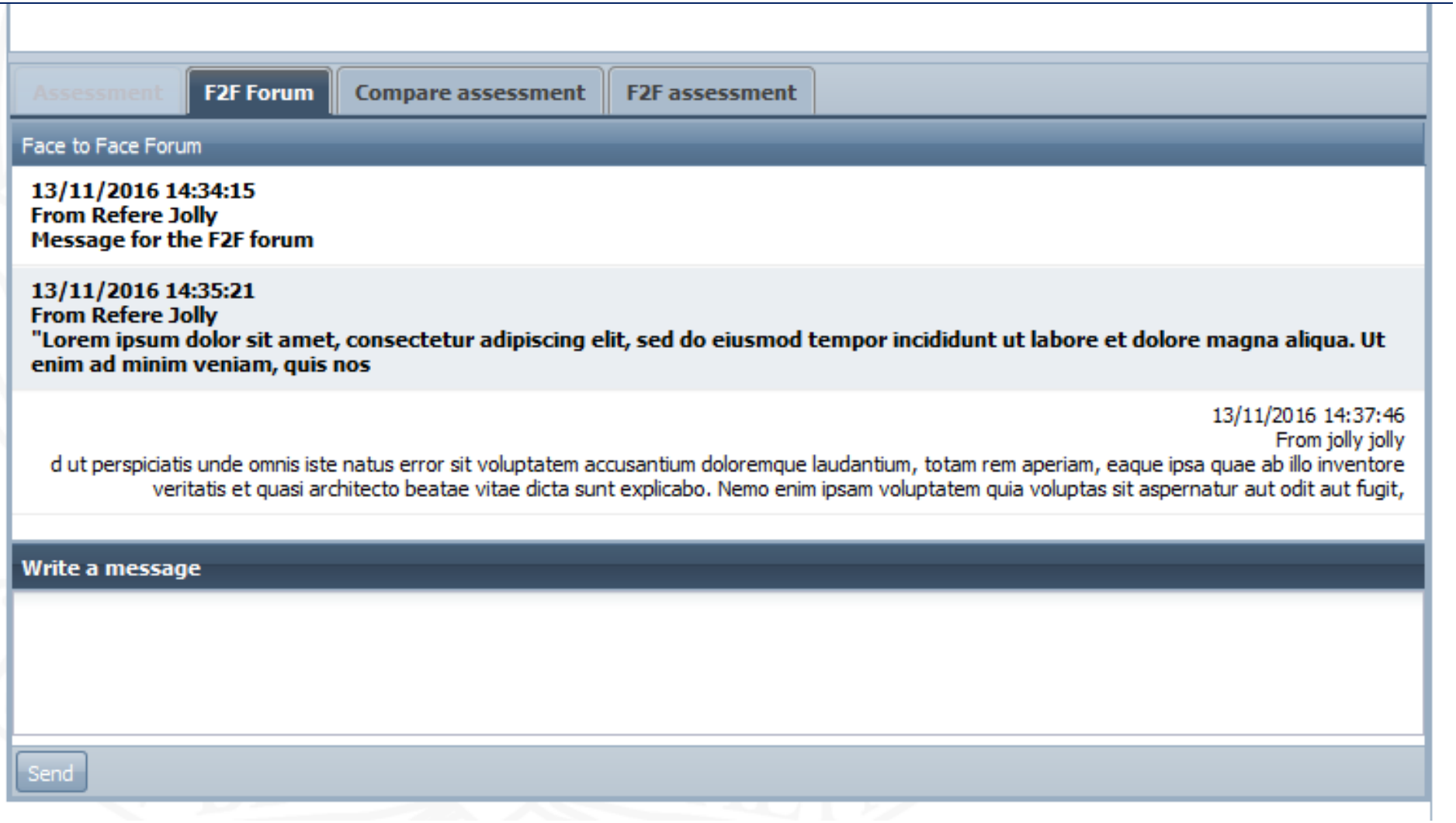
FACE TO FACE

- When the 2° reviewer accept the proposal the evaluation is end
- In case the 2 reviewer refuse the agreement (please try to found it in the form, before to refuse) or in case the agrement it's not performed the critique for the specific application will be submitted to the Final Study Session that will act as Third reviewer

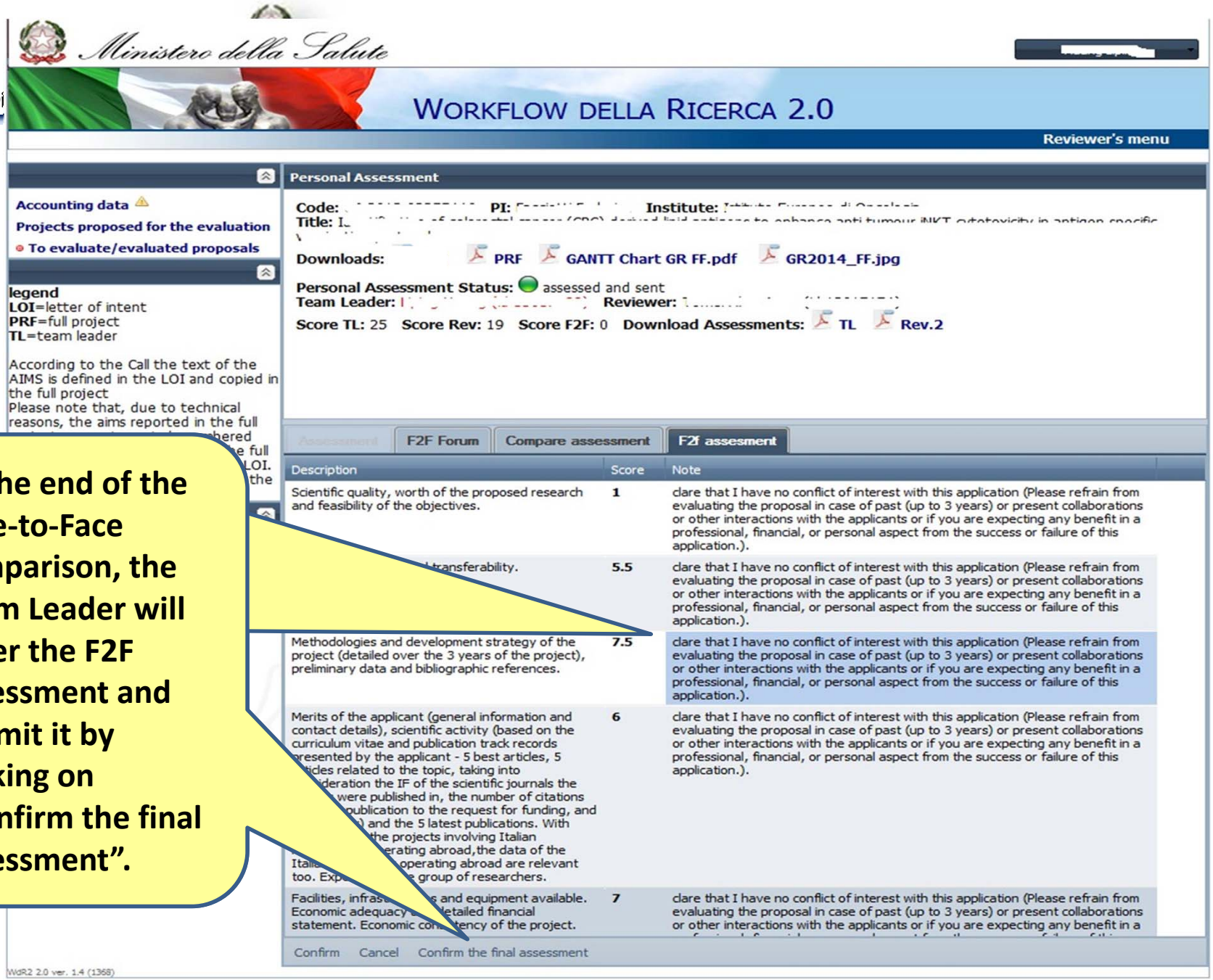
Once both the Reviewers' evaluations have been submitted, the Forum can be accessed by clicking on "F2F" to exchange information and comments with the other reviewer. The Team Leader is responsible for entering the final assessment.



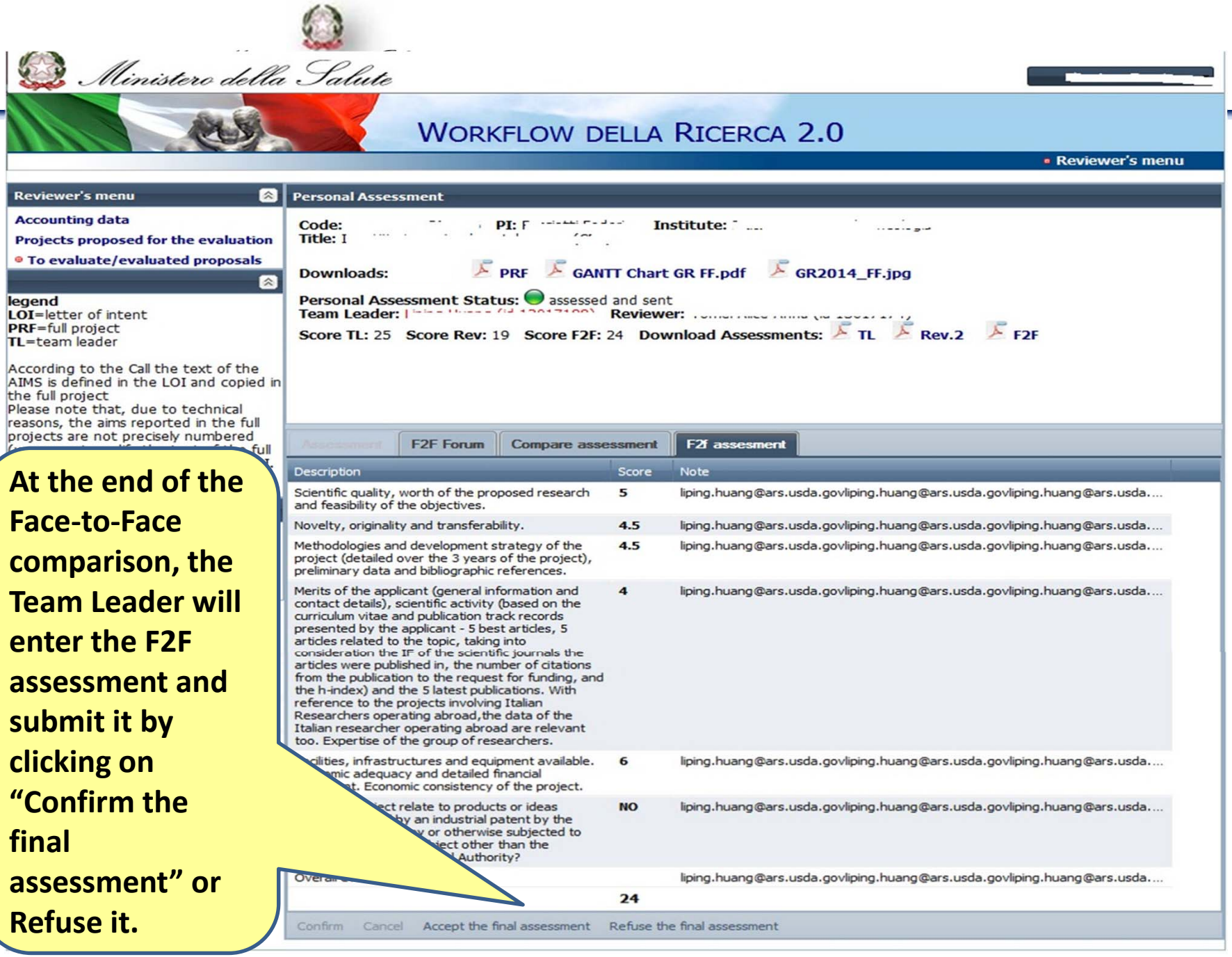
F2F - FORUM



During the F2F phase you can use the FORUM space to discuss with the other reviewer and try to find an evaluation agreement



At the end of the Face-to-Face comparison, the Team Leader will enter the F2F assessment and submit it by clicking on "Confirm the final assessment".



At the end of the Face-to-Face comparison, the Team Leader will enter the F2F assessment and submit it by clicking on "Confirm the final assessment" or Refuse it.