

Guideline for Call Board members (funding buddies)

- Eligibility check
- Content evaluation

for pre-proposals

This guideline describes how the pre-proposals of the CORE Organic cofunded call are checked for national / regional eligibility and how the content of the pre-proposals is evaluated by the Call Board Members.

The content is based on the agreements from the CORE Organic Governing Board meeting in October 2016 in Bucharest.

All pre-proposals have to be treated confidentially by the Call Board members.

1. Pre-proposal eligibility check and content evaluation

For the internal evaluation of pre-proposals, three stages are necessary:

1. Assessment against the Core Organic Cofund criteria (done by the CORE Organic Call Secretariat),
2. National / regional eligibility check including ethical issues (done by the Call Board members), and
3. Content evaluation (done by the Call Board members).

Call Board members will only assess those pre-proposals that apply for their funds.

In addition to the three evaluations named above, each pre-proposal is also assessed by independent sector experts regarding the relevance of the proposal for the organic sector.

1.1 CO Plus eligibility evaluation (by Call Secretariat)

The Call Secretariat will check the pre-proposals against the following criteria:

1. Transnational consortium of independent eligible legal entities from at least five CORE Organic Cofund partner countries listed in Annex A.
2. Written in English.
3. Used the application forms provided via the CORE Organic call submission website: <http://eracall.eu/>
4. Fulfilled the formal requirements for pre-proposal submission.
5. Correctly and completely submitted via the call website before the call deadline.
6. The total requested funding for the project proposal did not exceed 1.5 million euro.

1.2 National eligibility check (by Call Board members)

Representatives from each funding body have to check (y/n) the pre-proposals they are involved in regarding

1. Whether all consortium members requesting funding from them are eligible for funding.
2. Whether all nationally/regionally required information is provided in the application.
3. Whether the budget is as required by national / regional conditions for funding.
4. Whether the proposal complies with applicable national / regional rules and regulations, including ethics and national / regional priorities.

1.3 Content evaluation (by Call Board members)

Content evaluation criteria

In addition to 1.2, representatives from each funding body will evaluate the pre-proposals' content, in order to establish and document their priorities, assess the pre-proposals they are involved in against the following five criteria (compare Call Announcement p.10)

1. Relevance of the proposal compared to the call text and current state of knowledge.
2. Soundness of concept, necessary multidisciplinary, methodology and work plan in relation to the project's capacity to overcome barriers or support development opportunities for the organic sector from a transnational perspective.
3. The degree to which the project will overcome/support important barriers/development opportunities for the organic sector: Contribution at the European/international level and possibilities for general application of results.
4. Quality of consortium considering European added value, complementarities and degree of multi-actor approach: clear description of the transnational collaboration in the work plan and the European added value of the project being carried out transnationally. A preliminary assessment of the quality of the consortium including non-research partners and geographical coverage of the partnerships with regard to the main research question.
5. Appropriate budget with regard to the work plan.

Content evaluation scores

0 for fails: The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;

1 for poor: The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;

2 for fair: While the proposal broadly addresses the criterion, there are significant weaknesses;

3 for good: The proposal addresses the criterion well, although improvements would be necessary;

4 for very good: The proposal addresses the criterion very well, although certain improvements are still possible;

5 for excellent: The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

1.4 Independent sector expert evaluation

In addition to the three evaluations named above, each pre-proposal is also assessed by three independent sector experts against just one main criterion:

“Relevance of the proposal and potential impact for the organic sector in a trans-European perspective with regard to the scope of the call as laid out in the topic descriptions ('call text')”.

Using the same scoring scale as given to the Call Board members (0 – 5), the experts will rank the proposals into 2 categories:

Category 1: “green” (score 2, 3, 4 or 5)

Category 2: “red” (score 0 or 1)

Pre-proposals scored “red” will be rejected i.e. not invited to submit a full proposal.

The experts will provide a written overall comment of strengths and weaknesses of each proposal, based on their assessment of the relevance and potential impact. This comment will be communicated to the applicants.

2. Result of eligibility check and content evaluation

If a pre-proposal is rejected by a member of the Call Board, this member is required to submit a short justification for the rejection to the Call Secretariat which will be included in the communication to the project coordinator.

The results of CORE eligibility check, national eligibility check, national content evaluation and sector expert opinion have to be made available to the Call Board members online by 29 March.

The results, and the ratio between total requested and total available funds, will be discussed during the pre-proposal selection meeting on 5 and 6 April. Selected pre-proposals will be invited by the Call Secretariat to submit a full proposal by 3 July.

In some instances, based on comments from the national evaluation or discussion at the pre-proposal selection meeting, the Call Board might request as a condition (i.e. obligatory) that project consortia revise certain aspects of their application such as budget, work division between project partners or other parts of the project when they submit a full application. Furthermore, the Call Board might recommend (i.e. optional) including other countries to the project consortium.

In the case of rejection of one partner by the national funding body, the whole research project consortium risks not to be invited to submit a full proposal. However, that will be a case by case decision during the selection meeting depending on the tasks of the withdrawn partner. If the consortium, because of withdrawal of a partner, has less than 5 countries, the consortium can be asked to invite an additional country.

These cases will be discussed and agreed during the pre-proposal selection meeting.

The Call Secretariat will inform the project coordinator about the result of the pre-selection.

3. Time-schedule for the selection of pre-proposals

- 1 March: Deadline for submission of pre-proposals
- 6 March: CORE Organic eligibility check completed
- 7 March: Pre-proposals available online for Call Board members and sector experts
- 7 - 27 March: Ntl. Eligibility check and content evaluation being done
- 29 March - 4 April: Time to prepare for the Pre-proposal selection meeting in Copenhagen (CB members results and sector experts evaluations will be visible on the online tool)
- 5/6 April: Pre-proposal selection meeting in Copenhagen

ANNEX 1: CHECKLIST FOR ETHICAL CRITERIA

Any proposal, which appears to contravene fundamental ethical principles may be excluded from the evaluation and selection procedure at any time. Judgement of ethical issues will be made by the GB using the criteria published by the European Commission (http://cordis.europa.eu/fp7/ethics_en.html).

Ethics check list and links(headers = links) to more information

Informed Consent

- Does the proposal involve children?
- Does the proposal involve patients or persons not able to give consent?
- Does the proposal involve adult healthy volunteers?
- Does the proposal involve Human Genetic Material?
- Does the proposal involve Human biological samples?
- Does the proposal involve Human data collection?

Research on Human embryos/foetus

- Does the proposal involve Human Embryos?
- Does the proposal involve Human Foetal Tissue/Cells?
- Does the proposal involve Human Embryonic Stem Cells?

Privacy

- Does the proposal involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?
- Does the proposal involve tracking the location or observation of people?

Research on Animals

- Does the proposal involve research on animals?
- Are those animals transgenic small laboratory animals?
- Are those animals transgenic farm animals?
- Are those animals cloning farm animals?
- Are those animals non-human primates?

Research Involving Developing Countries

- Use of local resources (genetic, animal, plant, etc.)?
- Benefit to local community (capacity building ie access to healthcare, education, etc.)

Dual Use

- Research having potential military/terrorist application

Guideline for the Online Tool

(National Eligibility Check and Evaluation
for Pre-proposals)

Please finish both eligibility check and evaluation by:
Monday, 27. March 2017, 15.00 CEST

Contact:

Federal Office for Agriculture and Food (BLE), Germany

Arnd.Bassler@ble.de

Phone: +49 (0)228 6845-3506

1. Introduction

This document explains the use of the online tool for the national eligibility check and content evaluation of pre-proposals of the CORE Organic Cofund Call.

Please note that the website may differ slightly from this description, as the website is under construction.

2. Login

At <http://www.erafall.eu/> log in at the left side of the screen (see screenshot 1).

Below the username/password fields are two links which allow you to :

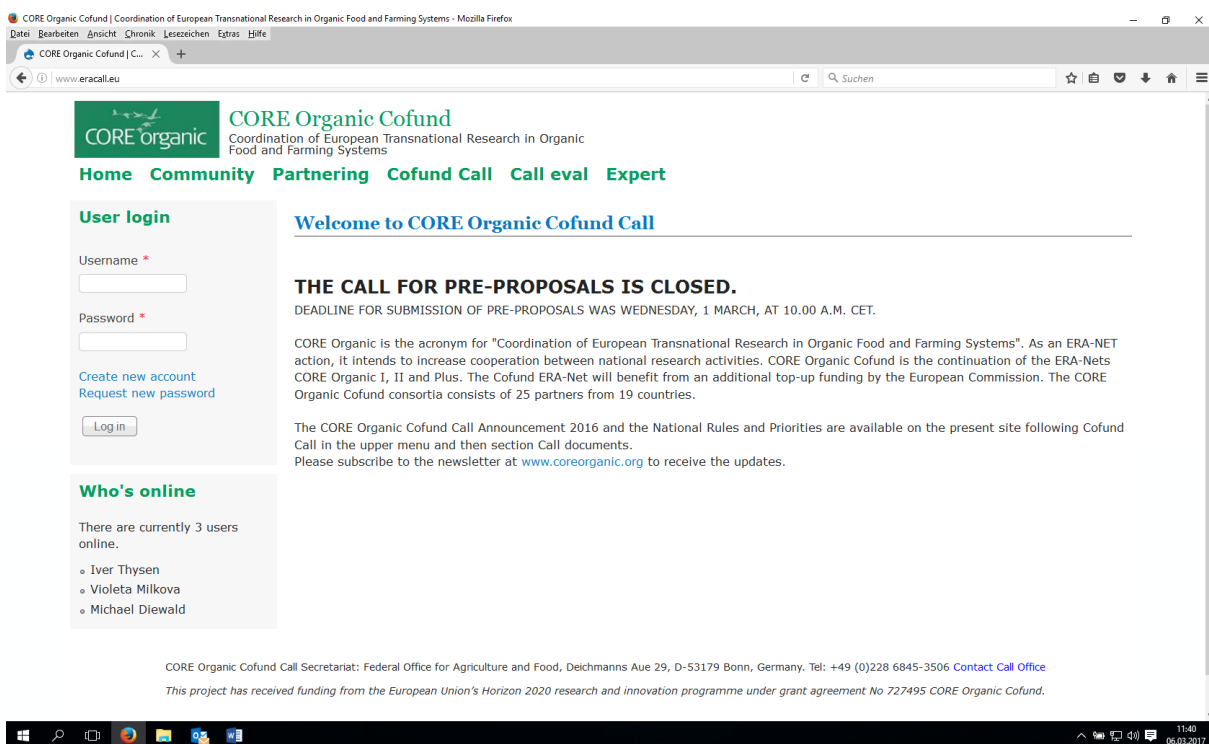
- You can create a new account via the tool.
- If you have a username, you can request a new password via the tool.

Problems with logging in? Then contact:

Federal Office for Agriculture and Food (BLE), Germany

Arnd.Bassler@ble.de Phone: +49 (0)228 6845-3506

Screenshot 1



The screenshot shows a web browser window displaying the CORE Organic Cofund website. The page features a navigation menu with links for Home, Community, Partnering, Cofund Call, Call eval, and Expert. On the left, there is a 'User login' section with fields for Username and Password, and links for 'Create new account' and 'Request new password'. A 'Log in' button is also present. Below the login section, there is a 'Who's online' section indicating 3 users are online, with names Iver Thysen, Violeta Milkova, and Michael Diewald listed. The main content area displays a 'Welcome to CORE Organic Cofund Call' message, followed by a prominent notice: 'THE CALL FOR PRE-PROPOSALS IS CLOSED.' Below this, it states the deadline for submission was Wednesday, 1 March, at 10.00 A.M. CET. The page also includes a footer with contact information for the CORE Organic Cofund Call Secretariat and a note about funding from the European Union's Horizon 2020 research and innovation programme.

After you are logged in, choose "Call eval" from the horizontal menu on the top of the page (see screenshot 2).

Screenshot 2

The screenshot shows the homepage of the CORE Organic Cofund website. The browser address bar displays 'www.era.call.eu/frontpage'. The navigation menu includes 'Home', 'Community', 'Partnering', 'Cofund Call', 'Intranet', 'Call admin', 'Call eval', and 'Expert'. The 'Call eval' menu item is highlighted. On the left sidebar, there is a user profile for 'Arnd Bassler' with links for 'My account', 'My profile', and 'Log out'. Below this is a 'Who's online' section showing 5 users online, including Arnd Bassler, Iver Thyssen, An Jamart, Ivana Trkulja, and Ioan Stamatina. The main content area features a heading 'Welcome to CORE Organic Cofund Call' and a prominent announcement: 'THE CALL FOR PRE-PROPOSALS IS CLOSED.' It states that the deadline for submission was Wednesday, 1 March, at 10.00 A.M. CET. The text explains that CORE Organic is an acronym for 'Coordination of European Transnational Research in Organic Food and Farming Systems' and mentions funding from the European Union's Horizon 2020 programme. At the bottom, contact information for the Secretariat in Bonn, Germany, is provided.

3. Eligibility evaluations and Content evaluations

After having chosen “Call eval” from the horizontal menu on the top of the page you see, in the center of the page, a brief description of the different pages accessible from here (Evaluation guidelines).

We recommend that you read this to get a first overview.

In the menu to the left you can see, among others, ‘Eligibility check’ and ‘FB evaluation’ (see screenshot 3). Note that, in order to be open for the Funding bodies’ content evaluation, the project has to first pass the national Eligibility check.

Screenshot 3

The screenshot shows the 'Evaluation guidelines' page on the CORE Organic Cofund website. The browser address bar displays 'www.era.call.eu/node/1543'. The navigation menu is the same as in Screenshot 2, with 'Call eval' selected. The left sidebar has an 'Evaluations' menu with sub-items: 'Guide', 'Cofund call' (expanded to show 'All proposals', 'Formality check', 'Formality status', 'Eligibility check', 'Eligibility status', 'FB evaluation', 'Statistics by country', 'Statistics by funder', 'Experts', 'Assignments', 'Plus Call', and 'Settings'), and a 'Masquerade' section with a text input field and a 'Go' button. The main content area is titled 'Evaluation guidelines' and includes action buttons: 'View', 'Edit', 'Track', 'Access control', 'Node export', and 'Devel'. The text describes the online evaluation process, access for call managers and evaluators, and the layout of application pages. It lists several links available in each application line: 'The acronym links to the application page', 'Coordinator links to the coordinators profile', 'DOW links to Description of Work', and 'Eval links to an evaluation form'. It also mentions an 'All applications page' and a 'Formality check page'.

4. National eligibility check

Under Eligibility check (screenshot 4) you will conduct the national eligibility check. The online system has automatically selected the proposals with partners from your country. You will have to do the national eligibility check first, in order to be able to access the proposals under Content evaluation.

Screenshot 4

Eligible proposal?	ID	Acronym	Title	Country	Eval	Status	Coordinator	DOW
	2035	PROGRESS	Vitis PROGRESS: Vitis Peptide OrGanic RESistance	IT SI DE FR SE	Create	Pending	Simona Masiero	View
	1871	GrazyDaSy	Innovative and sustainable grazing-based dairy systems integrating cows and young stock	DK PL FR TR NL DE EE NO	Create	Pending	Mette Vaarst	View
	1873	DualPower	Dual-purpose poultry genotypes in organic systems – performance, profitability, behavior, health and welfare	IT CH TR DK DE	Create	Pending	Matthias Gauly	View
	1878	ROGSmik	Robust organic goat and sheep milk production systems	DE IT FR BE EE PL NL	Create	Pending	Sabine Dippel	View
	1880	MIX-ENABLE	MIXEd livestock farming for improved sustaiNABILITY and robustnEss of organic animal production	FR CH IT BE AT DE SE	Create	Pending	Guillaume Martin	View
	1883	POWER	Proven welfare and resilience in organic pig production	DK AT DE IT NL FR SE CH	Create	Pending	Anne Grete Kongsted	View
	1889	O-CARE	Farm-centric approach to improve calf rearing in organic farming by balancing animal health and welfare with productivity and economics	NL DE SE IT EE	Create	Pending	Henk Hogeveen	View
	1902	INCONTACT	Increase calves' CONTACT to cows and pasture for enhancement of animal welfare and sustainability in organic dairy farming	DE SE IT CH AT NO	Create	Pending	Kerstin Barth	View
	1916	ProYoungStock	Promoting young stock and cow health and welfare by natural feeding systems	CH DE PL SI SE AT FR IT	Create	Pending	Anet Spengler	View
	1925	HI-SASA	Development of Highly Sustainable Agricultural Systems by AgroEcology to support European organic food and farming	IT RO ES CH TR BR DE CL SI	Create	Pending	Adamo Domenico Rombola	View
	1939	DOMINO	Dynamic sod mulching and use of recycled amendments to increase biodiversity, resilience and sustainability of intensive organic apple orchards and vineyards	IT PL ES FR CH DE	Create	Pending	Davide Neri	View

4.1 Click on the project acronym (blue) to get to the application's parts A to C (Project description, partner descriptions and budget).

4.2 Click on 'Create' (blue) in the column 'Eval' to get to the page where you can fill in your eligibility check results.

4.3 When you are finished with the proposal, click on the button 'Save evaluation' at the bottom left. After saving, you will still be able to re-open and change (edit) your evaluation.

4.4 Move to the next proposal, starting with 4.1.

5. National content evaluation

Under FB evaluations (screenshot 5) you will conduct the content evaluation of the proposal. You can do this only after the national eligibility check (Eligibility check) is completed for the proposal in question.

Screenshot 5

The screenshot shows the CORE Organic Cofund website interface. The main navigation bar includes: Home, Community, Partnering, Cofund Call, Intranet, Call admin, Call eval, and Expert. The left sidebar contains a menu for 'Evaluations' with sub-items: Guide, Cofund call, All proposals, Formality check, Formality status, Eligibility check, Eligibility status, FB evaluation, Statistics by country, Statistics by funder, Experts, Assignments, Plus Call, and Settings. Below this is a 'Masquerade' section with a search box and a 'Go' button.

The main content area displays a table titled 'Eligibility check (30)'. The table has the following columns: Eligible proposal?, ID, Acronym, Title, Country, Eval, Status, Coordinator, and DOW. The table contains 10 rows of proposal data.

Eligible proposal?	ID	Acronym	Title	Country	Eval	Status	Coordinator	DOW
	2035	PROGRESS	Vitis PROGRESS: Vitis Peptide OrGanic RESistance	IT SI DE FR SE	Create	Pending	Simona Masiero	View
	1871	GrazyDaSy	Innovative and sustainable grazing-based dairy systems integrating cows and young stock	DK PL FR TR NL DE EE NO	Create	Pending	Mette Vaarst	View
	1873	DualPower	Dual-purpose poultry genotypes in organic systems – performance, profitability, behavior, health and welfare	IT CH TR DK DE	Create	Pending	Matthias Gauly	View
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	1939	DOMINO	Dynamic sod mulching and use of recycled amendments to increase biodiversity, resilience and sustainability of intensive organic apple orchards and vineyards	IT PL ES FR CH DE	Create	Pending	Davide Neri	View

5.1 Click on the project acronym (blue letters) to get to the application.

5.2 Click on 'View' (blue letters) in the column DOW to download a PDF file with the proposal's description of work.

5.3 Click on 'Create' (blue letters) in the column 'Eval' to get to the page where you can fill in your evaluation results (see screenshot 6).

Continued (5.4) on next page

Screenshot 6

The screenshot shows a web browser window with the URL www.era.call.eu/eval/1782/3110/eid%3D3108/fid%3D3001#overlay=node/add/evaluation/1871/3108%3Fdestination%3DDeval/1782/3110/eid%3D3108/fid%3D3001. The page title is '1871 GrazyDaiSy'. The main content is a 'QUESTIONNAIRE' table with five rows, each containing a criterion and a dropdown menu set to '0 for fails'.

QUESTIONNAIRE	
Relevance of the proposal compared to the call text and current state of knowledge.	0 for fails
Soundness of concept, necessary multidisciplinary, methodology and work plan in relation to the project's capacity to overcome barriers or support development opportunities for the organic sector from a transnational perspective	0 for fails
The degree to which the project will overcome/support important barriers/development opportunities for the organic sector: Contribution at the European/International level and possibilities for general application of results.	0 for fails
Quality of consortium considering European added value, complementarities and degree of multi-actor approach: clear description of the transnational collaboration in the work plan and the European added value of the project being carried out transnationally. A preliminary assessment of the quality of the consortium including non-research partners and geographical coverage of the partnerships with regard to the main research question.	0 for fails
Appropriate budget with regard to the work plan.	0 for fails

Below the table is a horizontal scale from 0 to 5. A red vertical line is positioned at 0. Below the scale is a 'Score' input field containing the number '0'. Below the score field is a 'Comments' text area.

5.4 When you have evaluated the five criteria, click at the button « Calculate score » to create an overall score. When you are finished with the proposal, click on the button 'Save evaluation' at the bottom left. After saving, you will still be able to re-open and change (edit) your evaluation.

5.5 Move to the next proposal, starting with 5.1.

Please finish both eligibility check and evaluation by:

Monday, 27. March 2017, 15.00 CEST

End of evaluation tool guideline.