

FREQUENTLY ASKED QUESTIONS

on

EUREKA EXPERT COOPERATION 2018

between

INNOVATION FUND DENMARK & EUREKA



Innovation Fund Denmark
RESEARCH, TECHNOLOGY & GROWTH

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1. WHO CAN I CONTACT IF I NEED ANY FURTHER SUPPORT?

EXPERT PROFILE, CONTRACT AND PAYMENT – EUREKA SECRETARIAT (ESE):

Information or support about the Expert profile, contracting or payment,

Please contact EUREKA Secretariat:

- > e-mail: experts@eurekanetwork.org
- > phone: +32 2 777 09 50

ACCESS TO APPLICATION AND ASSESSMENT FORM - INNOVATION FUND DENMARK (IFD):

Information on IFD Programme “Grand Solution” or other IFD calls, expert selection, e-grant support or the allocated project assessments,

Please see IFD’s homepage:

- > Guidelines for peers [here](#)
- > Grand Solutions programmes [here](#)
- > Other Calls [here](#)

Or contact IFD:

- > e-mail: peer@innofond.dk
- > phone: +45 6190 5000

2. PROFILE, CONTRACT AND PAYMENT – ESE

- **How and when can I update my Expert profile?**

The Experts will use the EUREKA Experts’ profile system. You can update your profile [here](#) using your username and password.

- **What is the financial compensation for each evaluation?**

The financial compensation per project application assessed is 225 € (excl. VAT).

- **How can I claim financial compensation for the evaluation submitted?**

The EUREKA Secretariat and IFD will contact you once you are selected for project assessment. You will have to sign the Master Service Agreement (MSA) and Statement of Work (SoW) which will include all instructions related to invoicing. Please make sure you have provided the EUREKA Secretariat with signed MSA and SoW. Payments cannot be processed without the completed and signed documents.

- **How long will it take to receive the payment for the evaluations performed?**

We strive to process the payments soon as possible and within 30 days after the expert assessment have been accepted. However, please be aware that due to the occasional high workload it may take longer.

3. ACCESS TO PROJECT APPLICATION and ASSESSMENT FORM – IFD

- **How do I get access to the project documentation?**

All project information is available through a secure online system provided by IFD's e-grant system. Similarly, the evaluation work to be undertaken is managed through the same system. An invitation will be send out if you are selected.

- **When and how will I know if I have been selected as an expert?**

Expert selection for Grand Solutions will take place from March 23st 2018 to mid-April for GS1 and at the beginning of September to mid-September 2018 for GS2.

Selection of experts for other calls may take place throughout the year.

The selection will be based on the profiles of the experts and of the projects invited to participate in the final application phase. Experts chosen for evaluation will be informed as soon as they are selected.

- **What is the deadline to complete the evaluation?**

Experts have **10 working days** to complete the Expert Assessment Form, starting from the project assignment date. If, due to unforeseen circumstances, an Expert cannot complete the evaluation within the requested timeframe, Innovation Fund Denmark should be informed immediately by e-mail: peer@innofond.dk or phone: +45 6190 50000

In case Experts fail to submit the Expert Assessment Form within 10 working days from the appointment notification, without providing any notice, IFD reserves the right to suspend any payment or financial compensation.

4. PRACTICAL INFORMATION

- **How will a project be assigned to an expert?**

Selected Experts will receive an e-mail communicating the assigned projects. The related project application documents will be available on-line via IFD's e-grant online system, together with the Expert Assessment Form template and guidelines.

- **How do I register to IFD's e-grant online system?**

The invited experts will get access to IFD's e-grant system via email that will be sent to them by IFD.

- **How is the evaluation performed?**

Experts are not required to travel or to participate on any evaluation panel as the complete assessment process is performed remotely.

- **How do I get access to the project documentation?**

All project information is available through a secure online system provided by IFD's e-grant system to invited Experts. Similarly, the evaluation work to be undertaken is managed through the same system.

- **What is the "Expert Assessment Form" and how can I submit the completed Form?**

The Expert Assessment Form for IFD calls is an electronic document to be filled out on-line by the selected experts and submitted electronically. Experts are required to submit the completed Expert Assessment Form online via the secure system provided by IFD's e-grant system.

- **What is the maximum number of project applications an Expert can evaluate per call?**

Experts can evaluate up to a maximum of **five project applications**. Statistics show that, on average, an Expert may receive two project applications to evaluate per call.

5. LEGAL ISSUES

- **Is the evaluation performed anonymously?**

Experts profile details are used for selection purposes, in order to match their expertise with the project application to be assessed.

As an integrated part of the evaluation, IFD provides the applicants with the expert's assessments for comments. The applicant comments will then become a part of the Board background information for their ranking and funding decisions.

Danish rules on public access to documents dictate that IFD is required to disclose the names of the persons involved in the expert assessment. However, applicants are being informed that such information is confidential and should not be transferred to third parties.

- **How does IFD match projects with EUREKA experts?**

Expert selection is carried out by IFD's scientific officers.

The selection is conducted on the basis of matching the specific individual expertise of an expert to the project's scientific, technical and market areas. IFD will always select the expert with the best profile and CV. IFD is unable to select Experts whose profile does not match with the submitted project application profiles.

Please note that Experts confirmation of their availability to assess project applications does not guarantee the assignment of projects to evaluate.

- **Do I have to defend my evaluation?**

In principle the evaluation is not subject to any discussion as it is performed and finalized individually and remotely. However, IFD might request Experts to provide clarification or more detailed comments on the score given.

- **How does IFD ensure the quality of Expert evaluations?**

IFD performs quality verifications based on the submitted experts' assessment.

If the quality of the evaluation is not considered satisfactory, Experts are requested to provide amendments and resubmit the Expert Assessment Form. If, after clarification requests, the quality of the Expert Assessment Form are still considered unsatisfactory, IFD reserves the right to suspend any payment or financial compensation.

- **What is it considered a Conflict of Interest?**

According to the Danish Public Administration Act the following circumstances might introduce a conflict of interest:

> You have a specific personal or economic interest in the outcome of the case.

- > You are related to or closely connected to a person who has a personal or economic interest in the outcome of the case, or who represents a person with such an interest in the outcome of the case.
- > You have previously - in the same case - represented a person with a personal or economic interest in the outcome of the case, for example by supplying advice/guidance to the development of the project in question or to the application.
- > You are part of the management of or have close connections to a company, association or other legal person who has a specific interest in the outcome of the case.
- > If you, when processing an appeal regarding control or inspection of other public authority, have been directly involved in a decision or implementation of actions causing the appeal.
- > Other circumstances that could raise doubt of your impartiality.

IFD has adopted additional principles on conflict of interest, which are applicable on final decisions, but not on technical/scientific discussions. The additional principles are not applicable to expert assessments.

This text is an unofficial English translation of the national Danish guidelines on conflicts of interest. In the event of any inconsistency between the two-language versions of the guidelines, the Danish version shall prevail.

Experts must declare having no direct or indirect conflict of interest in the assessment of the applications. The Expert undertakes to immediately inform IFD of any disqualifying or potential conflict of interest with any application.

- **What should I do if I have a Conflict of Interest?**

The honest declaration of any Conflict of Interest is one of the most important aspects of a transparent evaluation process. The Expert must immediately inform IFD of any disqualifying or even potential conflict of interest with any application as described in section 4.6 above.

In case of breach of conflict of interest obligations, IFD will suspend any payment or compensation and reserves the right to pursue legal actions for any loss incurred.

- **How is confidentiality ensured during the evaluation?**

The Expert is responsible for ensuring and maintaining the confidentiality of any data, documents or other material related to the evaluation process, during and after completion of the evaluation assignment. Before given access to the application documents, the expert will have to declare his/hers confidentiality obligations in the electronic assessment form. In case of breach of confidentiality obligations, IFD may suspend any payment or compensation and reserves the right to pursue legal actions for any loss incurred.

- **Who owns the intellectual property of the evaluation?**

Any result obtained by the Expert in performance of the assessment is the property of IFD.

- **Will I know the call results for the project applications I have evaluated?**

The outcome of the project application assessments will be published on the homepage of the IFD as the investment negotiations are finalised.

6. ABOUT ESE-IFD COLLABORATION

- **What is IFD?**

Innovation Fund Denmark is a Governmental organisation which focusses on financing research and innovation projects. The projects IFD finance should create wealth, growth and employment in Denmark. IFD's annual budget is around €180 million. IFD is engaged in several national and international research and innovation programmes.

The cooperation with EUREKA on the EUREKA Expert Database covers all IFD programmes where international Expert assessments are deemed necessary.

The biggest of IFD's programmes is the Grand Solutions programme. Grand Solutions has two calls annually and an annual budget of around €100 million.

- **Why use EUREKA Technical Experts for IFD's evaluations?**

IFD and EUREKA have undertaken a partnership back to optimize IFD's project evaluation processes.

IFD has the possibility to leverage EUREKA's Experts database & services to invite EUREKA experts to become Scientific and Technical experts for IFD's 2018 Grand Solutions, as well as national and international calls.