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## GUIDELINES FOR EVALUATORS

### INTERNATIONAL COLLABORATIONS – NATIONAL EVALUATION

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- Assessments must be performed independently.
- Assessments must be performed objectively.
- Assessments must be performed without prejudice.
- Sufficient time and effort are expected in the performance of the process.
- Precise and accurate scores using the entirety of the scale available must be applied when performing the assessment.
- Scores provided, must be justified by a statement
- Statements must be specific on the content of the application
- Vague, generic, or formulaic answers obtained from this document, other guidelines, or readily available information sources (e.g., Wikipedia) are unacceptable.
- Confidentiality of the application must be maintained, even after the assessment procedure.

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## 1.0 Two categories of evaluators

Each evaluator has different tasks and approaches during the assessment of an application.

### 1.1 National Experts

National experts have a general scientific, technical and commercial background in addition to a specific knowledge of the Danish market and Danish national strategic matters.

### 1.2 External Experts

IFD has contracted with the EUREKA secretariat to use the experts in the EUREKA peer database. The external experts have extensive knowledge within the field of the application they are selected to assess. They are expected to assess the whole application. IFD does not expect the external experts to assess aspects and content of the applications related to the Danish or other countries specific market or to specific national strategies, but expert evaluation on the European and/or global market for the project are expected. Experts are required to ignore any references to previous applications.

## 2.0 Matters of attention before assessing an application

### 2.1. Conflict of interests

Impartiality: With a view to ensure independence, credibility, and reliability, any evaluator may not participate in the consideration of matters where he/she may be suspected of bias, whether directly or indirectly. Any potential conflict of interest must be reported to IFD as soon as possible. IFD will assess all potential conflicts of interest in accordance with applicable rules, notably the rules of the Danish Public Administration Act, see the extract in attachment 1.

### 2.2. Confidentiality

Any evaluator is subject to a strict duty of confidentiality in accordance with Part 8 of the Public Administration Act and shall not divulge or wrongfully disclose to any third party any information that he/she may have acquired in the performance of his/her duties.

Any evaluator shall take adequate precautions to ensure that confidential information of IFD is stored in a safe and secure manner while in his/her possession. After an assignment, any evaluator shall delete, shred or return all material that he/she has obtained in the performance of her/his duties.

### 2.3. Ownership and consultation

IFD has the right to all the material that any evaluator produces during a task. Evaluator assessments are subject to a consultation process and forwarded to the applicant. The applicants' comments will be taken into account in IFD's overall assessment of the application.

According to Danish legislation, evaluators cannot remain anonymous in the consultation process. All applicants will receive names of the evaluators.

### 3.0 How to assess an application

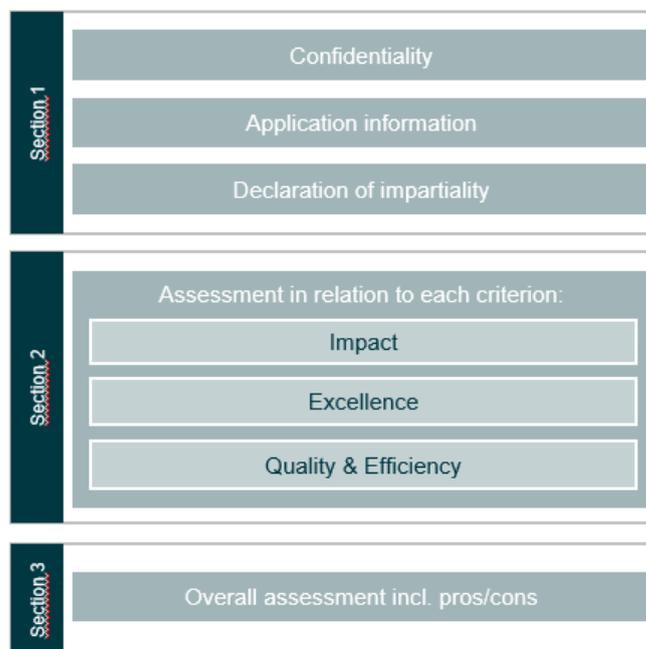
The assessment process is either implemented through SurveyXact or the national E-grant portal described below.

#### 3.1. E-grant

The assessment process will be conducted via IFD’s secure national data platform [www.e-grant.dk](http://www.e-grant.dk). External experts must complete the following steps in order to complete the assessment process:

- Login or create a profile in E-grant <https://login.e-grant.dk/>
- Carefully read the application including any appendices.
- Make the assessment.
- Double-check the content of the assessment form.
- Upload the completed assessment to the e-grant platform within the allocated timeframe.

The assessment form in e-grant follow three sections. The figure below shows what the three sections contain.



Please note, minor deviations in [www.e-grant.dk](http://www.e-grant.dk) may occur compared to this figure.

#### 3.2. Decision criteria and scores

IFD uses three overall criteria: 1) Impact, 2) Excellence and 3) Quality & Efficiency and an overall assessment incl. pros and cons. Each criteria has sub-criteria and an overall assessment of the criteria.

For each criterion, you have to choose a score from 1 to 6 (you cannot score with decimals) and justify your score in the comment box.

The scores are:

Table 1 Scores for each criterion

Score	Class	Explanation
1	Poor	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
2	Weak	The criterion is inadequately addressed or there are serious inherent weaknesses.
3	Fair	The proposal broadly addresses the criterion, but there are significant weaknesses.
4	Good	The proposal addresses the criterion well, but a number of shortcomings are present.
5	Very good	The proposal addresses the criterion very well, but a small number of shortcomings are present.
6	Excellent	The proposal successfully addresses all relevant aspects of the criterion; Any shortcomings are minor.

The explanation is meant as a help to understand what IFD means with the criteria. The explanations are not about how the applicants should have written their applications literally, but about the message that the evaluator should get after reading the application.

**Note 1:** Before assessing the specific application, have read the call text within which the specific application is submitted. This is important, because some of the calls might have a specific focus, scope or theme.

**Note 2:** In case the application is a pre-proposal, it should be taken into consideration that pre-proposals are not as explicit as full proposals.

National evaluation follow these three main criteria:

- Impact
- Quality of the idea
- Quality of execution

**Impact** is assessed based on

- Is the market properly addressed (i.e. size, access and risks)?
- Is the value creation properly addressed (i.e. employment opportunities and environmental and societal benefits)?
- What are the competitive advantages of your project (i.e. strategic importance, enhanced capabilities and visibility)?
- Are your commercialization plans clear and realistic (i.e. return on investment, geographical and sectoral impact)?

Overall: Summary of the above

**Quality of the idea (Excellence)** is assessed based on

- What is the degree of innovation? (i.e. is the proposed product, process or service state-of-the-art? Is there sufficient technological maturity and risk)?

- How is the new knowledge going to be used?
- Is your project scientifically and technically challenging for consortium partners?
- Is the technical achievability and risk properly addressed?

Overall: Summary of the above

**Quality of execution (implementation)** is assessed based on

- What is the quality of your consortium (i.e. balance of the partnership and technological, managerial and financial capabilities of each partner)?
- Is there added value through international cooperation?
- Is your project management and planning realistic and clearly defined (i.e. methodology, planning approach, milestones and deliverables)?
- Is your cost structure reasonable (i.e. costs and financial commitment for each consortium partner)?

Overall: Summary of the above

## Attachments

Attachment 1: **Extract from the Danish Public Administration Act:**

*Pursuant to Section 3(1) of the Danish Public Administration Act, a conflict of interest exists where:*

1. The person concerned has a particular personal or financial interest in the outcome of the case or is currently representing or has previously represented someone in the case with such an interest,

2. The spouse, relative or person-in-law of the person concerned in the direct line of ascent or descent or in the collateral branch as close as nephews and nieces or any other closely related person has a special personal or financial interest in the outcome of the case or represents any person with such an interest,
3. The person concerned participates in the management of or is closely related to a company, an association or another private legal person who has a special interest in the outcome of the case,
4. The case relates to a complaint of or the exercise of control or supervision of another public authority and the person concerned has previously participated in the decision with the relevant authority or in the carrying out of measures relating to the case, or
5. Other circumstances exist that are likely to lead to any doubt about such person's impartiality.

No person disqualified in respect of any specific case will be allowed to decide.