

# INNOVATION FUND DENMARK & EUREKA

## 3. PILOT FOR EUREKA EXPERT COOPERATION 2017

### FREQUENTLY ASKED QUESTIONS



Innovation Fund Denmark  
RESEARCH, TECHNOLOGY & GROWTH

This document provides EUREKA experts with information on the pilot scheme run in conjunction with Innovation Fund Denmark.

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# TABLE OF CONTENTS

<b>1.</b>	<b>ABOUT INNOVATION FUND DENMARK</b>	<b>4</b>
1.1	WHAT IS INNOVATION FUND DENMARK?	4
1.2	WHERE CAN I FIND MORE INFORMATION ON THE CALL TOPICS AND GUIDELINES FOR THE CALLS?	4
1.3	WHY USE EUREKA TECHNICAL EXPERTS IN INNOVATION FUND DENMARK'S EVALUATION OF THEIR GRAND SOLUTIONS?	4
1.4	HOW IS AN APPLICATION TO INNOVATION FUND DENMARK LARGE SCALE PROJECT APPLICATIONS STRUCTURED?	4
<b>2.</b>	<b>DETAILS OF CALLS FOR IFD GRAND SOLUTIONS</b>	<b>5</b>
2.1	WHEN WILL THE EVALUATION TAKE PLACE?	5
2.2	HOW ARE IFD APPLICATIONS EVALUATED?	5
2.3	WHEN AND HOW WILL I KNOW IF I HAVE BEEN SELECTED AS AN EXPERT?	5
2.4	WHAT IS THE DEADLINE TO COMPLETE THE EVALUATION?	6
2.5	HOW DO I GET ACCESS TO THE PROJECT DOCUMENTATION?	6
2.6	WHAT IS THE FINANCIAL COMPENSATION FOR EACH EVALUATION?	6
2.7	HOW CAN I CLAIM FINANCIAL COMPENSATION FOR THE EVALUATION SUBMITTED?	6
2.8	HOW LONG WILL IT TAKE TO RECEIVE THE PAYMENT FOR THE EVALUATIONS PERFORMED?	6
<b>3.</b>	<b>PRACTICAL INFORMATION</b>	<b>7</b>
3.1	IS THE EVALUATION PERFORMED REMOTELY?	7
3.2	WHAT IS THE "EXPERT ASSESSMENT FORM"?	7
3.3	WHAT IS THE LANGUAGE USED BY IFD?	7
3.4	WHAT ARE THE MOST IMPORTANT ELEMENTS FOR HIGH QUALITY EVALUATIONS?	7
3.5	HOW CAN I SUBMIT THE COMPLETED EXPERT ASSESSMENT FORM?	8
3.6	WHAT IS THE MAXIMUM NUMBER OF PROJECT APPLICATIONS AN EXPERT CAN EVALUATE PER CALL?	8
<b>4.</b>	<b>GENERAL INFORMATION</b>	<b>9</b>
4.1	HOW AND WHEN CAN I UPDATE MY EXPERT PROFILE?	9
4.2	IS THE EVALUATION PERFORMED ANONYMOUSLY?	9
4.3	GENERAL INFORMATION ON THE EXPERT - PROJECT MATCHING	9
4.4	DO I HAVE TO DEFEND MY EVALUATION?	9
4.5	HOW DOES IFD ENSURE THE QUALITY OF EXPERT EVALUATIONS?	9
4.6	WHAT IS IT CONSIDERED A CONFLICT OF INTEREST?	10
4.7	WHAT SHOULD I DO IF I HAVE A CONFLICT OF INTEREST?	10
4.8	HOW IS CONFIDENTIALITY ENSURED DURING THE EVALUATION?	10
4.9	WHO OWNS THE INTELLECTUAL PROPERTY OF THE EVALUATION?	11
4.10	WILL I KNOW THE CALL RESULTS FOR THE PROJECT APPLICATIONS I HAVE EVALUATED?	11
4.11	WHO CAN I CONTACT IF I NEED ANY FURTHER SUPPORT?	11



## 1. About Innovation Fund Denmark

### 1.1 What is Innovation Fund Denmark?

Innovation Fund Denmark (IFD) is a Danish organisation with a focus on bringing new initiatives to create growth and employment in Denmark. With an annual budget of around €180 million, IFD invests in research and innovative solutions to specific societal challenges and has a focus on research, technology, experimental and market development, small enterprises and entrepreneurs, and offers an opportunity for support to a research career in the private sector.

The objective of IFD's investments is to create knowledge based growth and employment in Denmark.

### 1.2 Where can I find more information on the call topics and guidelines for the calls?

You can find more information on the thematic calls in the spring of 2017 and the open call in the fall of 2017 [here](#)

The Guidelines for Grand Solution 2017 calls can be found [here](#).

### 1.3 Why use EUREKA Technical Experts in Innovation Fund Denmark's evaluation of their Grand Solutions?

IFD and EUREKA have undertaken a partnership in order to optimize the evaluation process of IFD calls. IFD will use the EUREKA Technical Experts database to find the most appropriate experts for the applications it receives.

Therefore, experts who are part of the EUREKA Experts database have been asked about their interest in becoming a Scientific and Technical Expert (hereafter known as an 'Expert') for the IFD calls in 2017.

IFD has also been provided access to the EUREKA Expert database if experts are needed for other calls such as EUREKA Turbo or Global Stars projects.

Based on the experience gained during this pilot scheme, EUREKA and IFD will assess if the partnership has brought added value to IFD, EUREKA and the Experts, with a view to establishing a more permanent partnership in the future.

### 1.4 How is an application to Innovation Fund Denmark Grand Solutions applications structured?

Applicants are requested to submit the following documents:

- > Project application form including detailed project description, completed in English.
- > Project timelines
- > Budget
- > CVs of key participants

All of these documents are made available to the selected Experts for the purpose of assessing the project application.



## 2. Details of Calls for IFD Grand Solutions

### 2.1 When will the evaluation take place?

The assessment period for the IFD Grand Solution thematic Call for proposal will start on 5th of April & for the Open Call 5th of July 2017.

### 2.2 How are IFD Applications evaluated?

Each IFD project application is evaluated through an one phase application.

#### **Application for Thematic Calls in March and Open Call in July 2017**

In 2017 IFD has introduced a new approach for calls. We will have two call dates. One call date in the spring and one in the fall.

Applicants are invited to send a full application of 25-50 pages. All applications are screened by IFD. Qualified applications will then be evaluated further according to the 4 steps below:

- > Step 1: Experts will be matched to project applications according to their scientific, technical or market expertise. The three chosen experts will be asked by IFD to perform a remote assessment of the application.
- > Step 2 the assessments are forwarded to the applicants for comment.
- > Step 3. The applicants are invited to a pitch to present their application to IFD.
- > Step 4: Based on the full documentation (experts' assessments, applicants' comments, the pitch and the project officer's assessment) will be sent to IFDs Board of Directors to be approved for investment or dismissed.

The final investment decision will be taken in June (thematic) and October (Open) 2017.

Experts who carried out assessments will be informed by e-mail of the call outcome and will have the opportunity to provide feedback through a questionnaire.

### 2.3 When and how will I know if I have been selected as an expert?

Expert selection will take place in April and July 2017. 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.,

In total three experts will be selected for each project, but two other experts will be short-listed as reserve experts in case any of the three primary experts cannot perform their expert assessment.

Applications to be evaluated is available to the primary Experts when the experts are invited. In order to get access to the application the expert must confirm a statement of confidentiality and declare his or her impartiality. This is done via E-Grant.

The selection of Experts is carried out strictly on the basis of matching specific individual expertise to the technical and market areas of the project application. Experts' confirmation of their availability to assess project applications does not guarantee the assignment of

projects to evaluate as the IFD is unable to select Experts whose profile does not match with the submitted IFD project application profiles.

## 2.4 What is the deadline to complete the evaluation?

Experts have a minimum of 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](mailto:peer@innofond.dk) or phone: +45 6190 5000.

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.

## 2.5 How do I get access to the project documentation?

All project information is available through a secure online system provided by IFD. Similarly, the evaluation work to be undertaken is managed through the same system. An invitation to join the system will be sent to you if you are selected to perform an evaluation.

## 2.6 What is the financial compensation for each evaluation?

The financial compensation per project application assessed is 225 €.

## 2.7 How can I claim financial compensation for the evaluation submitted?

The basic principle of the online system is that when an assessment has been submitted and accepted, the payment will be automatically transferred to the specified bank account of the expert.

The payment depends on the banking information provided by the expert in the E-grant form. Please make sure the information is updated and correct.

## 2.8 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 has been accepted. However, please be aware that due to the occasional high workload it may take longer.

## 3. Practical Information

### 3.1 Is the evaluation performed remotely?

Experts are not required to travel or to participate on any evaluation panel as the complete assessment process is performed remotely. Selected Experts will receive an e-mail from Innovation Fund Denmark communicating the assigned projects. The related project application documents will be available on-line via the online system, together with the Expert Assessment Form template and guidelines.

### 3.2 What is the “Expert Assessment Form”?

The Expert Assessment Form is containing three main criteria:

- Excellence and originality,
- Value creation and Impact,
- Consortium and Governance.

Each of the main criteria is of equal importance. The form also allows you to give your overall opinion about the project.

The main criteria each contain specific sub-criteria. The score of each of the main criteria is calculated using the scores given to the sub-criteria in each category. For each sub-criteria score provided, Experts must provide comments to support their conclusion and justify the score given.

In the last section ‘your overall opinion about the project’, the Expert is given an opportunity to summarize their conclusions and to provide any additional comments which could help the Innovation Fund Denmark’s Board in their decision making.

More information can be found in the ‘Innovation Fund Denmark Application Assessment Guidelines’.

### 3.3 What is the language used by IFD?

The official language of the IFD is Danish. However, the profile page, the project application documents, and the Expert Assessment Form must be completed in English; other languages are not accepted.

### 3.4 What are the most important elements for high quality evaluations?

It is vital to the success of the IFD’s Grand Solutions programme that IFD receives assessments that demonstrate a full and thorough analysis of the project applications. Each score must be accompanied by a comment. These comments should be specific to the project being assessed, and not just a generic answer or one composed of text taken directly from the project application or assessment guidelines.

Each comment should clearly explain the particular reason why a certain score is given with reference to specific factors. Each comment must be as comprehensive and complete as possible. Detailed comments allows for accurate feedback to be communicated to the project

applicants.

The main aspects of good evaluation practice are:

- > Detailed comments and explanations for every sub-criteria and score;
- > Comments that are specific to the project and not generic/formulaic/taken directly from the project application or guidelines;
- > Comments that clearly explain the opinions of the Expert;
- > Scores and comments which complement each other and are not contradictory.
- > A critique of the content – not a list of facts/observations about the application itself.

In this context, Experts might be requested to provide clarification or more detailed comments. In this case Experts should take into consideration the observations 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.

IFD pays particular attention to the application of research to produce marketable products, processes and services, or services or technology, etc. The applied marketing strategy of projects is considered as important as the degree of innovation and the technical merits. It is therefore vital that Experts have an excellent understanding of dissemination strategies, appropriate market areas and routes to that market.

### **3.5 How can I submit the completed Expert Assessment Form?**

Experts are required to submit the completed Expert Assessment Form online via the secure system provided by IFD.

### **3.6 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.

## 4. General Information

### 4.1 How and when can I update my Expert profile?

The Experts will use the EUREKA Experts' profile system. They can update their profile through the link provided upon registration, using their username and password. The access to their profile is available throughout the year with the exception of the weeks in which Expert selection and project assignment are being performed by IFD.

### 4.2 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 peer review. However, applicants are being informed that such information is confidential and should not be transferred to third parties.

### 4.3 General information on the expert - project matching

Expert selection is carried out by IFD's scientific and program 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. It 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.

### 4.4 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.

### 4.5 How does IFD ensure the quality of Expert evaluations?

IFD performs quality verifications on the Expert Assessment Forms submitted by Experts.

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.

## 4.6 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 peer 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.

## 4.7 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.

## 4.8 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.

#### **4.9 Who owns the intellectual property of the evaluation?**

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

#### **4.10 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.

#### **4.11 Who can I contact if I need any further support?**

For further support or additional information on Experts, please contact IFD:

- > e-mail: [peer@innofond.dk](mailto:peer@innofond.dk)
- > phone: +45 6190 5000