swissuniversities

Programm "Wissenschaftliche Information: Zugang, Verarbeitung und Speicherung"
Programme « Information scientifique: accès, traitement et sauvegarde »
Program "Scientific information: access, processing and safeguarding"   **Instructions for reviewers**

Evaluating project applications
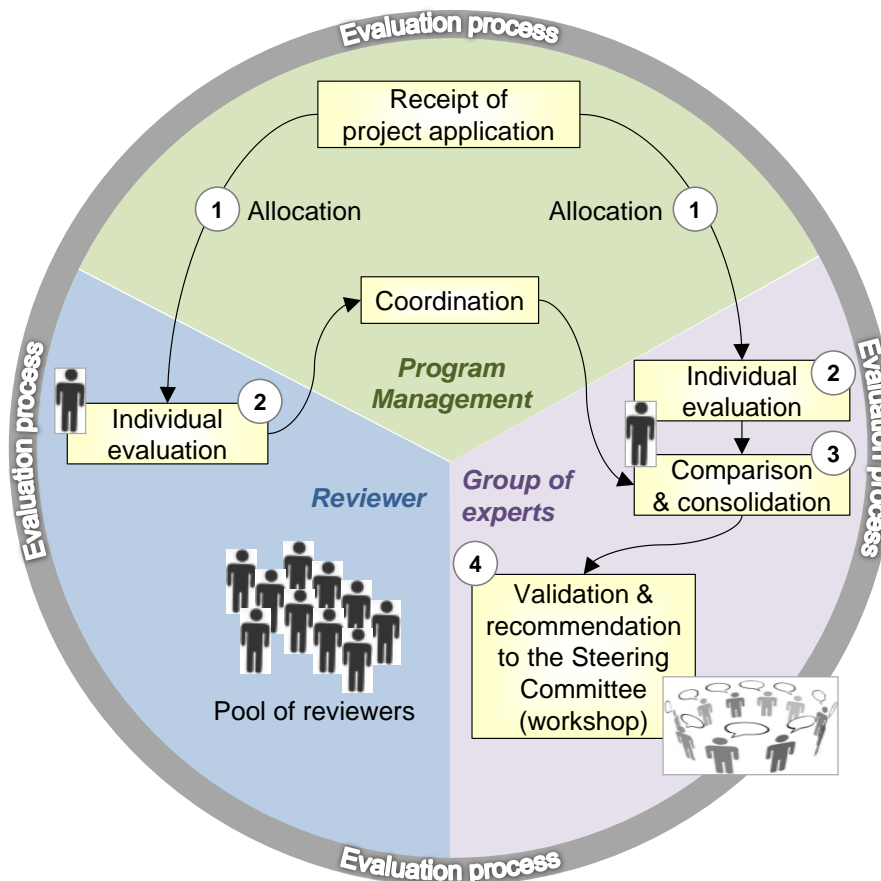# Instructions for reviewers

Object and aim

- Project applications submitted under the funding program "Scientific information: access, processing and safeguarding" have to be evaluated with a view to their possible implementation.
- The objective is for a written report to be prepared by a recognized expert. The group of experts for the program considers this evaluation when making a recommendation to the Steering Committee.
- The "Implementation strategy 2017 to 2020" and the "Project application guidelines" form the basis for the evaluation.

Evaluation process

A distinction is made between the group of experts appointed by the program, which has overall expert responsibility for the evaluation, and reviewers who are asked to undertake individual evaluations.

The stages of the evaluation are as follows:

1. The Program Coordination allocates each formally correct project application to a member of the group of experts and a reviewer.
2. Both independently draw up a written evaluation report on the project application.
3. The member of the group of experts draws up a consolidated evaluation report on his or her own evaluation and the second evaluation.
4. The group of experts meets every six months at a workshop to discuss the consolidated evaluation reports, with each member representing the project applications allocated to him or her. Working as a panel, the group of experts makes a recommendation to Steering Committee.

swissuniversities

Programm "Wissenschaftliche Information: Zugang, Verarbeitung und Speicherung"
Programme « Information scientifique: accès, traitement et sauvegarde »
Program "Scientific information: access, processing and safeguarding"   **Instructions for reviewers**

Evaluation report: form, scope, time required

- There is a document template for the evaluation report.
- The evaluation report may be drawn up in German, French or English.
- Allow between half a day and a whole day for each evaluation report. Initially, some time will also have to be spent doing background reading (objective, implementation actions and evaluation criteria for the program).

Methods

- The group of experts appointed by the Steering Committee has expert responsibility as a panel for evaluating project applications. The reviewers' evaluation reports are used as comparison reports.
- Two evaluation rounds are carried out each year, corresponding to the submission deadlines for project applications.
- When allocating project applications, the reviewer's professional qualifications, language skills and independence are taken into account.
- The reviewers write their evaluation reports independently and autonomously. The evaluation reports are sent by e-mail to the Program Coordination.
- No payment is made for reports.

Confidentiality and communication

- Project applications are not anonymous.
- Project applications and evaluation reports are treated as confidential by the reviewer. Reviewers may consult confidential advisors in the immediate environment of their organization in order to ensure the quality of the evaluation report.
- The members of the group of experts appointed by the Steering Committee are disclosed to the general public. The names of reviewers are known only to the Program Coordination and the group of experts. The group of experts may address queries to the reviewers if necessary.
- The members of the group of experts do not disclose any information concerning the evaluation of project applications. Decisions are communicated to the Steering Committee in the form of a panel decision. Individual opinions are not disclosed externally.
- The evaluation reports are not published.

Contact and information

- If you require any information, please contact the Program Coordination : Gabi Schneider and Patrick Furrer. E-mail: isci@swissuniversities.ch.
- Further information and documents are available from the program website: www.swissuniversities.ch/isci.