# GUIDE FOR PANEL MEMBERS AND REMOTE EXPERTS





# NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE

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# **INTRODUCTION**

he National Research, Development and Innovation Office (further on referred to as "the NRDI Office") was established with the mission to provide predictable funding and implement an efficient and transparent use of available resources for research, development and innovation in Hungary, under the umbrella of the National Research, Development and Innovation Fund. The OTKA funding of individual excellence in basic research is granted in a panel-based system with a total of 28 scientific panels, many of which are operating with foreign experts. Panel members are selected on the basis of scientific excellence with due consideration of affiliations and gender balance. Applications are subject to rigorous peer review, remote experts from all over the world are invited to review applications and aid panel work. Scientific councils exercise control over panels and delegate individuals, acting as supervisors, to panel meetings. Ranking lists established in each category of proposals are delivered from the panels to the scientific councils and serve as a basis for the councils to prepare funding recommendations. The president of the NRDI Office forwards the consolidated funding recommendation to the minister in charge of coordinating science policy. Upon the funding decision, anonymous reviews along with the panel summary, are conveyed to the applicant.

Applications as well as reviews and panel reports are submitted online. Reviewers as well as panel members should respect confidentiality and handle data and intellectual property with due care. Confidential information shall not be made available to a third party.

This handout will guide you through the key steps of evaluation of applications both in technical and academic terms. First, kindly declare any conflict of interest with the applicant by considering the rules below and then commit yourself to observe confidentiality.

There is a conflict of interest if the reviewer

- (i) is in an employment relation with the applicant;
- (ii) is in a work supervision relation with the applicant or a close colleague in the same unit;
- (iii) have had a PhD student-supervisor relationship with the applicant;
- (iv) works on a common project with the applicant or they share a common firm;
- (v) is a relative of the applicant according to Civil Code;
- (vi) is a senior official or a proprietor of the research institution concerned in the proposal;
- (vii) is affected by other circumstances that interfere with the impartial evaluation of the proposal.

In case you are currently applying for a fund, you may not accept the invitation to review an application submitted to the same panel, so as to avoid interference.

#### Before accepting the invitation to prepare the review, please proceed as follows:

- Make sure you have sufficient time to prepare the review/reviews to the best of your capacity by the given deadline. If you cannot accept the invitation or prepare the review/reviews for any reason, please inform the NRDI Office staff in time.
- For processing the remuneration, read, complete, and sign the framework agreement on expert duties in three copies and mail it to the Department for Researcher Excellence at NRDI Office.<sup>1</sup>

#### Please pay attention to the following details while reviewing the proposals:

- You can view the publication list of the applicant recorded in MTMT (database of Hungarian scientific publications) by clicking on "Publications, citations (database, in new window)"; alternatively, you can access it in the evaluation form using the reference in the line of "scientometric details and link to MTMT database of publications", through the scientometric summary page of the applicant.
- All proposals admitted to the review process have to be given the same level and quality of evaluation (regardless of the indicator of the applicant at <u>tudomanymetria.com</u> "scientific rank in Hungary").
- Please prepare a separate review for each proposal.
- Please prepare the reviews before the given deadline.

<sup>&</sup>lt;sup>1</sup> It is not necessary if you already have a framework agreement signed in one of the two previous calendar years. The framework agreement is not the same as the contract of commission for performing expert group member duties.



Conceptual framework for the decision-making process. Dashed lines indicate subsidiary functions, dashed arrows indicate feedbacks. As a rule, "external panels" invite remote experts to undertake reviews, in "internal panels" reviews are performed by the panel members. As a consequence, individuals serving internal panels evaluate higher number of applications. In both cases, each application, along with the reviews it has received, is assigned to two panel members, acting as rapporteurs in the meeting.

NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE



# **OVERVIEW OF CALLS**

Before you start with your review, it is recommended that you consult the **Call for applications**. Please note that the calls below aim at funding basic (discovery) research on the grounds of individual excellence.

Call ID	Objectives	Targeted individuals	Eligible Applicants	Eligible Costs	Budget
PD	Supporting promising young researchers to start their research careers	Postdoctors	PhD degree received within the last 5 years	Salary of the applicant, travel costs, consumables, equipment + overhead and Open Access costs. Consumables + equipment costs total HUF 9 million for the duration of the project.	Up to HUF 30 million for a maximum of 3 years (HUF 10 million/year on average)
FK	Supporting promising young researchers to start their own research projects	Postdoctors and young researchers (research group can join the application)	PhD degree received within the last 12 years	Personnel costs – including the salary of the applicant –, travel costs, consumables, equipment + overhead and Open Access costs.	Up to HUF 44 million for a maximum of 4 years (HUF 11 million/year on average)
К	Supporting research groups or individuals with clearly identifiable achievements in their respective fields	Established researchers (research group can join the application)	PhD degree; no age limitations	Personnel costs, travel costs, consumables, equipment + overhead and Open Access costs	Up to HUF 48 million for a maximum of 4 years (HUF 12 million/year on average)
SNN	Supporting international cooperation between Hungarian and Slovenian partners	Established researchers and postdoctors (research group can join the application)	PhD degree; no age limitations	Personnel costs, travel costs, consumables, equipment + overhead and Open Access costs	Up to HUF 36 million for a maximum of 3 years (HUF 12 million/year on average)

# **ETHICAL ISSUES**

Applicants have to present the ethical questions that may arise, remote experts as well as scientific panels are required to deal with ethical issues addressed in the applications. Proper discussion of ethical issues ensures that the NRDI Office will fund projects meeting the legal and ethical requirements of research. *Ethical issues are not considered as score-driving factors and are not steering decision-makers unless major shortcomings have been observed.* 



# **COMPLETING REVIEWS**

#### **General evaluation criteria**

Applications should be reviewed according to the following main criteria:

- scientific significance of the project, its justification, novelty, expected results, scientific and social impact of the results;
- professional quality of the Principal Investigator (PI), scientific and research results to date measured in the number, quality, and international impact of scientific publications; 5 publications of the last 5 (active career) years appended to the proposal; further 5 publications freely selected from the complete publication list and related to the subject of the proposal; the outcome of the research projects supported by OTKA/NRDI Office and concluded in the last 5 (active career) years;
- infrastructural and methodological conditions of the host institution to carry out the research at high level;
- credibility and consistency of the submitted research plan, work plan, budget plan, expected results, and time commitment. Coherence between the activities proposed in the work plan and the budget, as well as the planned number and time commitment of the participants, is an important aspect of the evaluation process.

#### Evaluation criteria in the application expert review form

**1/A.** Evaluation of the PI's scientific contributions in the last 5 active career years in the research field, considering the stage of his/her scientific career:

- amount and quality of publications in the last 5 active career years as first/last/corresponding author

1/B. Quality of the PI's professional achievements, competences, and skills:

- amount and quality of publications throughout the entire research career
- number of citations; impacts
- registered patents, if relevant in the given research field

**1/C.** Quality and appropriateness of the PI's scientific expertise in relation to the research proposal and the expected success of project implementation:

- required scientific and research experience
- skills for managing team work and international collaborations, if relevant

2/A. Scientific importance of the project proposal:

- importance of the expected scientific, societal, and economic impacts
- expected impact beyond the implementation of the proposal
- novelty/originality/creativity of the proposed research concept

**2/B.** Quality and elaboration of the research plan:

- pertinence of the research objectives
- the research objectives are realistically achievable, measurable, verifiable, and reproducible
- soundness of the methodology
- if relevant, important methodological challenges are identified and measures to tackle them proposed
- 2/C. Quality and elaboration of the work plan:
  - structure and effectiveness of the work plan
  - appropriateness of the efforts assigned to work packages, if specified risk assessment

**2/D.** Justification of the requested budget in terms of personal, material, and investment costs (please disregard lines 3A and 3B, as these are overhead costs.)

**3/A.** Parallel research:

- in case the applicant leads or participates in parallel research projects, the proposal under review contains significantly new research

**3/B.** Potential risks and ethical concerns:

- risks arising in connection of the project implementation
- ethical acceptability and concerns necessity of permission from authorities
- **3/C.** Infrastructural and methodological conditions at the host institution:
  - availability of adequate resources

**4/A.** Credibility and consistency of the submitted research plan, work plan, budget plan, expected results, and time commitment.

**4/B.** Strengths of the proposal

4/C. Weaknesses of the proposal

#### Competence of the PI

Please evaluate the PI's

- scientific contributions in the last 5 (active career) years in the research field, considering the stage of his/her scientific career;
- professional achievements, competences, and skills demonstrated throughout the entire research career;
- scientific expertise in relation to the research proposal and the expected success of project implementation.

Enclosed to the application, you will find 10 selected publications from the PI (the most important 5 achievements published in the last 5 years and 5 more with no limitations on the date of publication). The number of independent citations is a good indicator of visibility and impact, but the *SCImago Journal Rank* (http://www.scimagojr.com/index.php) can be a more explicit measure, because recent papers need more time to gather citations. Thus, applicants are expected to provide their selected track records as follows:

- 5-year track record (5 selected papers)<sup>2</sup> along with the *SCImago* ranks of the journals the papers were published in, and the number of independent citations per paper;
- 5 additional publications along with the number of independent citations per paper (*SCImago* ranks also provided).

Applicants can provide additional information regarding their track records in the box below their selected publications. For example, Journal Impact Factor values, short description of author contributions and information on shared authorship roles, if any, along with a short description of how their individual papers are connected to the submitted application.

You may ignore Journal Impact Factors unless otherwise stated.<sup>3</sup> Give due care to the following criteria instead:

- quality and scientific value of publications, authorship, individual value of scientific papers, contribution of the PI's publications to the discipline;
- complete publication list of the principal investigator: at "Senior participant(s): list of publications and citations (download file or database), CV, scientometrics;"

<sup>&</sup>lt;sup>2</sup> Please consider the age of the applicant when ranking his or her scientific track record. Applicants experiencing **career breaks** (maternity leave, paternity leave, long-term illness, national service, or clinical training) can get an extension to the 5-year time period; track records can be adjusted accordingly.

<sup>&</sup>lt;sup>3</sup> Applicants are not required to provide Journal Impact Factors in their applications, but some panels may require applicants to provide these data.



- "D" (decile) value of the applicant according to <u>scientometrics.org</u>, based on the position among Hungarian researchers working in similar disciplines and with a similar period of research career starting from the date of the first scientific publication, where "D1" stands for the top 10%;
- quality indicators of research impact (less measurable credits, e.g. *unique contributions, patents, software, database*);
- professional activities of the PI (*honours and awards; invited presentations to international workshops and advanced schools; professional membership of scientific societies, advisory boards of peer-reviewed scientific journals, scientific panels, etc.*).

► When evaluating a postdoctoral researcher and proposal, attention needs to be given to what can realistically be expected from the PI in terms of scientific experience, publication results, and the international relevance of the research.

Applicants are required to provide a summary of their scientometric data, for which they are fully responsible. Please note that the formal eligibility check does not include the validation of these data, thus, handle them with due care.



Score-driving factors in the assessment of the

#### PI's competence to lead/perform the proposed project

Evaluation form – the PI's scientific contributions in the last 5 active career years in the research field, considering the stage of his/her scientific career:

Scores	Description
10	Outstanding scientific contribution to the research field in the last 5 active career years, including quality and quantity of papers published as first/last/corresponding author.
9	Internationally very good contribution to the research field in the last 5 active career years, significant first/last/corresponding author publication activity in well above-average journals (at least some in the top 10%).

8	Internationally good contribution to the research field in the last 5 active career years with first/last/corresponding author papers in journals well above the average of their field (top 25%).
7	Internationally somewhat above average contribution to the research field, publications published in above- average journals (top 50%) of their field as first/last/corresponding author.
6	Internationally average contribution to the research field, first/last/corresponding author publications published in at least average journals.
5	Internationally below average contribution to the research field with some first/last/corresponding author publications in low-impact journals.
4	Internationally below average contribution to the research field with no significant publication activity in the last 5 active career years.
3	Internationally negligible contribution to the research field in the last 5 active career years.
2	The publication record is poorly presented.
1	The publication record is not presented.

#### Evaluation form - Quality of the PI's professional achievements, competences, and skills

Scores	Description
10	Outstanding achievements, competences and skills, highly impressive publication profile and significant impact (considering the stage of scientific career), remarkable number of citations and/or registered patents.
9	Internationally high achievements, competences and skills, strong publication profile and impact (considering the stage of scientific career), remarkable number of citations and/or registered patents.
8	Internationally good achievements, competences and skills, good publication profile (considering the stage of scientific career) with strong citation records and/or registered patents.
7	Internationally somewhat above average achievements, competences and skills, above average publication profile (considering the stage of scientific career) and at least average citation records.
6	Internationally average achievements, competences and skills, average publication profile (considering the stage of scientific career) and average citation records.
5	Internationally somewhat below average achievements, competences and skills (considering the stage of scientific career).
4	Internationally below average achievements, competences and skills (considering the stage of scientific career) with negligible number of citations.
3	Internationally negligible achievements, competences and skills.
2	The CV, publication and citation record is poorly presented.
1	The CV, publication and citation record is not presented.

# Evaluation form – Quality and appropriateness of the PI's scientific expertise in relation to the research proposal and the expected success of project implementation

Scores	Description
10	The PI is highly experienced and internationally acknowledged expert of the field of the research proposal, capable of coordinating and successfully implementing the proposed project. The project is expected to conclude with outstanding success.

9	The PI is experienced and acknowledged expert of the field of the research proposal, capable of coordinating and successfully implementing the proposed project. The project is expected to conclude with high success.
8	The PI is an acknowledged expert of the field of the research proposal, with some shortcomings regarding previous experience or skills of coordinating and implementing the proposed research project. However, the project is expected to conclude with remarkable success.
7	The PI is an expert of the field of the research proposal, however, the proposed research project seems to be ambitious in view of the PI's expertise and skills. The project is expected to conclude with partial, but notable scientific success.
6	The PI is an expert of the field of the research proposal, however, the proposed research project seems to be too ambitious in view of the PI's expertise and skills. The project is expected to conclude with partial success.
5	The PI has some experience in the field of the research proposal, however, the implementation of the proposed research project would require somewhat more expertise and skills. The project is expected to conclude with low success.
4	The PI has some experience in the field of the research proposal, however, the implementation of the proposed research project would require way more expertise and skills. The project is expected to conclude with very low success.
3	The PI's scientific expertise does not cover the field of the research proposal, thus the project is expected to conclude with negligible scientific success.
2	Considering the scientific expertise of the PI the proposed project is unrealistic.
1	No information is given about the PI's scientific expertise.

#### Evaluation of the research project

Please evaluate the project proposal in view of

- it's scientific importance and expected impact;
- the quality and elaboration of the research plan;
- the quality and elaboration of the work plan.

▶ Proposal type (postdoctoral, young researcher, or thematic research) also has to be considered while using the evaluation criteria below.

▶ Please note that applicants are required to provide their research plan in 5 pages.<sup>4</sup>

<sup>&</sup>lt;sup>4</sup> If the detailed research plan contains preliminary results illustrated with figures, its length may be up to 6 pages. In the case of applications submitted in the field of humanities and social sciences, the length of the research plan is a maximum of 10 pages, when submitting a bilingual research plan, the length of the research plan is a maximum of 20 pages. The maximum file size is 5 MB.

# Evaluation form - Scientific importance of the project proposal

Scores	Description
10	An original research concept with outstanding scientific importance and exceptionally strong expected impact, even beyond the implementation of the project.
9	An original research concept with high scientific importance and very strong expected impact, even beyond the implementation of the project.
8	An original research concept with high scientific importance and very strong expected impact.
7	The proposed project is of high scientific importance with strong expected impact.
6	The proposed project is of reasonable scientific importance with some originality and some expected impact.
5	The proposed project is of reasonable scientific importance with some expected impact.
4	The project plan is of moderate scientific importance, its expected impact is not significant.
3	The project plan is of low scientific importance, with some expected impact.
2	The project plan is of low scientific importance.
1	The project plan has no scientific importance.

# Evaluation form - Quality and elaboration of the research plan

Scores	Description
10	The research objectives are well defined and are aimed at solving an outstanding scientific problem. The research plan is realistically feasible, the expected results are reproducible. The methods to be used are innovative, and the methodological challenges are clearly identified.
9	The research objectives are well defined and are aimed at solving a scientific problem of international interest. The research plan is realistically feasible, the expected results are reproducible. The methods to be used are innovative, and the methodological challenges are clearly identified.
8	The research objectives are well defined and are aimed at solving a scientific problem of international interest. The research plan is realistically feasible, the expected results are reproducible. In the case of using an innovative method, the methodological challenges were not, or were not fully covered.
7	Comprehensible research objectives, focusing on solving a problem that is not particularly important in an international context. The research plan is realistically feasible, and the expected results are reproducible. Research methods are reliable.
6	Comprehensible research objectives, focusing on solving a real scientific problem. The feasibility of the research plan or the reproducibility of the expected results are somewhat doubtful.
5	Broad, multiple investigated objectives and/or outdated methods. The research plan is feasible and the expected results are reproducible.
4	Broad, multiple investigated objectives and/or outdated methods. The feasibility of the research plan or the reproducibility of the expected results are somewhat doubtful.
3	Broad, multiple investigated objectives, poorly chosen methods. The feasibility of the research plan is highly doubtful.
2	Goals that are unrealistic or not worthy of scientific investigation.
1	The research plan has major deficiencies, relevant information is missing.

Scores	Description
10	The work plan is highly efficient and elaborated in detail for each work phase, the planned tasks can be implemented within the given time and budget. Has an adequate risk management plan (if relevant).
9	The work plan is efficient and elaborated in detail for each work phase, the planned tasks can be implemented within the given time and budget. Has an adequate risk management plan (if relevant).
8	The work plan is elaborated in detail, the planned tasks can be implemented within the given time and budget. Has an adequate risk management plan (if relevant).
7	The work plan is elaborated in detail with minor deficiencies, the planned tasks can be implemented within the given time and budget.
6	The work plan is elaborated in detail, however, is not ambitious enough and/or not feasible within the given time and budget.
5	The work plan is comprehensible but insufficient, achieving the research objectives would require a more detailed plan.
4	The work plan has major deficiencies, achieving the research objectives would require a significantly more detailed plan.
3	The work plan is sketchy and contains few specific commitments.
2	The work plan is sketchy and cannot be accounted for in this form.
1	The work plan does not contain specific tasks to be performed.

#### Evaluation form – Quality and elaboration of the work plan

## The implementation conditions of the proposal

#### Parallel research:

• in case the applicant leads or participates in parallel research projects, the proposal under review must contain significantly new research.

#### Potential risks and ethical concerns:

- risks arising in connection of the project implementation;
- ethical acceptability and concerns;
- necessity of permission from authorities.

#### Infrastructural and methodological conditions at the host institution:

• availability of adequate resources.

Assess the research environment and staff of the host institution based on the evidence derived from the application.

Scores	Description
10	The host institution has excellent equipment and resources in the given research field.
9	The host institution has excellent equipment and resources for the implementation of the given project.
8	The necessary modern equipment and resources for the successful implementation of the project are provided.
7	The infrastructural conditions of the host institution are not state of the art, however, are sufficient for the implementation of the project.
6	The resources of the host institution are somewhat lacking for the successful implementation of the project.
5	The resources of the host institution are insufficient for the successful implementation of the project.
4	The host institution has weak equipment and infrastructure.
3	The host institution is not suitable for fully implementing the proposed project.
2	The host institution is not suitable for even a partial implementation of the proposed project.
1	The host institution is not suitable for implementing any significant research project in the given research field.

#### Evaluation form - Infrastructural and methodological conditions at the host institution

#### **Overall evaluation**

#### As a comprehensive evaluation of the application

- please evaluate the credibility and consistency of the submitted research plan, work plan, budget plan, expected results, and time commitment;
- list the strengths of the application;
- list the weaknesses of the application.

▶ Please note that the overall score is not the average of individual scores listed above.

Evaluation form – Credibility and consistency of the submitted research plan, work plan, budget plan, expected results, and time commitment

Scores	Description
10	The research plan, the work plan and the budget plan are consistent with each other, the planned time commitment and requested support for the implementation of the project are realistic.
9	The research plan, the work plan and the budget plan are consistent with each other, the requested support is realistic, but the justification of the planned time commitment is questionable.
8	The work plan is aligned with the research plan, the requested support is realistic, but the justification of the budget plan is somewhat incomplete.
7	The work plan is aligned with the research plan, the requested support seems realistic, but the budget plan is sketchy and contains few specifics.
6	The work plan is aligned with the research plan, but the justification of the requested support is questionable.



5	The research plan and the work plan are not consistent, however, the requested support seems realistic and the budget plan is justified.
4	The research plan and the work plan are not consistent, the justification of the budget plan is also
	incomplete.
3	The research plan and the work plan are not consistent, the justification of the requested support is
	questionable.
2	The submitted project plan is mostly sketchy, there are few specific objectives, tasks and cost requirements so
	it is difficult to evaluate the coherence of the application.
1	The submitted research plan, work plan and budget plan do not match each other in any way.

#### Please pay attention to the following:

- > Your scores should reflect the written review.
- ▶ Do not reiterate objectives in the written review, rather focus on the rationale, novelty, and expected impact of the proposed study.
- ▶ Balance strengths and weaknesses against each other and identify score-driving factors. Identify possible pitfalls and weigh their importance.
- ▶ If you have any questions about criteria not associated with scoring, let the jury know, but do not change your scores for other criteria.

# Please be aware that the panel relies heavily on your scores as an accurate measure of the quality of application. It is therefore important that your scores be underpinned by solid argumentation.

▶ Reviews, along with the panel summary, are delivered to the applicant, who may well be interested in the details on how the application can be further improved. Therefore, you are expected to give a detailed review with sensible comments rather than descriptive phrases.



Balance strengths and weaknesses against each other



#### COMPLETING REVIEWS – TECHNICAL GUIDELINES FOR REVIEWERS

Once you have received an invitation to review an application, follow the link provided in the invitation letter. If you already have an existing registration in the online system, enter your username and password to access the main menu. You will find your duties in your mailbox on the left.

Access to the online system:

#### https://www.otka-palyazat.hu/

Please find below a step-by-step guide as how to proceed with your review in the online system.

Please note that you can download the application in a single PDF file, but some attachments (e.g. declaration on the international collaboration) may deliver further significant pieces of information. You can open the attachments in the drop-down menu.

We recommend that you prepare the longer parts of the evaluation in a word processor and then copy them in the appropriate box in the evaluation form. The system logs the user out after a given inactive time; as typing in the box is unfortunately not registered as activity, the text you do not save can be lost. We recommend therefore saving the form during completion regularly.

**Reviewer's name** 1. This screen will be displayed when you follow the link Csaba Vadadi-Fülöp EPRv2.15 provided in the invitation letter. Clicking on the project title, you can access the summary of the application. Click on "Accept" to confirm your willingness to complete the echnical matters? review. Identifier Principal investigator Title Reviewer's action [deadline] K-75226 Szászi Erzsébet Hornokné Conduct of pets Review submitted (2015/03/12) Az EPR v1.80 tesztelése K-100129 Mária Sutta Accept Decline [2016/01/06] K-77383 Viktória Vereczki decline Does the color of coral depend on sea temperature? Prepare review THE PROPOSAL [2016/01/05] You can read and print the submitted review after clicking on the "Review submitted (mm/dd/2009)" link at the right hand side of the proposal line



K-75226	Szászi Erzsébet Hornokné	Conduct of	2. Declare that you have no conflict of interest with the			
K-100129	Mária Sutta	Az EPR v1.8	applicant and then commit yourself to observe			
	DECLARATION		confidentiality. Tick the checkbox and click on the			
	I declare that I and the applican committee chair" section.	t have no con	"Accept" button, or decline invitation when you are			
	There is a conflict of interest due a.) have had an employer-emplo group); b.) are or were close relatives;		positive about your conflict of interest.			
	b.) are of were close relatives, c.) have had a PhD student-supervisor relationship (anytime); d.) have had a PhD student-supervisor relationship (anytime); d.) have been the authors of joint scientific publication(s) in the last 5 years; or e.) fair judgment of the case cannot be expected of the person participating in the procedure for other reasons. I accept that the proposal contains confidential professional information, it is an intellectual property of the applicant(s). It is forbidden to use the data in the proposal, to copy the proposal or a part of it, or to store it in any format – except for evaluation purposes.					
	I accept that I have to treat the	proposal and r	ny review confidentially and that the NKFI Office handles my data confidentially.			
	If you are a principal investigator or a participant researcher in an NKFI project and you would decide to decline to review the proposal for time constraints or other reasons, please note that, according to NKFI regulations, you are obliged to act as a reviewer for NKFI for free during the funding period of the project you are involved in.					
	cline the invitation later, during rev conflict of interest is mild and will r		find a strong conflict of interest. ith your judgement, please proceed with reviewing and let us know about your situation in field 0.			
		I accept the	declaration 🗹 Decline			
K-77383	Viktória Vereczki	Does the col	or of coral depend on sea temperature? Declined			

-	3. Click on "Prepare review" to access the evaluation form.						
	Declaration	I Reviewing for NKFI	g🖗   Schema 🌒   Technical matters 🗣				
Identifier	Principal investigator	Title	Reviewer's action [deadline]				
K-75226	Szászi Erzsébet Hornokné	Conduct of pets	Review submitted (2015/03/12)				
K-100129	Mária Sutta	Az EPR v1.80 tesztelése	Prepare review] decline				
			THE PROPOSAL [2016/01/06]				
K-77383	Viktória Vereczki	Does the color of coral depend on sea to	emperature? Declined				
You can	read and print the submitted r	review after clicking on the "Review submi	tted (mm/dd/2009)" link at the right hand side of the proposal line				

Help Alegout (q)	Reviewer's name Csaba Vadadi-Fülöp EPRv2.15						
	Prepare review Back to the list of proposals Finalize and send review to NKFI						
	Data of the Proposal						
Proposal type and identifie Panel:	r: K-100129 Test committee (for checks) (Program assistant: Mária Sutta)						
Principal investigator: Title:	Mária Sutta Az EPR v1.80 tesztelése						
Duration:	48 months 4. Click on "Prepare review" to start with your						
Support (for the duration) (about 3,3 Euro/ kHUF):	<sup>39 213 thousand }</sup> evaluation. You can access the application via						
Research effort:	2,80 FTE in proj the project title.						

Duration:		36 months			
Support (for the duration)		29 997 thousand HUF			
(about 3 Euro/ kHUF): Research effort:		2,40 <u>FTE</u> in project			
	nd for a link to MTMT databa	se of publications, see this page			
		Height of the text area (number of rows, the text ca			
o. Confider	tial remarks to the c	ommittee chair (not accessible to the committee):	Details of proposal		
		ic contributions in the last 5 active career years in the e stage of his/her scientific career:	Details of proposal		
1/B.* Quality of	f the PI's profession	al achievements, competences, and skills:	Details of proposal		
		of the PI's scientific expertise in relation to the research access of project implementation:	Details of proposal		
2/A.* Scientific	; importance of the p	roject proposal:	Details of proposal		
2/в. * Quality a	nd elaboration of the	e research plan:	Details of proposal		
2/c.* Quality a	nd elaboration of the	e work plan:	Details of proposal		
2/D.* Justification of the requested budget in terms of personal, material, and investment costs:					
3/A. * Parallel research: Details of proposal ►					
3/B.* Potential risks and ethical concerns: Details of proposal >					
3/c.* Infrastructural and methodological conditions at the host institution: Details of proposal ►					
<sup>4/A.*</sup> Credibility and consistency of the submitted research plan, work plan, budget plan, expected results, and time commitment:					
4/B.* Give a lis	st (maximum 5 items	) of strengths of the proposal:	Details of proposal I		
4/c.* Give a lis	st (maximum 5 items	) of weaknesses of the proposal:	Details of proposal		
It is mandatory to fill in th	e fields marked with an ast	5. Go through the review criteria by clicking on	the title,		
Note that the applicant wi	gories and the scores are s l obtain only your written of is to support high-quality,	begin with the first one. You might well add some	pieces of		
	I reputation refers to direct nts (e.g. prizes, editorial du	confidential information to the chair under item #c	).		
<sup>1/A.*</sup> Evaluation of the PI's scientific contributions in the last 5 active career years in the research field, considering the stage of his/her scientific career:					
- amount and quality of publications in the last 5 active career years as first/last/corresponding author					
It is a required field.					

Please also select an item from the ranking scale below the text box.

Evaluation..

Evaluation: 🔻

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6. Enter your comments into the text box and select your score from the drop-down menu as indicated below. Do not forget to save your comments. (*Remember that your scores should comply with your written evaluation.*)

1/B.\* Quality of the PI's professional achievements, competences, and skills:

Details of proposal

Time till auto-saving: 1:59:03	Re Bo
Declaration   r_szFK   r_zsTÁRS   <del>Declas for scolinge</del>   Technical ma Discard changes and return    Check review	tters
Preparing the review	
7. Click on "Check review" to have a look at	
your comments.	
Research effort: 2,40 FTE in project	
Scientometric rank in Hungary: n.a. For scientometric details and for a link to MTMT database of publications, see <b>this page</b> (Publication output was assessed by comparing the applicant's H-index, number of independent citations received in last years to publication age-matched Hungarian researchers of the same scientific discipline. Data from MTMT; publications of the calculations, please refer to http://tudomanymetria.com.)	
	text area (number of rows, the text can be longer): 19 V Details of proposal Details of proposal Details
<ol> <li>Confidential remarks to the committee chair (not accessible to the committee)</li> </ol>	
Evaluation of the PI's scientific contributions in the last 5 active career year	s in the Details of proposal ►

Prepa	are review Back to the list of proposals Printer friendly version Finalize and send review to NKFIH	
	8. Submit your review by clicking on the button	
Proposal type and identifier: Panel:	""""""""""""""""""""""""""""""""""""""	
Principal investigator: Title:	B C	
Duration:	36 months	
Support (for the duration) (about 3 Euro/ kHUF):	29 997 thousand HUF	
Research effort:	2,40 FTE in project	
For scientometric details and	d for a link to MTMT database of publications, see this page	
	Review	

The principal investigator has a strong background in research conducted with...

	Declaration	review. This page is partic	<ol> <li>Once submitted, you can check the status of you review. This page is particularly useful when you an invited to review more applications.</li> </ol>	
Identifier	Principal investigator	Title	Reviewer's action [deadline]	
K-75226	Szászi Erzsébet Hornokné	Conduct of pets	Review submitted (2015/03/12)	
K-100129	Mária Sutta	Az EPR v1.80 tesztelése	Review submitted (2015/12/16)	
K-77383	Viktória Vereczki	Does the color of coral depend on sea temperature? Declined		



# PRE-MEETING DUTIES

- Each application is allocated to two panel members (further on referred to as the "rapporteurs") by considering their expertise. (In internal panels, reviewers act as rapporteurs as well, but each application should receive at least one rapporteur without prior review of the proposal.) You are likely to receive applications that may lie beyond your field of experience. This is an inherent feature of the panel-based system.
- Complete your reports by summarizing individual reviews per application. You are strongly encouraged to add your own comments as well and balance the corresponding reviews against each other. Purely descriptive reviews should be given less weight, if any.
- Please note that applicants should be provided with sensible comments rather than descriptive phrases.
- Please check the reviews carefully and identify possible disagreements between reviewers and then make an attempt to reach a consensus or act as an advocate of the reviewer you agree with.
- You can suggest to the panel to ignore a review or part of it when you have solid evidence that it is strongly biased, or simply lacks moral or scientific foundation.
- You might well add your suggested priority level for funding in your comment.
- Rank the applications assigned to you and present your ranking to the panel. It is recommended that you assign a score to each application. Please feel free to use the scores from the list presented under "overall evaluation."

► Make sure that you have uploaded your reports in due time to ensure that fellow panel members can read your comments while preparing for the meeting.



# PRE-MEETING TECHNICAL GUIDELINES FOR PANEL MEMBERS

Access to the online system:

# https://www.otka-palyazat.hu/

Follow the instructions below so as to enter the page of reports and complete your duties as a rapporteur.

<b>MKFI-EPR</b>	User: Vadadi-Fülöp, Csaba 🛛 🖓 Person	l ID: 1006344 🛛 🔄 🔀 🚍 🦧
Electronic Proposal for Research	Change your role/right >	
58:27	Change your role/right	
Mailbox Personal details ⊽	Here you can choose between your roles and rights	
personal details curriculum vitae	Reviewer consesus procedure/ review system »	Panel functions/ review system >>
selected publications publications and citations	No task in this role.	Go to the panel reviews
statistics of publications graduate training	Go to the review system	L
Research projects ⊽		
proposals, projects start a new proposal	Proposal evaluation/ review system >>	Panel functions/ review system »
participate (join) proposal time devoted to research	Go to the review system	Go to the panel/council members' reviews
progress reports		
referee's settings D Review D	Public site »	
Panel functions  proposals	You can search and view the details of ongoing or formally concluded researches, summaries of final reports and the publications that	
proposal review final report	published results from these projects.	1. Click on "Change your role/right" on
progress reports panel and Board membership		
paner and board membership		the left and then on "Panel functions"
Options		to enter the page of reports.
Change your role/right		to enter the page of reports.
Starting page		
Vote	Panel summary	Panel member:
	Test committee (for ch	· · · · · · · · · · · · · · · · · · ·
Logout (q)	List of expert reviews	Vadadi-Fülöp Csaba

Logout (q) Change role		List of expert reviews Vadadi-Fülöp Csab EPRv2.1								
						Panel proced	ure			
Type any	Lar •	any •	_	sciplinarity any 🔹	? Proposal's <u>O</u> TK	A ID Panel	Cons •	sortium •	reviewing tasks only	Forum Order Reset
			All in o	ne page 💌					Numbe	r of selected records: 5
T /L /N	Comm. rank	Comm. score	Cons. score	Review score	PI	Title		Туре	ID	Opinions
0,0     8,0     Vereczki Viktória     Norwegian test proposal     NNF     78903     Vadadi-Fülöp Csaba 2015/04/09       2. Tick the checkbox "Reviewing tasks only" and click     NNF     78903     Vadadi-Fülöp Csaba 2015/04/09       6,6 M HUF/FTE in project     6,6 M HUF/FTE in project     9										
on the "Search" button to list the applications that have been assigned to you. You can further refine your hits by using the drop-down menu.										
		0,0		3,7 (1,2/3)	Hornokné Szászi Erzsébet	Conduct of pets		к	75226 35,4 <u>M HUF</u> /49 m (0%)	Vadadi-Fülöp Csaba Mátrai Krisztina Panel summary





				EPRV2.15
TST K75226 Hornokné Szászi Erzsébet: Conduct of pets				
Opinions 1. review   2. review   3. review   Statistics   Compare reviews   All reviews   All reviews with	evaluation			
Vadadi-Fülöp Csaba review Evaluation:	Save			
4. Click on the headline to download reviews and scores.		Suggestion: point award possible reject (No) not evaluate @ (waiting for Copy duration and 2008/10		
		/01-2009 9 /09/30 2009/10	thousand HUF	
Remarks on the budget		/01-2011 8	thousand HUF	
		/09/30 2012/10	7378 thousand HUF	

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Panel sum	mary Panel member
Test committee (	(for checks) Vadadi-Fülöp Csaba
	EPRv2.15
TST K75226 Hornokné Szászi Erzsébet: Conduct of pets	united in the second
Opinions 1. review   2. review   3. review   Statistics   Compare reviews   All reviews   All reviews with evalu	uation
	Save
Evaluation: ggggg	
bbhhhhhhhhh iiiiiiiiiiiiiiii	Suggestion: point 8.5 award possible reject (No) not evaluated Copy duration and budget request from proposal.
	5. Enter your comments into the text boxes
	and then select an item from the list and
Remarks on the budget  ffffff  iiiiiiiiiiiiiiiiiiiiiiiiiiii	enter your score.
	/00/00
	2012/10 /01-2012 61 thousand HUF
03333433333333333333333333333333333333	Suggestion: point 8.5 sward possible reject (No) (waiting for decision) Copy duration and budget request from proposal. 2008/10 /01-2009 2009/10 /01-2010 9320 thousand HUF /09/30 thousand HUF
6. Do not forget to save your report.	2010/10 /01-2011 8672 thousand HUF /09/30
Now, the task is finished.	2011/30 /01-2012 7378 thousand HUF /09/30
	2012/10 /01-2012 61 thousand HUF
Further remarks: - explanation for a committee decision markedly different from the opinions of the individual ex specialist committees - Remarks for next level decision makers	Sum: 55 428 (100,00%)
hhhhhhhhhhhhhhhhhhhhhhhhhhh	effort: 4,56 FTE in project 7,78 M HUF/FTE in project
Save and	Sawn



## THE PANEL MEETING

- Do not forget to have your password in mind. You will need it to access reports and proceed with the online voting.
- Be sure that you have completed your pre-meeting duties as discussed above.
- According to the available budget, the panel will identify applications that are expected at the border line of the funded and non-funded projects and the discussion will be steered accordingly. It is therefore important that you give due consideration to the better-than-average applications.
- The panel can identify promising projects in terms of scientific value that carry considerable risk of feasibility.
- Applications receiving low scores are not discussed in the meeting, but each panel member can recall any application to be discussed.
- The panel discusses the applications one by one as follows:
  - (i) Rapporteur 1 is expected to summarize briefly the project, shed light on strengths and weaknesses, balance reviews against each other, propose his/her scores and, in the end, stimulate discussion.
  - (ii) Rapporteur 2 and panel members can join the discussion and propose their scores.
  - (iii) Panel chair asks rapporteurs for their final scores.
- **b** Do not influence your fellows with personal remarks or assertions without support from the application.
- Avoid descriptive phrases, focus on strengths, weaknesses, and score-driving issues.
- In case of unrealistic budget plan, rejection of the proposal can be recommended.
- **New task:** Verification of undertaking scientific performance (publication) requirements in the work plans, as prescribed in point G.1. of the Call for applications.
- At the end of the meeting, panel members proceed to the online voting, which ensures confidentiality. Applications are ranked by handling conflicts of interest with due care. The online voting must be endorsed by open ballot (simple majority).

Some applications may receive additional reviews from secondary panels to bring in special expertise. Secondary panels deliver panel summaries to the primary panel prior to the meeting. If the research topic justifies it, you are encouraged to take advantage of such contributions to get a more holistic view of the application.



# PANEL MEETING – TECHNICAL GUIDELINES (VOTING)



Vote Logout (q) Change role				I	Panel sum Test committee	(for checks)			Panel member Vadadi-Fülöp Csab: EPRv2.17
					Pan	el procedure			
	Type any	Large budg		sciplinarity? any 💌	Proposal's <u>O</u> TKA ID	Panel	Consortium revie	wing tasks only Forum	Order Reset Reviewscore Search
			All in o	ne page 💌				Number of selec	ted records: 5
T /L /N		omm. Cons core scor			PI	Title	Ту	pe ID	Opinions
				•••	er left corne ng panel.	er of	k	100129 <b>39,2 <u>M HUF</u>/48 m</b> (0%) FTE: 2,80 14,0 <u>M HUF/FTE</u> in proj	Vadadi-Fülöp Csaba Mátrai Krisztina Panel summary ect
							N	IF 78903 <b>27,7 <u>M.HUF</u>/25 m</b> (0%) FTE: 4,20 6,6 <u>M.HUF/FTE</u> in proje	Vadadi-Fülöp Csaba 2015/04/09 Takács István Plámen Panel summary act
L		0,0	6,8 (2,8/8)	O. Németh	Jenö (900006) Postdocto	or proposal (2008/2 cyc	le) Pi	0 72557 <b>1,8 M HUE/36 m</b> (100%) FTE: 0,75 2,4 M HUF/FTE in proj	Pákozdi Eszter Vadadi-Fülöp Csaba 2015/04/09 Panel summary 2008/04/05 Last remark: 2008.04.05. 19:03



Categories grouping	Vote	L 🔻	PI	Title	T /L Type /N	e ID	Sum	FTE	Comm. score	Review score
	- 🔻	#	Hornokné Szászi Erzsébet		к	75226	35,4 <u>M HUF</u> /49 m (0%)	FTE: 4,56 7,8 <u>M HUF/FTE</u> in project	0,0	3,7
	1 2 # 3		O. Németh Jenö (900006)	Postdoctor proposal (2008/2 cycle)	I PD	72557	<b>1,8 <u>M HUF</u>/36 m</b> (100%)	<u>FTE</u> : 0,75 2,4 <u>M HUF/FTE</u> in project	0,0	6,8
	4	#	Sutta Mária	Az EPR v1.80 tesztelése	к	100129	39,2 <u>M HUF/48 m</u> (0%)	FTE: 2,80 14,0 M HUF/FTE in project	0,0	8,5
	- 🔻	#	Vereczki Viktória	Does the color of coral depend on sea		77383	15,4 <u>M HUF</u> /25 m (0%)	FTE: 2,20 7,0 <u>M HUF/FTE</u> in project	0,0	0,0
Save Missing rank						78903	the best one the hashtag the order th	number to each a e gets #1, etc. By , applications are ley are clicked, bu anks manually. Afte nks!	clicki rank ut yo	ng o ked i ou ca

Categories grouping	Vote 1 🔻	PI	Title	T /L1 /N	Гуре	ID	Sum	FTE	Comm. score	Review score
	1 💌 #	Sutta Mária	Az EPR v1.80 tesztelése		к	100129	<b>39,2 <u>M HUF</u>/48 m</b> (0%)	FTE: 2,80 14,0 <u>M HUF/FTE</u> in project	0,0	8,5
	2 🕶 #	Vereczki Viktória	Norwegian test proposal		NNF	78903	27,7 <u>M HUF</u> /25 m (0%)	FTE: 4,20 6,6 M HUF/FTE in project	0,0	8,0
	3 🕶 #	O. Németh Jenö (900006)	Postdoctor proposal (2008/2 cycle)	I	PD	72557	<b>1,8 <u>M HUF</u>/36 m</b> (100%)	<u>FTE</u> : 0,75 2,4 <u>M HUF/FTE</u> in project	0,0	6,8
	4 💌 #	Hornokné Szászi Erzsébet	Conduct of pets		к	75226	35,4 <u>M HUF</u> /49 m (0%)	FTE: 4,56 7,8 <u>M HUF/FTE</u> in project	0,0	3,7
	5 🕶 #	Vereczki Viktória	Does the color of coral depend on sea temperature?		к	77383	15,4 <u>M HUF</u> /25 m (0%)	<u>FTE</u> : 2,20 7,0 <u>M HUF/FTE</u> in project	0,0	0,0



Categories grouping	Vote	PI	Title	T /L T /N	ype	ID	Sum	FTE	Comm. score	Reviev score
	1	Sutta Mária	Az EPR v1.80 tesztelése		к :	100129	<b>39,2 <u>M HUF</u>/48 m</b> (0%)	FTE: 2,80 14,0 <u>M HUF/FTE</u> in project	0,0	8,5
	2	Vereczki Viktória	Norwegian test proposal	N	INF 3	78903	27,7 <u>M HUF</u> /25 m (0%)	FTE: 4,20 6,6 M HUF/FTE in project	0,0	8,0
	3	O. Németh Jenö (900006)	Postdoctor proposal (2008/2 cycle)	1 1	PD I	72557	<b>1,8 <u>M HUF</u>/36 m</b> (100%)	FTE: 0,75 2,4 <u>M HUF/FTE</u> in project	0,0	6,8
	4	Hornokné Szászi Erzsébet	Conduct of pets		к	75226	35,4 <u>M HUF</u> /49 m (0%)	FTE: 4,56 7,8 <u>M HUF/FTE</u> in project	0,0	3,7
	5	Vereczki Viktória	Does the color of coral depend on sea temperature?		ĸ	77383	-	nodify your ranks ify vote" button. V	•	
Modify vote							the project	ve finished with t administrator final ranks are pro	lose	s th

## **POST-MEETING DUTIES**

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- Rapporteur 1 is expected to prepare the panel summary with due consideration of the initial reviews as well as the key points emerged during the discussion. The evaluation should comply with the final rank of the application.
- Applicants should be provided with sensible comments rather than descriptive phrases.
- Make sure that the panel summary delivers funding recommendation clearly to the applicant.
- Please do not simply "copy-and-paste" from the rapporteur report: be aware that all points discussed in the meeting are properly added and rejected criticisms are removed. Even if the original rapporteur report was written in first person, the panel summary should reflect the opinion of the whole panel and should be written in third person.
- Be explicit about ignored reviews, if any, and explain why the panel has omitted a particular review or comment.
- Take care of applications not discussed in the meeting due to their low reviewer score and check if panel summaries clearly articulate the status of such applications.



# POST-MEETING TECHNICAL GUIDELINES FOR PANEL MEMBERS

You can access the page of reports as described under pre-meeting technical guidelines. Panel summaries should be edited as follows.

Vote Panel summ Editing email to participants of Test committee (f	· · · · · · · · · · · · · · · · · · ·			Panel member			
consensus	· · · · ·						
Logout (q) List of expert revi	reviews Vadadi-Fülö El						
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Panel	procedure						
download before evaluation			download after evaluat				
Type Large Interdisciplinarity? Proposal's <u>O</u> TKA Panel budget? ID Panel	Consortium revi	ewing ta only	<sup>sks</sup> Forum Order	Show reviewer's Reset			
any 🔹 any 🔹 any 🔹	• •		Reviewscore	Search			
All in one page 💌			Number	of selected records: 5			
1. Click on "Panel summary" to access							
the page "Forum" where panel	Title	Туре	ID	Opinions			
summary can be edited.	n test proposal	NNF	78903 27,7 M HUF/25 m	Vadadi-Fülöp Csaba 2015/04/09 Takács István Plámen			
			(0%) FTE: 4,20 6,6 M HUF/FTE in project	Panel summary			
L 0,0 6,8 O. Németh Jenö Postdocto (2,8/8) (900006)	r proposal (2008/2 cycle)	PD	72557 <b>1,8 <u>M HUF/36 m</u></b> (100%) FTE: 0,75	Pákozdi Eszter Vadadi-Fülöp Csaba 2015/04/09 Panel summary 2008/04/05			
Panel sumr	narv			Panel membe			
Back (q)	· · · · · · · · · · · · · · · · · · ·			Vadadi-Fülöp Csat EPRv2.1			
ST NNF78903 Vereczki Viktória: Norwegian test proposal							
pinions 1. review   Statistics   Compare reviews   All reviews   All reviews with evaluation							
tapporteurs' evaluation /adadi-Fülöp Csaba review 2015/04/09 ſakács István Plámen review łanel's evaluation fest committee (for checks) Panel summary							
	2009/04/01- 2010/03/31	0	thousand HUF				
	2010/04/01- 2011/03/31	0	thousand HUF				
2. Click on "Add new comment" to	2011/04/01- 2011/04/30	0	thousand HUF	Suggestio			
	Sum:	0	thousand HUF (0,00%)	point Rank orde			
prepare panel summary.	Research effort:	4,20	FTE in project				
		0,00	M HUF/FTE in project				
F	orum						

Opinions 1. review   Statistics   Compare reviews   All reviews   All reviews with evaluation				
Rapporteurs' evaluation Vadadi-Fülöp Csaba review 2015/04/09 Takács István Plámen review Panel's evaluation Test committee (for checks) Panel summary				
	2009/04/01- 2010/03/31	0	thousand HUF	
	2010/04/01- 2011/03/31	0	thousand HUF	
	2011/04/01- 2011/04/30	0	thousand HUF	uggestion: pint
3. Save your comment. The Chair will	Sum:	0	thousand HUF (0,00%)	ank order:
	Research effort:	4,20	FTE in project	
then check and finalize your summary.		0,00	M HUF/FTE in project	
	orum —			
Add new comment Save comment				
ref_zsuri_edit National Research, I	Development and Ir	novation	Office	Top of page

Further information at <a href="mailto:nkfill.gov.hu">nkfill.gov.hu</a>

# Thank you for your attention and valuable cooperation