



## **ERC Evaluation experts**

### **Goal**

To enable the ERC to receive short-term specialised assistance in the following aspects of the ERC Starting Grant evaluation processes: assignment of proposals to reviewers, support during panel review sessions and assurance of high quality feedback to applicants.

Experts will be associated with panels in the area of their scientific expertise (see calendar attached) and are expected to stay at the ERC for about 1 to 2 weeks. Preference will be given to experts who are able to stay for more than 1 week.

### **Expected profile**

- Experienced staff from research funding organisations
- Scientific background related to panel
- Fluent English (esp. drafting skills)
- Dynamic and autonomous

### **Tasks of the experts**

a) Support in the assignment of proposals to reviewers

Proposals will be assigned to 4 reviewers (panel members) each according to the keywords and abstracts received. Experts would be requested to support ERC staff in ensuring optimal assignment of the proposals to reviewers.

and/or

b) Support during panel meetings

Experts would be expected to perform the following tasks: 1) draft and / or edit feedback for all rejected proposals; 2) participate in panel meeting; 3) take notes of discussions on proposals.

### **Timing**

a) For the assignment of proposals to reviewers

This will be dealt with shortly after the call closing date (25 April). Experts participating in this task should therefore be in Brussels for the following weeks: 7-11 May and / or 14-18 May 2007.

b) During the panel meetings

Panel meetings are planned to last up to 3 days (typically Tuesday to Wednesday) during the following 4 weeks: 11-15 June, 18-22 June, 25-28 June and 2-6 July. Experts participating in this task would have to be in Brussels for the full week (i.e. 5 days).

A detailed calendar containing the list of panels meeting each week is attached.



### **Conditions offered**

Experts selected will be offered an expert contract on the basis of the following terms:

- Lump sum payment per working day of 450€ / day (on the basis of the nearest ½ day)
- Reimbursement of travel (on the basis of actual costs, according to EC rules)
- Subsistence costs (on the basis of a flat-rate)

### **Procedure**

- Candidates should register in the European Commission's expert database (EMM) under the following link: <https://cordis.europa.eu/emmfp7>  
When doing so, they should make sure to enter the panel code (e.g. LS2, PE1, etc.) of one or more panels within their domain of competence in the free-text keyword box.
- EMM will automatically send an e-mail to registered experts providing them with their application number. This number should be stated in the attached form. Please note that the ERC will only be able to work with experts registered in EMM.
- Organisations should send the form attached as soon as possible, and at the latest by Friday 16 March 2007 to the following address: [RTD-ERC-EVALUATION@ec.europa.eu](mailto:RTD-ERC-EVALUATION@ec.europa.eu)
- Candidates will be informed of the ERC decision by late March 2007.

### **Annexes**

- Calendar of panel meetings
- ERC panel description