eurobench

European robotic framework
for bipedal locomotion
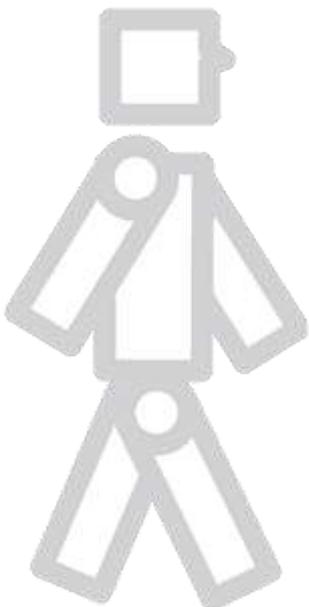benchmarking

Deliverable Title	D7.7 Submission Website - FSTP-2 Action
Deliverable Lead:	PKF ATTEST INNCOME S.L.
Related Work Package:	WP7: FINANCIAL SUPPORT TO THIRD PARTIES
Related Task(s):	T7.1 Procedure definition
	T7.6 FSTP-2 Action: call launch and submission process
	T7.2 Evaluation Panel: creation of the FSTP Committee, experts' assignment and evaluation processes
Author(s):	María Prieto; Sandra Correas; Esperanza Marín; Diego Torricelli
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Duration:	48 months

Abstract	Description of the web platform containing all the necessary information and active procedures to launch the FSTP-2 action call and perform the submission process

Versioning and Contribution History

Version	Date	Modified by	Modification reason
v.01	03/08/2020	María Prieto Esperanza Marín	First draft including pre-registration platform
v.02	30/08/2020	Esperanza Marín	Second draft including full submission platform
v.03	03/09/2020	Diego Torricelli	Review and corrections
v.04	10/09/2020	Sandra Correas	Review and update of functionalities.
v.05	03/12/2020	Esperanza Marín Sandra Correas	Update related to the evaluation panel (after the last cut off). Version ready for internal review (PC, TC)
v.06	11/12/2020	Diego Torricelli Sandra Correas	Review. Latest update. Approved for submission.
v.07	27/09/2021	Sandra Correas	New version created for actual submission (the document was not submitted at the time it was ready). No changes.

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1 Executive Summary

The submission of proposals was performed through the online platform http://opencall.eurobench2020.eu, also used for the FSTP-1 Open Call.

For FSTP-2, previously to the final submission platform, a pre-registration form was prepared to gather the interest and ideas of potential participants and provide them with preliminary feedback to enhance the impact of the call. The pre-registration phase was opened from May 1st 2020 to May 31st 2020 and the EUROBENCH teams provided the applicants with preliminary feedback to improve their proposals during the subsequent months before the launch of the Call.

For both the pre-registration and, afterwards, for the Open Call, as part of T7.6, a dedicated section within the EUROBENCH website was created for the FSTP-2 Open Call including all the necessary details for the submission process (summarised on the website or included in the official documents and instructions to be followed by applicants).

The call for submission within the platform was created including the fields required to comply with the FSTP-2 Guide for Applicants previously elaborated and gather all the information needed. It was linked to the dedicated page in EUROBENCH website and, finally, the FSTP-2 Open Call was opened on September 1st under a first-come-first-served scheme, including periodic cut-off dates every 15 days.

This Deliverable (D7.7 Submission Website -FSTP-2 Action) describes the developments within the EUROBENCH FSTP website and the above-mentioned web platform containing all the necessary information and active procedures implemented to launch the FSTP-2 action call and allow applicants to perform the submission within the call deadline, November 30th 2020, as well as, afterwards external and internal experts to perform the evaluation process.
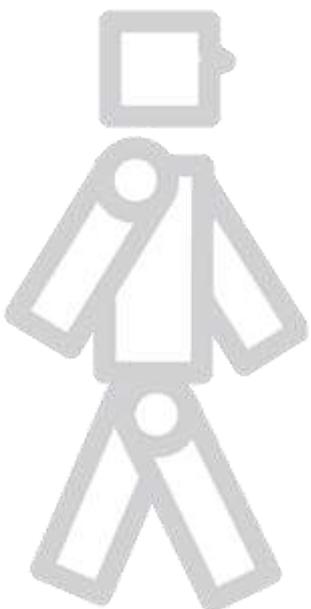
2 Description of work & main achievements

Pre-Registration Phase

Before starting the pre-registration in the dedicated form, participants had all the information needed in a dedicated page in the EUROBENCH website (https://eurobench2020.eu/ftsp-open-calls/fstp-2-validating-the-framework/fstp-2-open-call-pre-registration-questions/).

FSTP-2 Open Call Pre-Registration Questions

Pre-registration will be a quick process (about 10 min) in which you will have to answer a limited number of questions (most of them based on multiple-choice questionnaires).

Here you will find a summary of all the questions and possible answers you will find in the pre-registration form once it will be published. This will allow you to **prepare in advance** for the online process. The form will be hierarchical, meaning that the questions displayed will depend on previous responses, therefore you may not be asked some of the questions here provided.

1. Name and type of your entity (*University; Research Institute; SME; Big enterprise; Non-profit organization; Project Consortium; Other*) and whether you will participate alone or in consortium (*in this case, no further information on other partners will be required*).

2. What you want to test / validate:
   - A system. Depending on the type of system, certain questions will be asked:
     - **Walking robot:** type (full humanoid; bipedal machine; quadrupedal robot; hexapod; other)
     - **Exoskeleton/exosuit:** which part of the body, whether it will be active (powered) or not, whether the structure will be rigid or soft and if there is any restriction in user's morphology (e.g. max height, pelvis width, leg length of the subject).
     - **Prosthesis:** which part of the body and whether it will be active (powered) or not.
   - In addition, for all systems, the technical specifications will be asked: unilateral or bilateral; actuated joints and if they are active, passive, semi-active/quasi passive or locked; maximum height and width of the system (cm); total weight (kg); whether the system has been described in any publication (references); brand name, if applicable (either commercial or research) and TRL level.
   - **Human subjects** (e.g. clinical, sport, etc.): healthy subjects or pathology-affected (specify).
   - If you don't own a physical system, you can use the **standard robot platforms** available at the facility: the humanoid robot Reem-C from PAL Robotics and/or the exoskeleton H3 from Technaid S.L.

3. Type of participation in FSTP-2:
   - *Option 1* (**In situ** experiments). The grant (**max € 60 k**) will cover personnel costs, travel & accommodation to realize up to 2 weeks of testing in one of the two EUROBENCH facility (Facility for Wearable Robots in Spain, and Facility for Humanoids in Italy).
   - *Option 2* (**Remote** experiments). The grant (**max € 30 k**) will cover personnel costs and consumables needed to execute a testing experiments in your own laboratory, using the EUROBENCH Software to assess the performance of your system.
   - *Option 3* (**Retrospective data analysis**). The grant (**max € 15 k**) will cover personnel costs to use the EUROBENCH software to process data previously collected (e.g. data included in pre-existing databases).

4. Which scenarios you would like your system to be tested in: walking on flat terrain, slopes, stairs, treadmill...; overcoming obstacles, standing during pushes, opening doors....

5. What domains of application your system is addressing: industrial (manufacturing, construction, logistic), healthcare (rehabilitation, assistance), consumer (personal care, entertainment), emergency or other.

6. What aspects of performance you would like EUROBENCH to measure: speed, symmetry, energy efficiency, stability, human likeness, robustness, ergonomics...

7. What kinds of services you expect from EUROBENCH: to receive a certified "quality seal" on performance, safety, usability...; to compare your system to others or human performance; to have technical support / guidance in the execution of tests; to have an automatic calculation of performance; to upload a new algorithm/metric you developed; to receive personalized suggestions; to have a cloud space to store data from your experiments; to train yourself, your students or employees; to perform a clinical trial; to train for competitions; to organize events and/or to showcase your technology to potential users.

Finally, if you want, you can describe in more details the testing experiment(s) you would like to perform and to ask further questions. So, it would be convenient to prepare a brief text in advance.

For any questions on the pre-registration procedure, please contact: fstp@eurobench2020.eu

Figure 1. Information to correctly pre-registrate a proposal

For the online pre-registration, a dedicated Google form was created and made public.

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Submission Phase

The following documents were prepared and made public on the EUROBENCH website (http://eurobench2020.eu/ftsp-open-calls/FSTP-2/) for the potential applicants to have all the information needed during the preparation of the proposals and submission process:

- Guide for Applicants
- EUROBENCH Benchmarking Scenarios Description
- FSTP-2 proposal template
- Brochure Exo-H3 ROS (*not prepared, just uploaded*)

In this dedicated page, a description of the call is offered in a summarized form, and the details of submission through documents and support links.

The dedicated e-mail address: fstp@eurobench2020.eu was indicated as helpline communication channel.

A dedicated webinar was also organized to explain all the details of the Open Call.
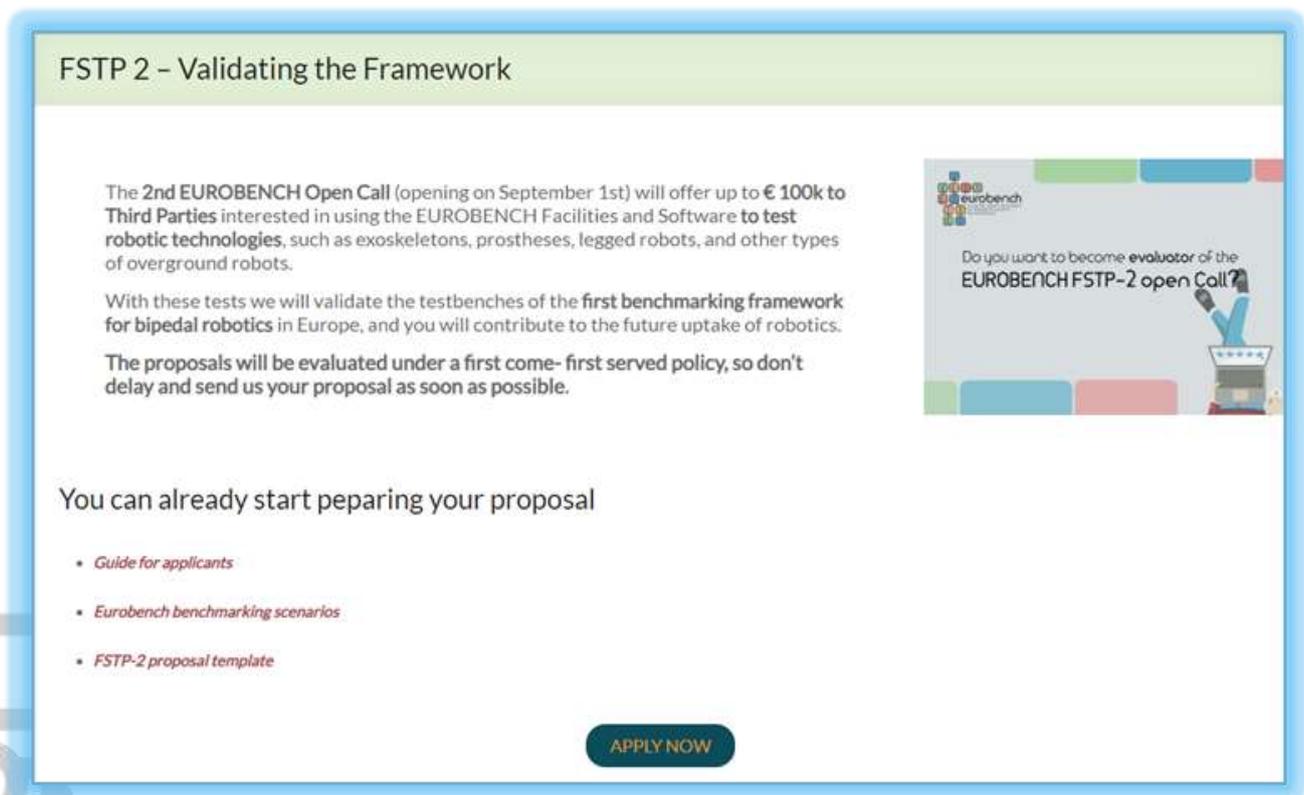
Figure 2. Information to correctly submit a proposal

FAQ's

1. What does the first-come-first-served scheme mean?

It means that proposals will be evaluated in chronological order of arrival until the budget is exhausted.

2. I am interested in participating in more than one option, can I do it?

Yes, by submitting more than one proposal. Each proposal should target only one option.

3. If I choose two options, can I get maximum funding from both?

No, the limit is € 100k for each proposal.

4. Is there a minimum budget that can be funded?

No, only maximum.

5. My entity was funded during fstp-1, can I participate in fstp2?

Yes, but within the € 100k limit per participant. If you have already obtained the maximum funding (€ 100k) in the first call, you can participate as well, but without being eligible for funding.

6. Can I submit more than one proposal?

Yes, but you cannot obtain more than 100k€ of funding across all proposals.

7. Can I include entities from non-eligible countries in my consortium?

Yes, they can be part of the Consortium but they will not be eligible for funding.

8. Do we need to submit our own ethical approval if we intend to use the facility in the EUROBENCH test site?

You will have to report the protocol description, but we (from EUROBENCH side) are going to submit such protocol to our local ethical committee. If the same protocol has been also approved by your local ethical committee, this may facilitate the process of approval on our site. You can refer to it in the proposal stage.
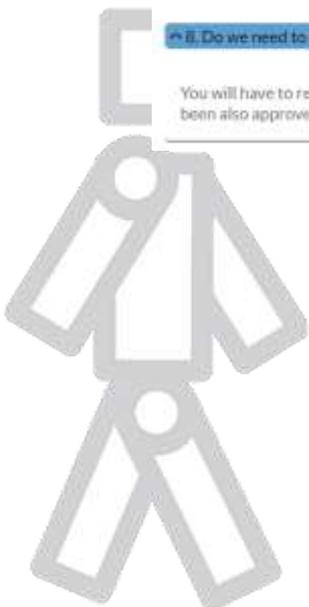
9. Does EUROBENCH provide wireless bipolar sEMG recordings?

Yes, Delsys Trigno, 8 channels.

10. Can we specify which testbed of the projects of the first call we can work with?

Yes, you should specify it.

11. Which criteria are you currently adopting to classify the product at the Proof of Concept stage?

We don't verify that the device is at a defined TRL. You have the responsibility of bringing a functional device at the facility.

Figure 3. FAQs

As seen in the screenshots, support documents are provided, as well as a link to contact via email (helpline service). In addition, the section of Frequently Asked Questions (FAQs) is also an important help element.

Here below, submission and evaluation processes are described, and screenshots of the web platform are included.

2.1.1 Submission Process

To apply to EUROBENCH Open call, applicants should use the following link: http://opencall.eurobench2020.eu and access to the submission platform.

After selecting the only open call currently active, i.e. EUROBENCH FSTP-2 Open Call, the initial page displays a brief summary of the call. It is divided into three sections (see image below):

1. **Description Section:** This section gives a brief description of the EUROBENCH Open Call.

2. **Files Section**: The second section shows the document that participants should read before submitting a proposal (Guide for Applicants).

3. **Link Section:** Here, the "Go to Call" link takes an applicant to a login page.

Login page: New applicants must **register ("don't have an account yet?")** to create an account first. An email address and a password are needed to register into the platform.

2.1.1.1 REGISTRATION

In this phase, ORGANISATION MUST be also registered: Participants must complete all the required data when registering (see the following picture), since this information is automatically included in the proposal when completing the Consortium Section and it is not possible to modify the organisation's data during the process.

After the information has been submitted, a verification email will be sent. The applicant must first find the email and follow the account activation link to complete the registration. Once registered, applicants can login with their credentials.

2.1.1.2 PROPOSAL SUBMISSION

After a successful registration and login, an applicant is taken to the proposal submission page. Here, a proposal can be created and submitted. The page contains five sections. Note that all fields need to be completed although not all of them have a (*) behind their name.

1. **General Information Section**: In this section, applicants need to provide the full title and acronym for their proposal. They have also to select the project category and robotic **according to the classification in the Guide for Applicants**.

2. **Keywords:** applicants need to enter at least 3 keywords which describe the topics of their proposal. A list with provided keywords will be shown: biomechanics, datasets, exoskeletons, human-machine interface, humanoids… This helps in assigning the appropriate evaluators later.

Keywords

Please describe the topics of your proposal.

Keywords

Please enter at least 3 keywords.

Keyword 1 *

[   ] **✕**

+ Add a Keyword

3. **Contact Information Section:** Applicants must enter the contact person for the Coordinator here. The information in this section can be the same as the registered applicant.
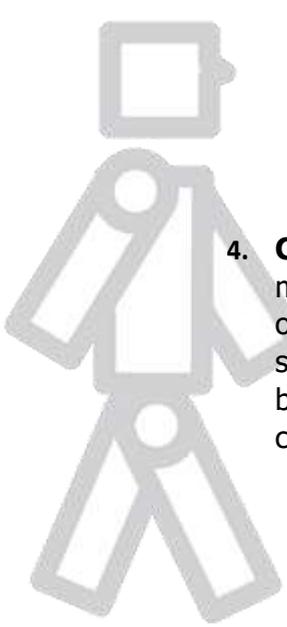
Contact Information

Name *

[   ]

Surname(s) *

[   ]

e-mail *

[   ]

Phone Number *

[   ]

4. **Consortium Partners Section:** Should a proposal consist of multiple consortium members, all additional partners should be listed here as well. Entering the name of the organization and clicking on "Search" the name of the organization should appear. Please select the right organization and the information included during the registration phase will be automatically included in your proposal. Please notice that every partner of the consortium must be previously registered in the platform.

Consortium

Information taken from the user profile of each participant filled when the entity registers for the first time to submit an FSTP proposal

Partner 1 - Coordinator *

| csic | Search |

| -- Select an Organization -- | ▼ |

-- Select an Organization --
Cajal Institute, Spanish National Research Council (CSIC)

For each organisation, different contact persons (at least one) can be added. If the contact person is already registered, the applicant can just introduce the name and click on "Search". Please select the right Contact Person and the information included during the registration phase is automatically included in the proposal.

Contact Persons

▼ **Name:** New user   **Email:** No email given   ✖

Change Contact Person

Search for a Contact Person

| diego | Search |

| -- Select a Contact Person -- | ▼ |

-- Select a Contact Person --
diego.torricelli@csic.es

If the Contact Person is not registered yet or the system is not allowing the applicant to select him/her, it is possible to create a new one at this stage:

Contact Persons

▼ **Name:** New user   **Email:** No email given   ✖

Change Contact Person

Search for a Contact Person

| dfdfdfd | Search |

Not found your Contact Person?   Create new Contact Person

5. **Project Description:** in this section, applicants will upload their project description file. This action is mandatory to submit the proposals. Only PDF formats are allowed (max. 8MB).

Project description

Technical Proposal *   **Select a file**

Allowed file types: PDF Document (.pdf)
Max file size: 8.00 MB

6. **Requested contribution:** In this section applicants should indicate the total requested contribution PER PARTNER of the consortium. For each partner, they have to **select EUROBENCH-FSTP-2 Cost Model** and the following field will appear. It is important to note that although the field to be completed is called "budget" applicants need to indicate **ONLY the requested contribution**

e.g.1 your budget is 60k€ but since you are participating in another proposal you are asking for a total contribution of 10k€, please indicate 10 k€ here. You will be detailing your total budget in the technical proposal form.
e.g.2 your budget is 70k€ but since the maximum contribution (funding) is 60 k€ you are asking for a total contribution of 60k€, please indicate 60 k€ here. You will be detailing your total budget in the technical proposal form.

Requested Contribution

Each sub-project (defined as a funded proposal to be implemented) will receive the funding on a lump sum scheme as defined by the EU Commission pilot 2018-2020 . Each proposal should include a detailed work plan and a costs estimate. For the definition of this work plan, participants should take into account the estimated duration of the Validation Phase is 9 months (April-December 2021), in which all experiments should be conducted. This duration may be exceptionally increased if delays due to Covid-19 will imply a formal extension of the EUROBENCH project beyond the current ending date (December 31, 2021). The estimated costs of the third parties to develop the defined work plan should be reasonable and comply with the principle of sound financial management, in particular regarding economy and efficiency. All proposals should comply with the following budgetary limits:

- Each proposal can request a maximum contribution of 60k€ (option 1), 30k€ (option 2) or 15k€ (option 3), which can cover up to 100% of the total budget.
- Each participant can receive a maximum contribution of 100k€, across all proposals presented in this call. Therefore, once a beneficiary has reached 100k€, all other proposals in which they participate will be rejected.
- If you have been funded by the 1st FSTP Open Call, you have a cumulative limit of 100k€ applied to all EUROBENCH Open Calls as a whole. If you already reached this limit in FSTP-1, you can still participate in a Consortium, as a non-funded party ("collaborator").

IMPORTANT: Although the field to be completed is called "budget", you are required to indicate JUST the total requested contribution (funding) per partner. Please do NOT indicate the total budget (total costs) that will be described just in the technical proposal to be uploaded. OVERHEADS ARE SET TO 0% IN THIS ONLINE PLATFORM ON PURPOSE. AS INDICATED, YOU ONLY NEED TO INCLUDE THE TOTAL REQUESTED CONTRIBUTION (CALCULATED AS IN THE TECHNICAL PROPOSAL INCLUDING OVERHEADS).

Budget

Cajal Institute, Spanish National Research Council (CSIC): Neural Rehabilitation Group

Cost Model

EUROBENCH FSTP-2 Cost Model

Category	Expenses	Funding Rate	Funded Expenses	Overhead Rate	Funded Overhead	Sum	Explanation
Requested Contribution	EUR	100 %	NaN EUR	0 %	NaN EUR	NaN EUR	Explanation
Sum		NaN EUR		NaN EUR		NaN EUR	

7. **Ethics:** applicants need to select all the items which are **NOT** related with their proposals. If there is an item related, applicants must complete the following section to indicate where they describe ethical issues in their project description file (PDF).

Once all sections are filled in and the principle of no double funding declared, the proposal can be submitted:

After a successful submission, the applicant will receive an email notification and see a confirmation screen.

If any modification is needed, it is possible to edit the proposal after submission until the deadline of the related cut off (every 15 days as indicated in the Guide for Applicants). The official submission time and date are considered by the LATEST UPDATE details.

2.1.1.3 EDITING PROCESS

Applicants can submit their proposal document as many times as they wish prior to the call deadline, but it is strongly recommended not to wait until the last minute to submit the proposal.

From the dashboard, the submitted proposals can be reached through the Proposals link:
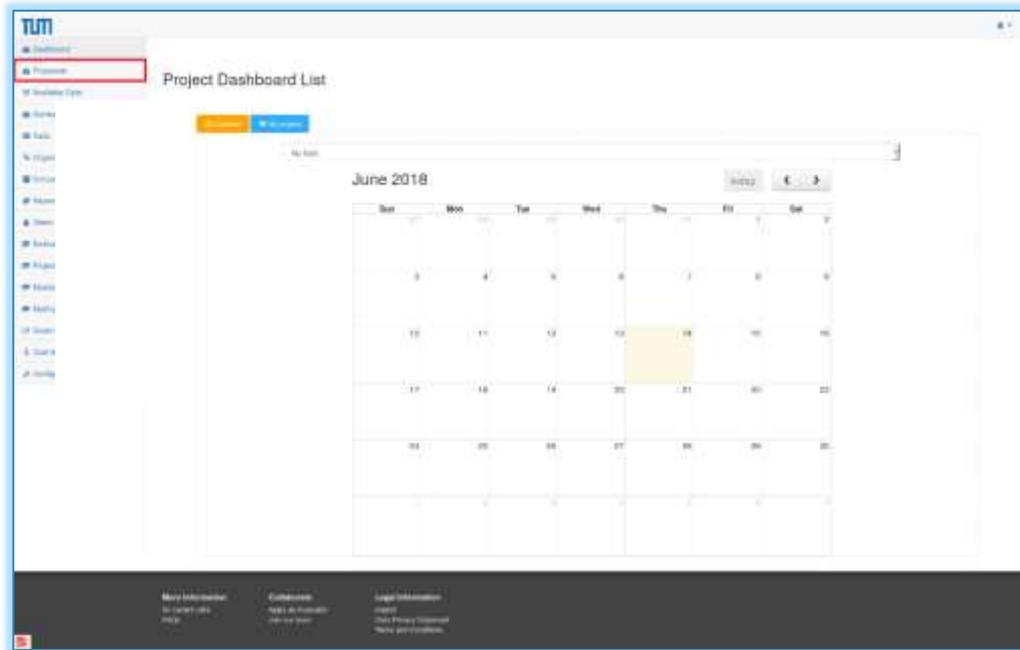
From here, the submitted proposals can be edited through the Edit link:

2.1.2 Evaluation of Proposals

2.1.2.1 SELECTION OF EXPERTS

Under Task 7.2, for the selection of the external evaluators, belonging to the FSTP Committee and updating its structure[1] for this call, a public process was launched to ensure high quality level and expertise in the evaluation process. International experts working in the robotics field were invited to apply as evaluators (see the following figures).

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[1] FSTP Committee structure was delivered in Deliverable 7.2.

Dear Expert,

We are writing to you on behalf of the H2020 EU-Project EUROBENCH to ask if you would be willing to work as an External Reviewer for third-party proposals to be submitted to our 2 nd Open Call . **Your contribution will be very valuable** as you already know our project and the 1 st call. The 2nd EUROBENCH Open Call (opening on September 1st) will offer up to € 100k to Third Parties interested in using the EUROBENCH Facilities and Software to test robotic technologies, such as exoskeletons, prostheses, legged robots, and other types of overground robots (more info at http://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-call/fstp-2-validating-the-framework/).

Reviewers choose between evaluating 5, 10, or 15 proposals (8 pages per proposal as a maximum) for **450€, 900€, or 1350€**. They will have **15 days for each batch of corrections**, each of which will have no more than 5 proposals to evaluate. The evaluation will begin on **September 15th.**

Reviewers should be experts on bipedal robotics that meet the following criteria:

- Area(s) of expertise: robotics, prosthetics, humanoids, biomechanics, HMI, neurorehabilitation and/or other fields of engineering closely related to the content of the Open Call.
- Qualification: Engineering degree and at least 7 years of experience in the above-mentioned fields (if coming from industry) or PhD (if coming from academy).
- Nationality: all nationalities are eligible.

We would like the review committee to be made up of experts who have already collaborated with the EUROBENCH project (for example, experts from entities that cannot receive funding because they have reached the maximum in the first call), in order to strengthen collaborative relationships. Notice that, to avoid conflicts of interest, if you submit a proposal to the call, you cannot be a reviewer.

If you are interested, please fill in the following questionnaire _as soon as possible_, as **we will prioritize the first answers**. **You only need 3 minutes:** https://forms.gle/btjYWE5TxEcXqYPcA

Please feel free to contact us if you have any questions. We look forward to hearing from you.

Thank you very much!

Kind regards,

The EUROBENCH team

Figure 4. Invitation email sent to international experts

Correo *

Tu dirección de correo electrónico

Name *

Tu respuesta

Family name *

Tu respuesta

Position *

Tu respuesta

Eligibility criteria

- Area(s) of expertise: robotics, prosthetics, humanoids, biomechanics, HMI, neurorehabilitation and/or other fields of engineering closely related to the content of the Open Call.

- Qualification: Engineering degree and at least 7 years of experience in the above-mentioned fields (if coming from industry) or PhD (if coming from academy).

- Nationality: all nationalities are eligible.

Do you confirm that you meet the three eligibility criteria described above? *

○ Yes

○ No

Which is your area of expertise? *

☐ robotics

☐ prosthetics

☐ biomechanics

☐ humanoids

☐ neurorehabilitation

☐ HMI

☐ Otro:

To ensure fairness and impartiality, the evaluators will be independent of the organisations involved in the proposals assigned to them. Will your institution participate in the elaboration of a proposal for the EUROBENCH FSTP-2 Open Call? *

○ Yes

○ No

○ Not sure

○ Otro:

How many proposals are you open to evaluate? *

Evaluators will have 15 days for each batch of corrections, each of which will have no more than 5 proposals (8 pages per proposal as a maximum) to evaluate. The evaluation will begin on September 15th.

○ 5

○ 10

○ 15

Please provide your CV

You can upload now your CV or forward it to fstp@eurobench2020.eu with your name in the subject and the keyword "CV"

⬆ Añadir archivo

Personal Data Policy

EUROBENCH collects personal information that will be subjected to computer processing in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council ("GDPR").

Your personal data are collected in order to become evaluator of the EUROBENCH FSTP-2 Open Call, considered under the project funded by the European Union's Horizon 2020 research and innovation programme under grant agreement No 779963. Your personal data will be stored for no longer than the time required for the purpose for which it was collected and/or processed.

Whitin the limits set forth the Personal Data Protection Regulation, especially articles 15 to 22 of the GDPR, after establishing your identity, you have the right to (1) access, (2) correct, (3) delete and/or (4) limit any or all your Personal Data. Where processing is based on your consent, you have the right to withdraw this consent at any time without affecting the lawfulness of processing based on consent before ist withdrawal. If you wish to exercise this right and gain access to your Personal Data, please contact fstp@eurobench2020.eu

I accept the Personal Data Policy *

○ Yes

○ No

Atrás   Enviar

28 applications were received during the process that was open in June and remained open for the whole period of the Call.

As the FSTP-2 Open Call was organised under a first-come-first-served scheme with cut-off dates every 15 days, 11 different external evaluators complying with the requirements were assigned to a

number of proposals during the different cut offs, depending on several factors, avoiding conflict of interest, including: expertise, availability, number of proposals for each cut off.

Their names are not included in this Deliverable for Personal Data Protection. If requested by the Commission, we will provide this information.

Evaluator assigned ID	nº proposals assigned
Evaluator-89	5
Evaluator-254	4
Evaluator-64	5
Evaluator-23	2
Evaluator-197	5
Evaluator-192	5
Evaluator-194	10
Evaluator-74	2
Evaluator-146	5
Evaluator-201	7
Evaluator-170	2

As for FSTP-1, included in Deliverable 7.2 FSTP Committee Structure, internal evaluators were also selected according to the stablished requirements, assigning them different proposals, avoiding conflict of interest, depending on the expertise, availability and number of proposals for each cut off.

2.1.2.2 EVALUATION PROCESS

As part of the FSTP Committee, the selected reviewers have to evaluate the of all the submitted proposals that have passed the initial eligibility check. Their responsibilities were defined in Deliverable 7.2 FSTP Committee Structure.

For the evaluation phase, as part of the submission platform, the related evaluation form and functionalities were set to enable registration of the evaluators, assignments and signature of confidentiality, impartiality and no conflict of interest declarations. To facilitate the process, a manual for evaluators was prepared including all the information needed for the proper execution of their duties. A webinar was also held to prepare external experts for the work to do.

Following the details of the evaluation platform:

First, they should apply as Evaluator on the web platform (http://opencall.eurobench2020.eu/registration/evaluator).

Figure 5. Apply as Evaluator

Then, they will receive an email from the web platform with three attached documents: the manual for the evaluations of proposals, the list of the assigned proposals, a declaration of impartiality and no conflict of interest and a declaration of confidentiality. They should sign and upload the documents to the web platform to be provided with proposals to evaluate.

Then, to access the list of proposals assigned to the evaluators, they should login in into the EURBENCH Open Calls Platform: http://opencall.eurobench2020.eu/all_calls.
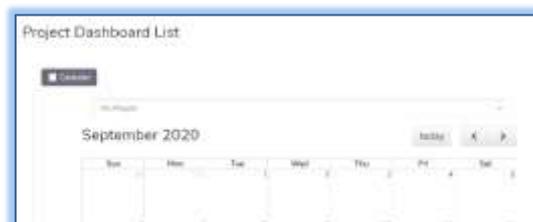
Figure 6. Project Dashboard List

On the left-side-menu, *Evaluations* section shows the *List of Evaluations*. On the next page, there is a list of the calls (in this case, only the EUROBENCH FSTP-2 is open).

Figure 7. Calls

Upon selecting *Show*, evaluators will see the list of proposals assigned to them.
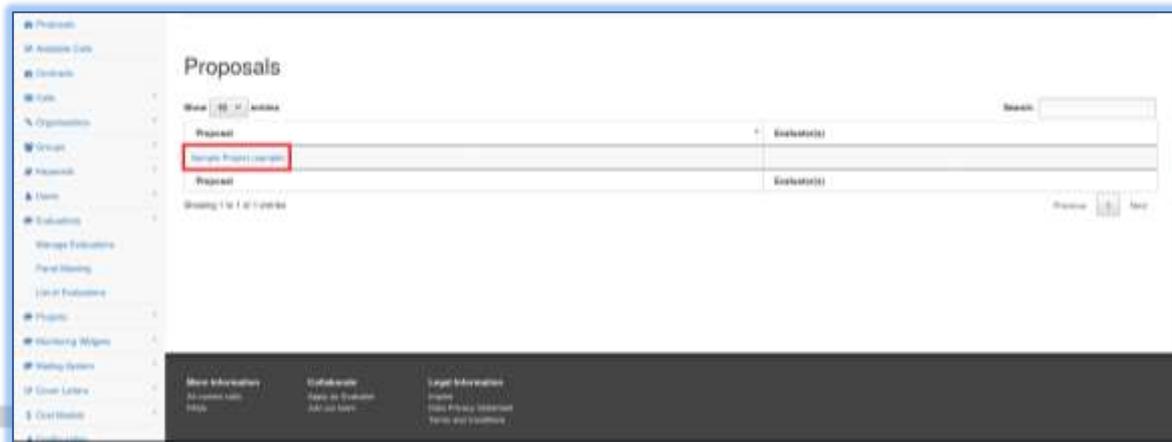

Figure 8. Proposals

On the list page, they can see the current status of each of their assigned evaluations.

Figure 9. Status of evaluations

Selecting *Write Review*, they can reach the evaluation module.

A. Individual Evaluation Module

On the **evaluation module** for each proposal, they can **(I)** download the proposal, **(II)** see the *keywords*, and the **(III)** *Evaluation Criteria* (and weights) for the specific call. In **(IV)** they can assign the scores and justifications for each criterion, while they can add private notes in **(V)** *Your Comments*. In the drop-down menu **(VI)** they can select the *current status* of their evaluation (Work/DONE). Finally, by selecting **(VII)** *Update your evaluation*, they can save the current status of the form.
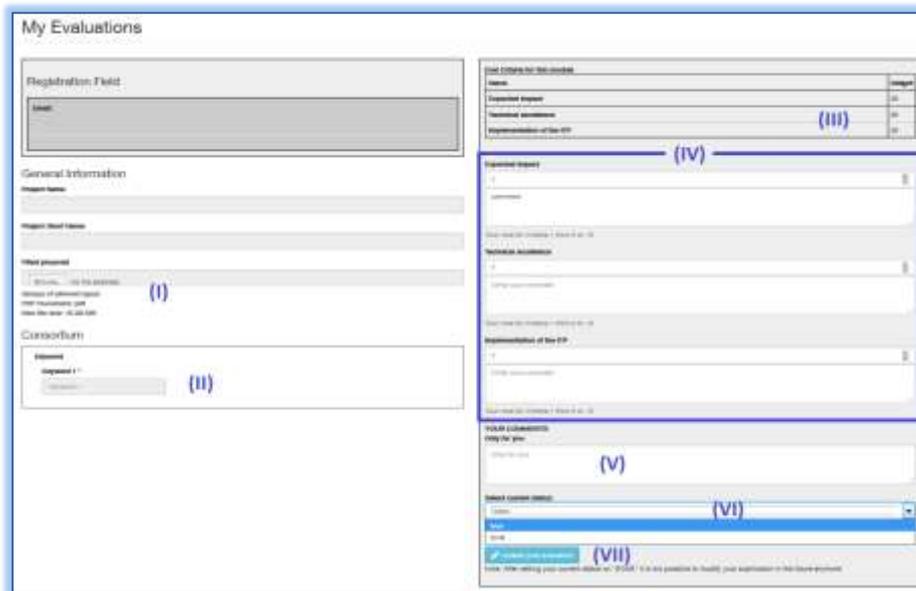
Figure 10. My evaluations section

In this specific call (the above Figure is a sample), the evaluation criteria were set according to the guide for Applicants:

Evaluation of Evaluator-64		
Evaluation Criteria *	Name	Weight
	Relevance of motivation, objectives and impact	25 %
	Compliance with the EUROBENCH tools and services	25 %
	Feasibility of implementation	25 %
	Exploitation and sustainability of results	25 %

B. Consensus Evaluation Blog

Once the individual evaluation is completed, the consensus phase begins. Evaluators can either use the platform and its consensus blog to:

- discuss the evaluation of each proposal, or
- set a Skype call with the other assigned expert.

The rapporteur (i.e. the internal reviewer) is the one who initiates the consensus chat when carried out on the platform and who generates the consensus report at the end.
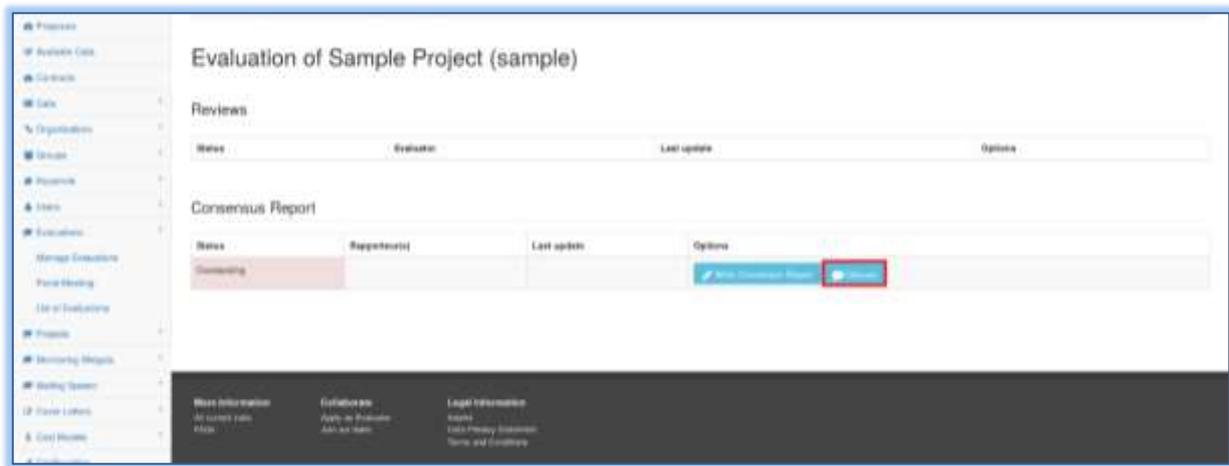
By selecting *Discuss,* in *Evaluations/Call Topic/Proposal name*,

Figure 11. Discuss option

They can **(I)** *Open a topic,* **(II)** post their comments, **(III)** start another discussion topic, or **(IV)** *read* and participate in an existing discussion.
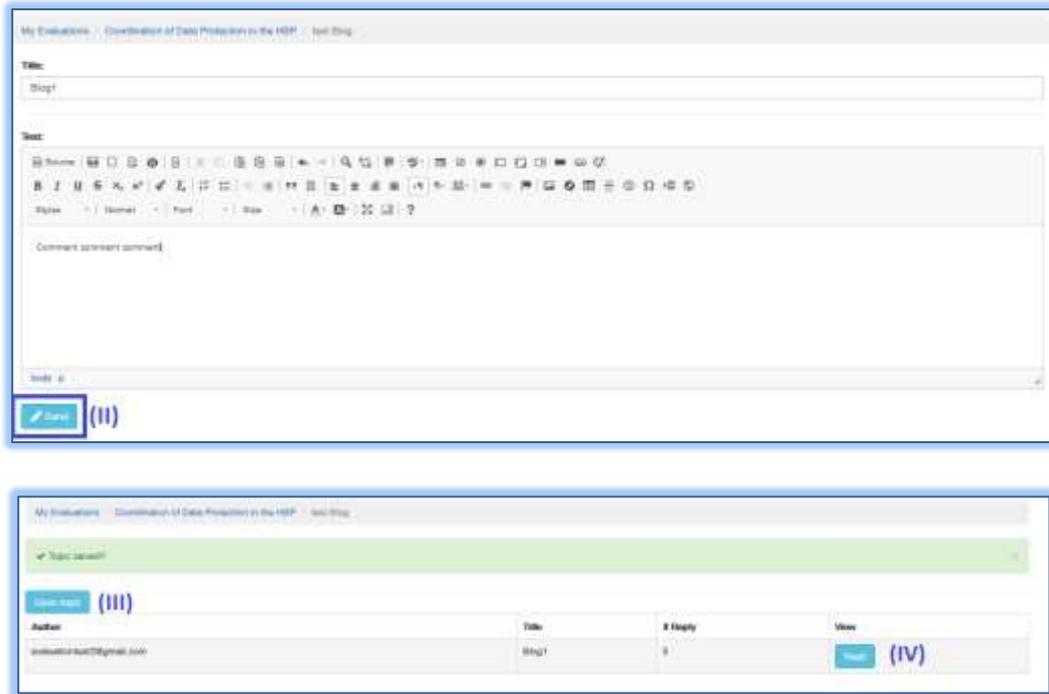
Figure 12. Different options inside the Consensus blog

On the blog discussion modules, the previous comments **(V)** are on the top of the page, and **(VI)** reply area is below.
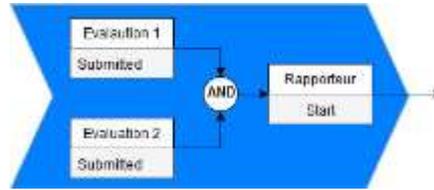

Figure 13. Comments and replies

C. Final Consensus Report - Rapporteur Module

Those that have been appointed as **Rapporteur**, on *Evaluations,* will be able to access the *Rapporteur* module.
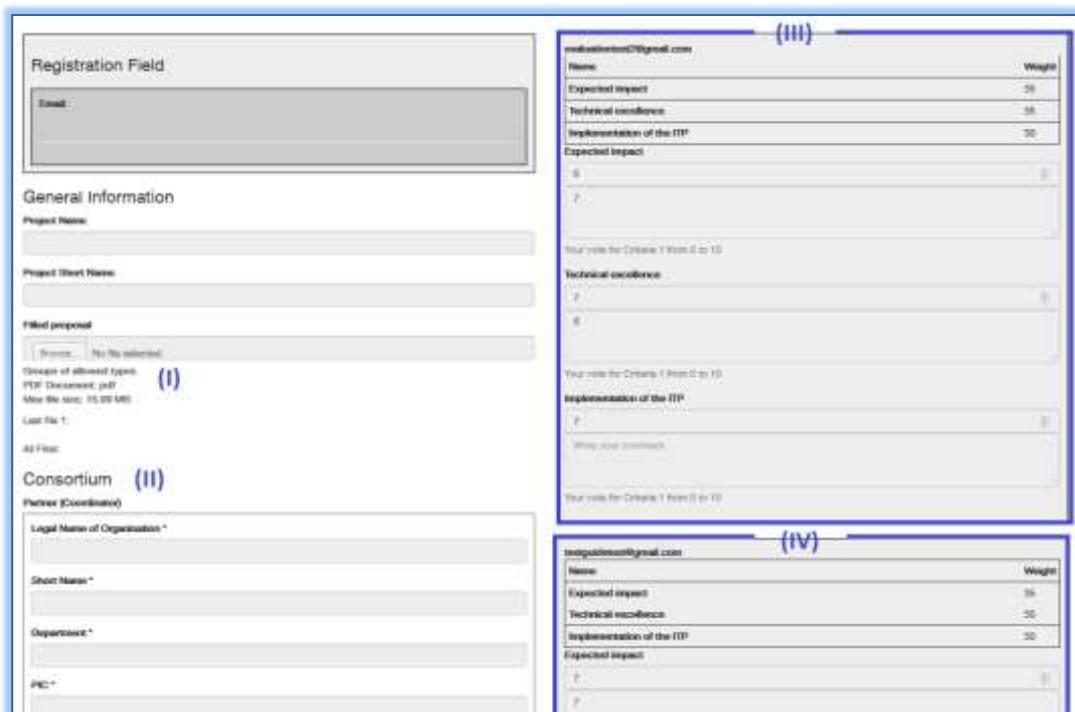
The *Rapporteur* module will be activated only after all the assigned Evaluators have submitted their evaluations:

Once active, the *Rapporteur* module has a similar arrangement than the *Evaluation* module with the **(I)** proposal and **(II)** keywords submitted by the applicant are on the left-side; and the scoring area on the right.

Figure 14. Different options inside the Rapporteur module (this is just an example of the Evaluators Manual, for this call the criteria were set according to the guide for applicants)

The right side contains the evaluations **(III)** and **(IV),** with the corresponding scores and comments, and the **(V)** *average* of the evaluation scores, as indicators; the **(VII)** consensus section should be filled respecting the **(VI)** evaluation criteria and *Consensus Blog.*

Figure 15. Consensus blog

The **(VIII)** *Average* is the overall score and is computed from the consensus scores **(VII)** and not from the scores assigned by the Evaluators. Before finalizing the consensus report, evaluators will have to add the **(IX)** *Final Report*, and the **(X)** comments for the applicant.

D. Overall score

Each reviewer will evaluate the proposal according to the evaluation criteria (and associated weight) indicated in Section 4.2 of the Guide for Applicants (https://eurobench2020.eu/wp-content/uploads/2021/03/FSTP-2-Guide-for-Applicants_v1_vdef_V3.pdf).

Even though the platform would allow to assign scores from 0 to 10, according to the EUROBENCH procedures and guidelines, evaluation scores of up to 5 points (5 marks representing the highest quality) will be awarded for each criterion:

- **0 Fail** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
- **1 Poor** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- **2 Fair** While the proposal broadly addresses the criterion, there are significant weaknesses;
- **3 Good** The proposal addresses the criterion well, although improvements would be necessary;

- **4 Very good** The proposal addresses the criterion very well, although certain improvements are still possible;
- **5 Excellent** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor

A preliminary <u>overall score</u> will be assigned to each proposal, taking into account the consensus evaluation phase results and the associated weight of the evaluation criteria.

$$\text{Overall Score} = 0{,}25* (S1+S2+S3+S4)*3$$

where:

S_i is the evaluation score for the i-th Criterion and W_i is the weight associated to the i-th Criterion.

The maximum overall score will be 15 points. To ensure a good level of quality in the proposals, a global threshold of 10 and a criterion-specific threshold of 3 will be applied. Proposals below any of these thresholds will not be eligible for funding, independently from the number of submitted proposals.

The consensus report and final overall score will be the basis for the creation of the final Ranking list of Proposals used by the Steering Committee to perform the final selection, as indicated in Section 4.3 of the Guide for Applicants (https://eurobench2020.eu/wp-content/uploads/2021/03/FSTP-2-Guide-for-Applicants_v1_vdef_V3.pdf).
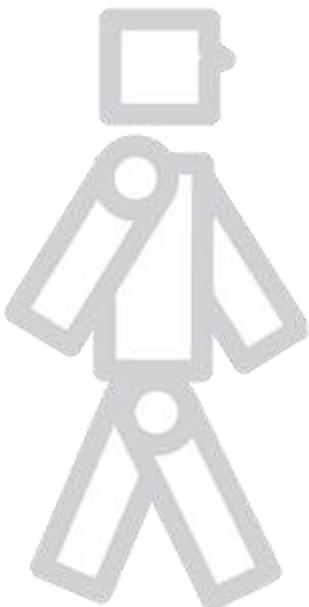
3 Deviations from the workplan

The web platform for the submission phase was active and fully operational since the opening of the Call in September 2020. Initially planned for May 2020, the call was postponed because of the following reasons:

- COVID-19 pandemic causing delays in the development of the framework and the FSTP-1 sub-projects

- Creation of a pre-registration phase to increase the quality and the impact of the FSTP-2 Open Call for the validation of the framework

First drafts of this deliverable were completed simultaneously to the preparation and updates of the platform, being ready to be submitted by the beginning of December, right after the FSTP-2 Open Call was closed and the last assignments in the evaluation process were made. However, the last version (without additional changes) of the deliverable is being submitted in September 2021.

4 Conclusion

This deliverable is considered complete in every single part according to the requirements stablished in the EUROBENCH Grant Agreement.