

Your role as rapporteur

**Synthesis and feedback reports
fundamental research projects**

classification 4

fwo

Rapporteur tasks:

► Compile the synthesis report

- Based on own assessment, the 4 reviews and the rebuttal
- In preparation of the panel meeting

► Compose the feedback report

- Based on the earlier synthesis report and the panel discussions
- As feedback to the applicant(s) after the panel meeting



Task 1. Compile the synthesis report

- ▶ **Based on the application, the 4 independent reviews and the rebuttal**

- 2 reviews from panel members + 2* reviews from on-topic experts (*3 external reviews in Specific Interdisciplinary Panel)
- Rebuttal by applicant(s)

- ▶ **Aim:**

- Include all relevant information for panel discussion
- Ensure consistency with the scoring grid and propose a score for each criterium

- ▶ **Rapporteur scores determine the initial preliminary ranking!**

- ▶ **When:** One week before the panel meeting

Rebuttal

- ▶ **4 reviews** presented to applicant(s)
- ▶ May respond to reviews in rebuttal; **optional**
- ▶ Clear **guidelines**:
 - Max. 3 pages
 - Links may be included if necessary to respond to specific questions by reviewers
 - No new design of project
- ▶ **Weigh** arguments in rebuttal against reviews
- ▶ Include comments on rebuttal in **feedback**

Task 2. Compose the feedback report

- ▶ **Based on:**

- The synthesis report
- The panel discussion and final scores

- ▶ **Aim:**

- Transparency towards the applicant(s)
- Include all information of added value, e.g. suggestions for improvement

- ▶ **When:**

- One week after panel meeting

Further reading and contact

► More information about:

- [FWO](#)
- [Our expert panels](#)
- [Our funding programmes](#)

► Contact:

- [Your account administrator](#)
- expert@fwo.be
- [Management and staff](#)