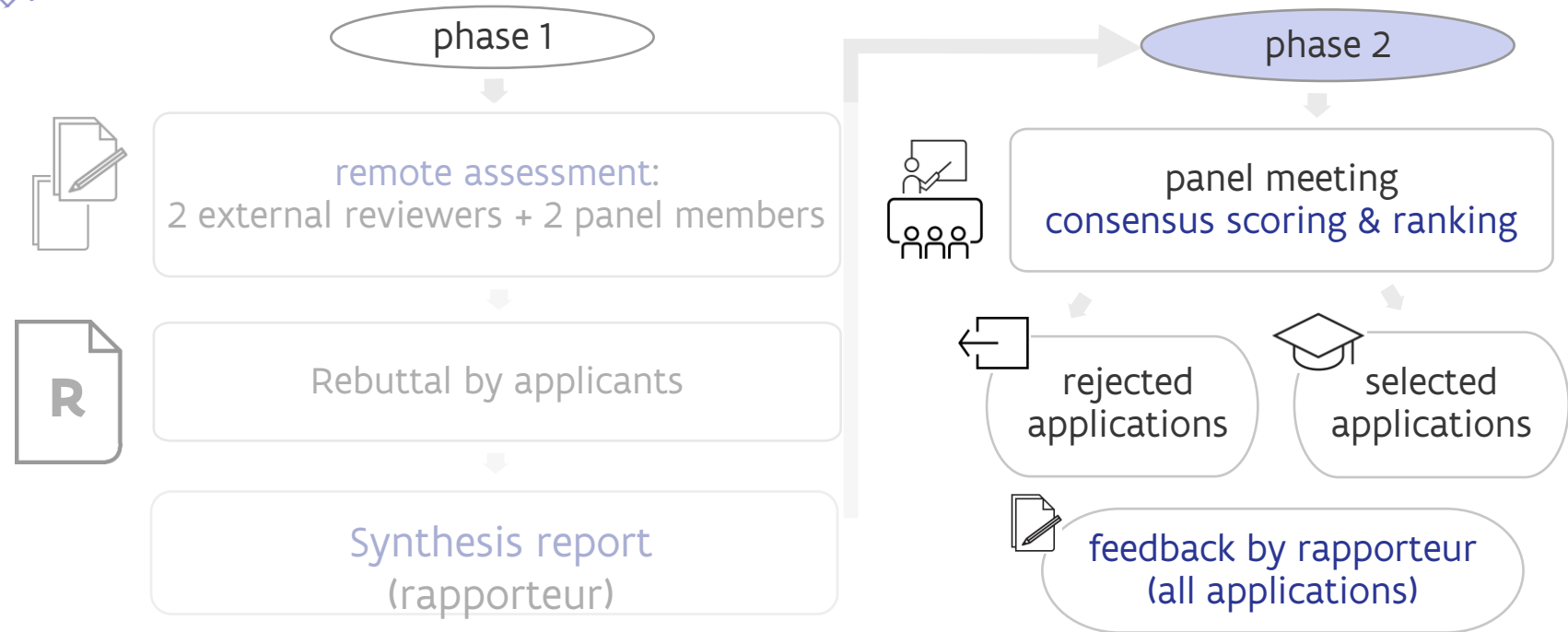


Preparing the panel meeting

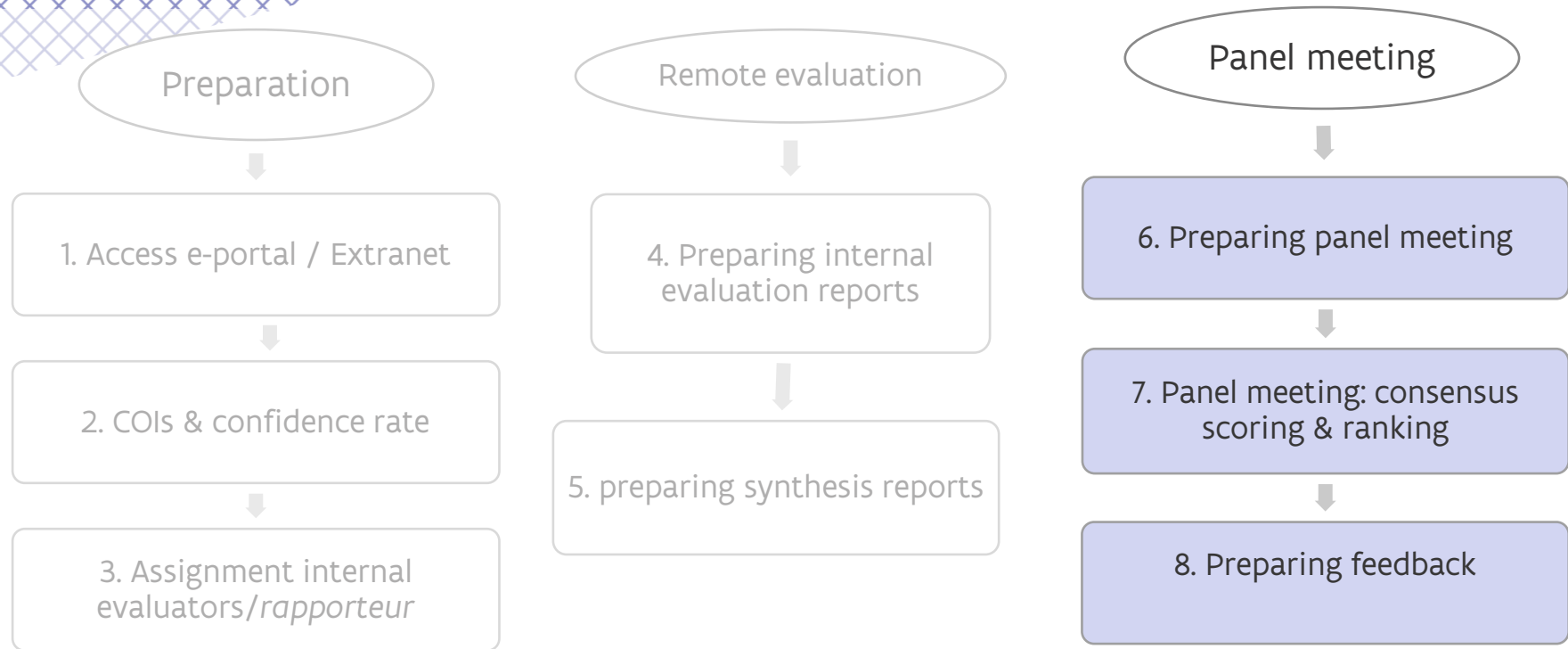
fundamental research projects

FWO instruction video

Overview: 2-phase evaluation & selection process



Performing as a panel member in 8 steps



Step 6. Preparing the panel meeting

► Briefing by FWO, including overview of preliminary ranking based on rapporteur scores

→ Examine overview of scores and preliminary ranking

- × How do you see your scores in relation to those of other reviewers and rapporteur?
- × Are applications you assessed in the zone of the ranking you think they should be?
- × Examine (at least the scores of) all applications selected for discussion

→ Read **rebuttal** for applications for which you are **internal reviewer**

→ Consider your own scoring behaviour

→ Be prepared to discuss your assessment of applications selected for discussion

→ For top-ranked proposals: look at research security self-assessment

► Contact chairs if you want applications/issues added to meeting agenda

Step 7. The panel meeting

► Discussion and scoring

→ All applications are open for discussion

- × Chairs make a selection in advance (e.g. in and near funding zone, applications with diverging scores, etc.) → indicate if you think other applications should also be discussed
- × All panel members who do not have a conflict of interest can participate in discussions
- × Keep interventions concise and to the point – do not read your reviews out loud
- × Focus on elements where you might disagree with other assessments
- × Keep the **scoring grids** in mind to focus on appropriate selection criteria

→ New scores are assigned in consensus

→ Keep **time management** in mind

Step 7. The panel meeting

► Determining final ranking and decisions

- Final ranking based on total score of each application as determined in meeting
- 3 zones in the ranking:
 - × Approved: applications funded directly by the panel (within available budget; see next slide)
 - × Reserve: in each call 2 reserve projects are selected – they might be funded if amongst best reserve project across all panels
 - × Rejected: applications not selected for funding

Step 7. The panel meeting

► Budget

- Panel budget = success rate of the call applied to the total budget applied for in the panel
- Panel can fund applications within its budget
- For all approved and reserve applications, budget cuts may be implemented if scientifically warranted
 - × **Funding cuts do not flow back to panel budget, but go to reserve fund (to fund applications on reserve list)**

Step 7. The panel meeting

► Research Security

- After funding decisions have been taken
- Should any funded or reserve applications that haven't been flagged for review of research security be recommended for such a review?
- Research security should not play a role in the scientific evaluation

See separate training video for more details

Step 8. Preparing feedback



Internal evaluation reports /
feedback reports

► Who?

→ The rapporteur is responsible for the final feedback

► Steps:

→ Start from your synthesis report and make sure it includes all key points from individual reviews and the **rebuttal**

→ Add relevant findings and comments following the panel meeting

→ Ensure the report reflects the panel's final consensus scores and decision

→ Justify all scores using the scoring grids

► Feedback format (per criterion)

→ Strengths, weaknesses, suggestions for improvements

► When?

→ Submit one week after panel meeting

Further reading and contact



► More information about:

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



► Contact

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