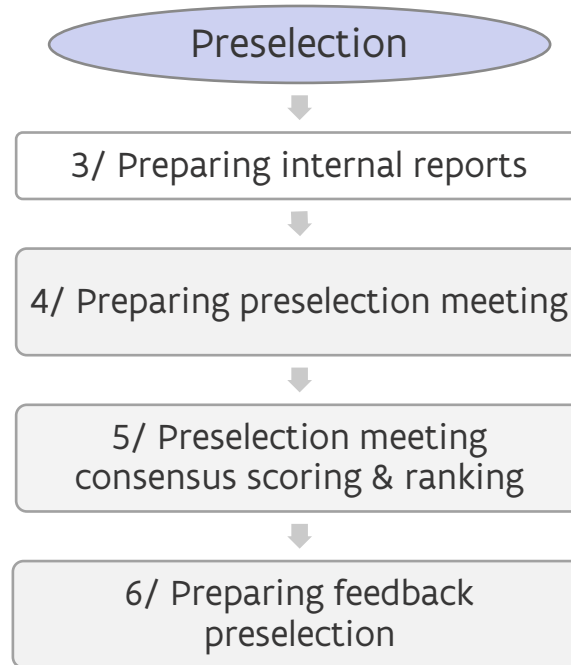


Preparing the preselection meeting

PhD Fellowships

FWO Instruction Clip

Overview



Preselection meeting: goal

▶ **To select candidates for the interview**

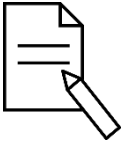
▶ **Interview spots: 2x the number of fellowships**

→ Candidates at interview: 50% probability of funding

→ Candidates not selected for the interview: end of evaluation

x Will receive scores and feedback from preselection

→ Preselection is crucial: >50% of candidates are out of selection



Preparing the preselection meeting

Subject: *Preparation of online preselection meeting postdoc call <PANEL CODE>*

Dear panel member,

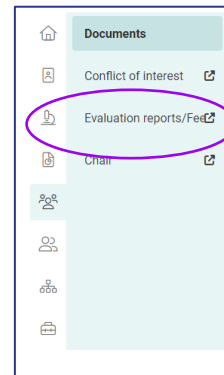
The online preselection meeting (via videoconference) of our panel is scheduled for XXX (date, hour ! CET).

1/ Available documents

In your [e-portal](#):

All the application files submitted to your panel are available via the e-portal /main menu

~ 1 week before preselection



► Available documents:

- E-portal: application files and internal evaluation reports
- Excel: provisional ranking, scores evaluators, panel member scoring behaviour

► Tasks:

- Read your applications **and the other reviews** thoroughly
- Be familiar with all applications and scoring in Excel
- Indicate projects you want to discuss



Preparing the preselection meeting

▶ Discussion points

- Applications near the cut-offline
- Applications with large score discrepancies
- Out-of-scope applications
 - × Consequence: evaluation ends immediately
 - × Only in preselection
- Other specific issues

The preselection meeting

► **Goal preselection meeting:**

→ Select candidates to be invited for interview (2x panel quota)

► **Process:**

→ Discuss critical projects

→ Adjust and finetune scores (no ex aequo at cutoff)

→ Obtain full consensus

Cut-off line

Application number	Name	Status	English title	Score candidate preselection	Score project preselection	Score application potential preselection	Total score preselection	IR A: Name	IR A: Score Candidate	IR A: Score project	IR A: Score application potential	IR A: Score total	IR B 1: Name	IR B 1: Score Candidate	IR B 1: Score project	IR B 1: Score application potential	IR B 1: Score total	IR B 2: Name	IR B 2: Score Candidate	IR B 2: Score project	IR B 2: Score application potential	IR B 2: Score total	Average candidate	Average project	Average application potential	WTS averages
1SD4522N	Joe Blogg	Open	CCCCC	4,5	3,5	3,75	4,15	Dirk Otte	4	2	3	3,4	Inge Geur	4,5	3,5	4	4,2	Hans Will	5	5	4,5	4,9	4,5	3,5	3,75	4,15
1S22222N	Jane Doe	Open	AAA	3,75	4,5	4	3,95	Hans Will	3	4	2,5	3,1	Olivier Bo	4	5	5	4,4	Inge Geur	4	4,5	4,5	4,2	3,75	4,5	4	3,95
1S23X22N	John Smit	Open	BBB	3,75	3,75	4,5	3,9	Inge Geur	3	3,5	3,5	3,2	Hans Will	4	4,5	5,5	4,4	Dirk Otte	4	3,5	4,5	4	3,75	3,75	4,5	3,9

Focus points



PDF: DOCTORAL FELLOWSHIP scoring descriptors criterion "Project" (preselection + interview)

Descriptor	1	2	3	4	5	6	7
2.a Scientific quality, relevance and challenge, originality							
<p>1 The project is not of value. It does not comply with the scope of the grant it was submitted to (preselection only).</p> <p>2 The project does not contain the scientific, technical or challenges. There is no international work of the art.</p> <p>3 The project shows an outstanding scientific contribution and/or international work of the art.</p>	<p>1 The project proposal is either of a high level relative to the state of the art.</p> <p>2 Rather limited work of scientific, technical or challenges. There is no international work of the art.</p>	<p>1 The added value of the project is of a considerable level of international work of the art.</p> <p>2 The project is highly innovative, challenging or the project is differentiating and has been presented in an excellent manner.</p>	<p>1 The project is original and scientific, technical and significant contributions to the international state of the art.</p> <p>2 High quality fundamental research project with good level of risks, challenges and innovations.</p>	<p>1 Highly ambitious and original project of scientific, technical, and/or significant contributions to the international state of the art.</p> <p>2 Very high level of scientific, technical, and/or challenging ideas, novel concepts and strategies.</p>	<p>1 The project shows an outstanding scientific contribution and/or international work of the art.</p>	<p>1 The project shows an outstanding scientific contribution and/or international work of the art.</p>	

- ▶ Keep discussions to the point
- ▶ Focus on arguments diverging from the others
- ▶ Use score grid in each stage
- ▶ Consider each other's perspective

Feedback

- ▶ **Include internal evaluation reports and preselection meeting findings**
- ▶ **Strengths, weaknesses, conclusions and suggestions for improvements for each applicant**
- ▶ **Updated or finalised feedback for each candidate**
 - Finalised → candidates out after preselection
 - Updated → candidates invited for interview

Deadline: 1 week after preselection meeting!

Practical and contact



► More information about:

- fwo.be/en/about-fwo/
- fwo.be/en/evaluation-process/fwo-expert-panels/
- fwo.be/en/support-programmes/postdoctoral-fellowships/#



► Contact

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