



# RIVET

## Expert Manual

<b>MODIFICATIONS HISTORY .....</b>	<b>4</b>
<b>General overview of the RivET structure .....</b>	<b>5</b>
RivET Main Page:.....	5
Proposal Overview:.....	5
<b>RivET basics .....</b>	<b>6</b>
<b><i>RivET banner .....</i></b>	<b>6</b>
The RivET banner can be divided into 3 parts: .....	6
Menu: (1).....	6
User information: (2) .....	6
Action menu: (3) .....	6
<b><i>Change Password .....</i></b>	<b>6</b>
How to proceed?.....	6
<b><i>Navigate between the pages: .....</i></b>	<b>7</b>
<b>RivET main page .....</b>	<b>8</b>
<b><i>The RivET main page can be divided into 3 parts:.....</i></b>	<b>8</b>
<b><i>Filters (1):.....</i></b>	<b>9</b>
<b><i>Proposals list (2): .....</i></b>	<b>9</b>
<b><i>Navigate through the proposal list (3): .....</i></b>	<b>9</b>
<b>Proposal overview .....</b>	<b>10</b>
<b><i>Introduction: .....</i></b>	<b>10</b>
<b><i>This screen can be divided into 6 different parts:.....</i></b>	<b>10</b>
<b><i>Proposals information (1):.....</i></b>	<b>10</b>
<b><i>Evaluation Status (2).....</i></b>	<b>11</b>
<b><i>Proposal submission forms (3).....</i></b>	<b>11</b>
<b><i>Part B.(4) .....</i></b>	<b>12</b>
<b><i>Reports (5) .....</i></b>	<b>12</b>
<b><i>Proposal overview (6) .....</i></b>	<b>12</b>
<b>Record your scores: .....</b>	<b>13</b>
<b><i>Accept to evaluate: .....</i></b>	<b>13</b>
<b><i>Individual assessment report (IAR): .....</i></b>	<b>14</b>
The evaluation form can be divided into 4 parts:.....	14
Enter scores and comments (1): .....	15
Declare no conflict of interest (2):.....	15
Save as draft (3): .....	15
Finalise the evaluation (4):.....	16
<b><i>Print reports: .....</i></b>	<b>16</b>
<b><i>Click on <a href="#">Print this page</a> in the upper right corner in order to print your evaluation. View other expert's individual scores (optional). .....</i></b>	<b>16</b>
<b><i>View other expert's individual scores (optional).....</i></b>	<b>17</b>
Introduction: .....	17
How to proceed?.....	17
The CR form can be divided into 4 parts .....	18
Create the Consensus Report (rapporteur) .....	19

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	2 of 24

Start creating the Consensus report: ..... 19  
 Save or finalise: ..... 19  
 Print report: ..... 19

**CR approval (optional: Call dependent)..... 20**  
 Introduction ..... 20  
 Approve/disapprove Consensus Report..... 20  
 You can access the Consensus Report by clicking on [View CR](#) How to approve/  
 disapprove a CR? ..... 20  
 How to approve/ disapprove a CR? ..... 21

**Enter inability: ..... 22**

**RivET mailbox ..... 23**

*The RivET mailbox main page can be divided into 4 parts ..... 23*

**Menu (1): ..... 23**

**Create new message (2): ..... 23**

**Delete selected messages.(3): ..... 24**

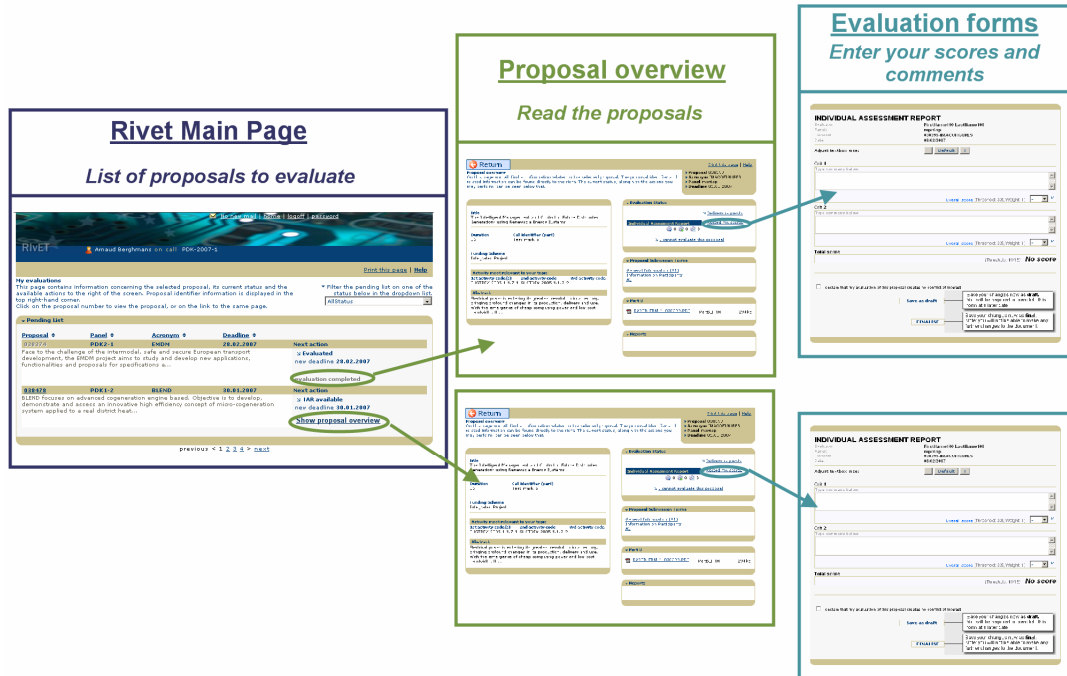
**Read Messages / Message list. .... 24**  
 Introduction: ..... 24  
 Read messages ..... 24

## MODIFICATIONS HISTORY

Version	Date	AUTHOR	Description
02_00	14/02/2007	ESS	Creation of document

# General overview of the RivET structure

The following plan gives an overview of the existing links between the different pages.



## RivET Main Page:

The RivET main page gives you an overview of all the proposals assigned to you and the links to the “Proposal overview” screens.

## Proposal Overview:

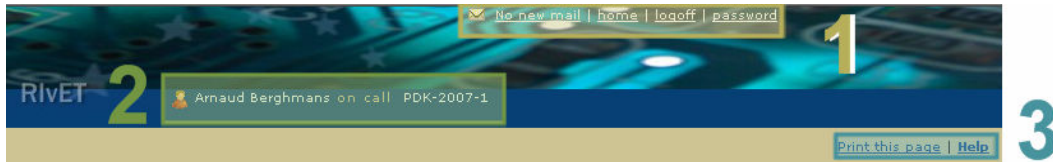
Here you will have the possibility to download the selected proposal and to access the “Evaluation forms”.

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	5 of 24

## RivET basics


### RivET banner

The RivET banner can be divided into 3 parts:



#### Menu: (1)

Functionalities

- Accessing the internal messaging system by clicking on the  icon.
- Going back to the “evaluation overview” screen by clicking on the **home** button
- Changing your password by clicking on the **password** button.

#### User information: (2)

Your username and the call you are working on, are indicated here.

#### Action menu: (3)

[Print this page](#) | [Help](#)

Here you can print the page you are viewing on screen and access the help pages.

### Change Password

#### How to proceed?

In order to change your password, enter the password you used in order to access the application and then enter your new password twice:

**Change your password**

Please enter your old password and the new one.

**Old Password**

**New Password**

**Confirm New Password**

**Caution:**

The password should contain 8 to 16 characters.

Only alphanumeric and the symbols @#\$%^+=\* are allowed.

The password must contain: one number, one lowercase letter, one uppercase letter and one symbol. (@#\$%^+=\*)

Once your login has been saved, the system will return to the main menu page.

**A few examples:**



Expert@2

John\$Doe9

evaluatoR%1956

**Navigate between the pages:**

In order to navigate easily, you can use:

- The  button in order to access the previous page.
- The  button in order to go back to the “evaluation overview” screen.

## RivET main page

### The RivET main page can be divided into 3 parts:

#### My evaluations

This page contains information concerning the selected proposal, its current status and the available actions to the right of the screen. Proposal identifier information is displayed in the top right-hand corner.  
Click on the proposal number to view the proposal, or on the link to the same page.

Filter the pending list on one of the status below in the dropdown list.

AllStatus

1

Pending List				
Proposal	Panel	Acronym	Deadline	Next action
038374	PDK2-1	EMDM	28.02.2007	Next action ↳ ESR available new deadline 28.02.2007 Rapporteur evaluation completed
038478	PDK1-2	BLEND	30.01.2007	Next action ↳ CR review finalized new deadline 30.01.2007 Step 2 evaluation completed
038484	PDK2-1	GREENSUN	28.02.2007	Next action ↳ CR review finalized new deadline 28.02.2007 evaluation completed
038490	PDK2-1sp	ExConMon	30.01.2007	Next action ↳ CR review finalized new deadline 30.01.2007 Rapporteur evaluation completed
038520	PDK1-1	PROPERTEE	30.01.2007	Next action ↳ CR review finalized new deadline 30.01.2007 evaluation completed
038557	PDK1-1	CONTRACT	30.01.2007	Next action ↳ CR review finalized new deadline 30.01.2007 evaluation completed
038565	PDK1-1	PROTECH-SHIP	30.01.2007	Next action ↳ CR review finalized new deadline 30.01.2007 evaluation completed

2

previous < 1 2 3 > next

3

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	8 of 24

## Filters (1):

You can filter the list of the proposals assigned to you according to following criteria:

AllStatus  
 IARNotStarted  
 IARInProgress  
 IARFinalized  
 CRNotStarted  
 CRInProgress  
 CRAvailable  
 CRReviewNotStarted  
 CRReviewInProgress  
 CRReviewFinalized  
 ESRNotStarted  
 ESRInProgress  
 ESRAvailable  
 ESRReviewNotStarted  
 ESRReviewInProgress  
 ESRReviewFinalized

### Please note:

**IAR:** Individual Assessment Report:

Report made by the experts individually in order to prepare the consensus report (CR).

**CR:** Consensus Report

Report produced by the rapporteur reflecting the result of the consensus meeting.


**ESR:** Evaluation Summary Report

Report sent to the proposer in order to notify them of the evaluation results.

**Rapporteur:** Expert in charge of the Consensus Report.

## Proposals list (2):

The screenshot shows a 'Pending List' table with columns: Proposal, Panel, Acronym, and Deadline. A proposal with ID 038373, Panel PDK2-1, Acronym EMDM, and Deadline 28.02.2007 is highlighted. A 'Next action' box indicates 'ESR available', 'new deadline 28.02.2007', and 'Rapporteur evaluation completed'. A short description of the proposal is also visible below the table row.

- You can sort the list of proposal by using the arrows  next to the sort criteria headings. (1)
- You can access the proposal contents and the evaluation actions by clicking on the **show proposal overview** link. (2)
- A short description of the proposal is also available on this screen. (3)

## Navigate through the proposal list (3):

If you have more than 7 proposals to evaluate, they will be displayed on different pages. In order to navigate between those pages you can use following links:

[previous](#) < [1](#) [2](#) [3](#) [4](#) > [next](#)

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	9 of 24

## Proposal overview

### Introduction:

The proposal overview screen is where you will **access all the** proposal information and all **the actions** available to you in order to perform the evaluation.

To access this screen you have to click on the link [show proposal overview](#) on the main page.

### This screen can be divided into 6 different parts:

The screenshot shows the 'Proposal overview' screen with the following parts numbered 1 through 6:

- 1**: Top right navigation area containing 'Return', 'Print this page | Help', and a list of proposal details: Proposal 100548, Acronym Acronym 100548, Panel yk1.25.0.6, and Deadline 31.07.2005.
- 2**: Evaluation Status section, including 'Individual Assessment Report' (4.00/5.00) and 'Consensus Report' (4.50/5.00), with links for 'View mv score', 'View CR', and 'View My CR Review'. A button 'I cannot evaluate this proposal' is also present.
- 3**: Proposal Submission Forms section, including 'General Information (A1) Information on Participants A2'.
- 4**: Part B section, listing submission files: PARTB\_FRM\_1\_100548.PDF (6kb), PARTB\_ANX\_1\_100548.PDF (6kb), and AOR\_100548.PDF (5kb).
- 5**: Reports section, stating 'The reports are not yet available.'
- 6**: Main proposal details section on the left, including Title (100548), Duration (10), Call identifier (part) (Test06-1), Instrument (Intra-European Fellowships), Activity most relevant to your topic, and Abstract (abstract 100548).

### Proposals information (1):

Here you will find the proposal number and acronym.

- ▶ **Proposal** 100548
- ▶ **Acronym** Acronym 100548
- ▶ **Panel** yk1.25.0.6
- ▶ **Deadline** 31.07.2005

## Evaluation Status (2)

The screenshot shows a user interface for 'Evaluation Status'. At the top, there is a dropdown arrow and the text 'Evaluation Status'. Below this, there are several links: 'Delivery requests', 'View my score', 'View CR', and 'View My CR Review'. The main content is divided into two sections: 'Individual Assessment Report' and 'Consensus Report'. The 'Individual Assessment Report' section shows a score of '4.00/5.00' and three gear icons with counts: 2 (blue gear), 0 (green gear), and 0 (grey gear). The 'Consensus Report' section shows a score of '4.50/5.00' and three document icons with counts: 3 (green checkmark), 0 (red X), and 0 (document). At the bottom, there is a link: 'I cannot evaluate this proposal'.

Here you will have the possibility to:

- Record your scores.
- Enter your inability to evaluate.
- Make a delivery request.  
You can request the proposal or assessments documents be delivered to you.
- Evaluation status:

The evaluation status icons will give you an overview of the progress of the evaluation status of the proposal.

	Number of IAR finalised
	Number of IAR in progress
	Number of IAR not started
	Number of CR/ESR approvals
	Number of CR/ESR disapprovals
	Number of CR/ESR review not started

## Proposal submission forms (3).

This includes all the A parts of the submitted proposal:

- A1: General information: Proposal title, acronym, Call ID, abstract,...
- A2: Partner information: Participant number, organisation legal number, scientist in charge name,...
- A3: Financial information: further information about the applicant (address, qualifications,...), requested grant, total participants costs,...
- A4: Financial request.

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	11 of 24

**Note:**

Please note that depending on your evaluation type not all A-parts will be present.

**Part B.(4)**

The B part of a proposal is the proposal itself.

**Reports (5)**

Subject to the call coordinator's request and depending the evaluation requirements, the available reports will be accessible via this box.

▼ Reports

[Matched Pairs](#)  
[Mean and standard deviation](#)  
[High low marking](#)

⚠ The PDF is opened in the same window.  
Press the "Back" button of your navigator to come back to this page.

**Proposal overview (6)**

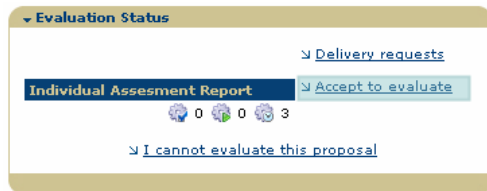
This section gives you a quick overview of the proposal.

## Record your scores:

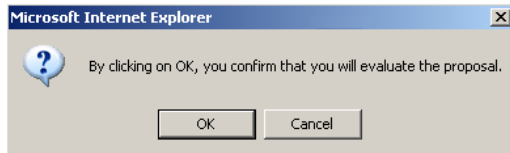
### Accept to evaluate:

You can access the evaluation form by clicking on the [show proposal overview](#) link corresponding to your chosen proposal on the **main screen**.

Before entering your scores, you have to accept to evaluate:



A confirmation message box will be generated in order to validate your choice.



Once you have accepted to evaluate, the option [Record my scores](#) will be available and will give you access to the evaluation form.

## Individual assessment report (IAR):

The evaluation form can be divided into 4 parts:

**INDIVIDUAL ASSESSMENT REPORT**

Evaluator: ccoord one acting on behalf of JUI 28  
 Panel: \_02\_  
 Proposal: 100537-Acronym 100537  
 Date: 16/06/2005

**1**

**SIC1**  
 Type comments below:  
 Overall score (Threshold: 3/5, Weight: 1)

**SIC2**  
 Type comments below:  
 Overall score (Threshold: 3/5, Weight: 1)

**SITOT**  
 (Threshold: 3/5) **No score**

I declare that my evaluation of this proposal creates no conflict of interest **2**

**3** Save as draft — Save your changes now as **draft**. You will be required to complete this form at a later date.

**4** FINALISE — Save your changes now as **final**. Note: you will not be able to make any further changes to the document.

- The scores and comments must be completed in the first part (1).
- A declaration of “no conflict of interest” is required in order to finalise your evaluation (2).
- You will have the choice to save your evaluation as draft (3) or as finalised (4).

**Enter scores and comments (1):**

**1. Quality of the researcher. How would you rate the research results and achievements of the candidate? Has the candidate demonstrated excellence in research and made a significant contribution to the progress of knowledge?**

Type comments below:

1

Overall score (Threshold: 3/5, Weight: 1) -

---

**2. Relevance to the objectives of the Scheme/Activity. How could you rate the impact of an award candidate on increasing the attractiveness of Europe for researchers?**

Type comments below:

1

0.00  
0.50  
1.00  
1.50  
2.00  
2.50  
3.00  
3.50  
4.00  
4.50  
5.00

Overall score (Threshold: 3/5, Weight: 1) -

---

**Total Score**

TOTAL score (Threshold: 70/100) **No score**

---

**Overall comment.**

Yes  No

Type comments below:

1

- Enter your comments in the comments box. (1)
- Select the score from the dropdown list.(2)
- For the “Yes/No” questions flag your answer by checking one of the option buttons.(3)

Yes  No

**Declare no conflict of interest (2):**

In order to finalise your evaluation you will have to declare that you have no conflict of interest for this proposal.

I declare that my evaluation of this proposal creates no conflict of interest

**Save as draft (3):**

If you want to make a draft of your evaluation in order to change it later click on :

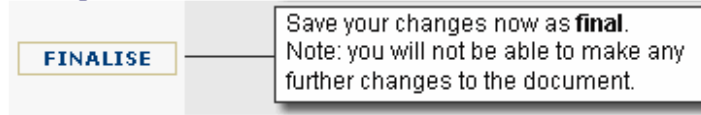
**Save as draft**

Save your changes now as **draft**. You will be required to complete this form at a later date.

This action will not finalise the current evaluation. You will have to finalise your evaluation later on, in order to continue the process.

### Finalise the evaluation (4):

Once you are sure of your scores and comments you have to finalise the evaluation by clicking on:

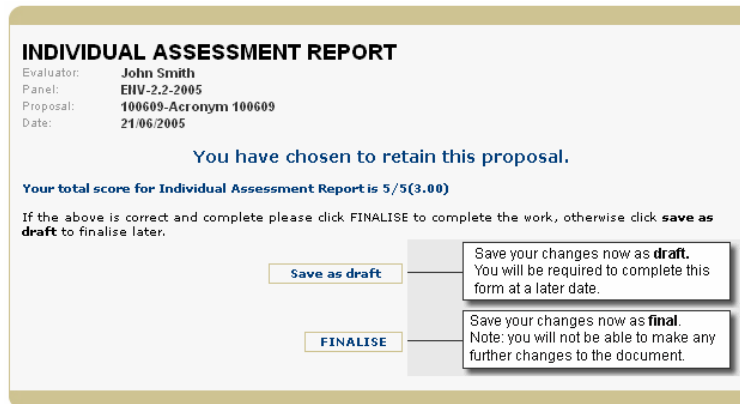


Once you have finalised your evaluation, you will not be able to change the scores or comments.

If you have finalised by mistake and want to make further changes, please contact the application support or Call coordinator to unlock the document.

#### Note:

Once you have finalised, the application will ask you to confirm your action.



### Print reports:

When you want to print all comments that are in the textboxes on the screen, you need to increase the textboxes until they show all the text on the screen. The following buttons are used to increase adjust the textboxes:



Increase the textboxes by clicking on 

Decrease the textboxes by clicking on 

By clicking on  you will restore the initial configuration.

Click on  in the upper right corner in order to print your evaluation.

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	16 of 24

## [View other expert's individual scores \(optional\).](#)

### Introduction:

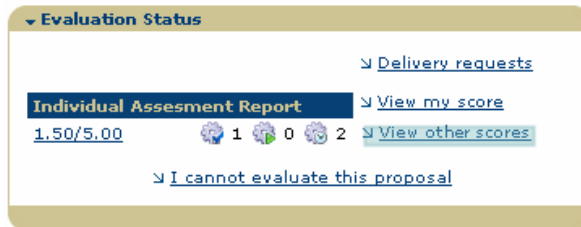
This action is optional and is not applicable for all evaluations.

This option is only available depending on the Panel workflow set-up.

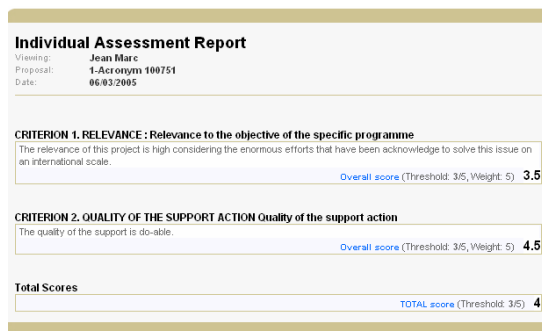
Once your scores are entered and finalised for a specific proposal, you will be able to view the scores entered and finalised by the other experts for the same proposal.

### How to proceed?

Click on [View other scores](#) on the proposal main page.



The following screen will be displayed:



You can switch between expert IARs by using the links corresponding to the expert name.



Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	17 of 24

## Consensus report (CR)

The CR form can be divided into 4 parts

**CONSENSUS REPORT**

Rapporteur: **Martin Pierre**  
 Panel: **EHV-2.2-2005**  
 Proposal: **100609-Acronym 100609**  
 Date: **21/06/2005**

Select one of the constructors below to create this form:

New blank form  
 New form with calculated average scores  
 New form with calculated average scores (with extremes removed)  
 Include experts' comments? Apply ->

**CRITERION 1. CONTENT OF THE PROPOSAL / PROJECT SCIENTIFIC QUALITY OF THE PROJECT (Highlighting strong and weak points)** Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal. Research methodology Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field Timeliness and relevance of the project  
 View other experts' comments ->  
 Type comments below:

**CRITERION 2. QUALITY OF THE RESEARCHER** Research experience Research results including patents, publications, teaching etc. Independent thinking and leadership qualities. Match between the fellow's profile and project. Potential for reaching a position of professional maturity. Potential to acquire new knowledge.  
 View other experts' comments ->  
 Type comments below:

Overall score (Threshold: 4/5, Weight: 70)

**TOTAL** (Threshold: 6/10) **No score**

**Save as draft** Save this form as **draft**, so that I can finish working on it later, **without** making it available for review yet.

**Finalise** Finalise and **make available** to other reviewers.

- Consensus information: the name of the rapporteur, panel, as well as the proposal acronym and date of creation will appear here.(1)
- You can create your Consensus Report using a blank form or by including the merged individual assessments.(2)
- The scores and comments will be entered in this section (3)
- This section allows you to save the report as draft or as finalised document.(4)

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	18 of 24

## Create the Consensus Report (rapporteur)

### Start creating the Consensus report:

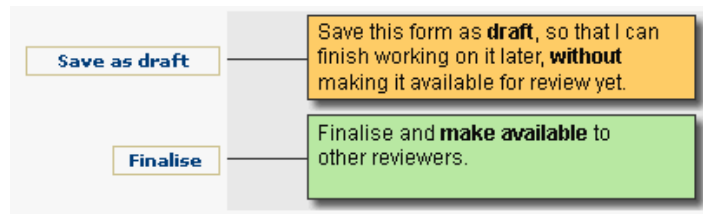
Depending on the call configuration you will have several creation method options available for creating your Consensus report:

Select one of the constructors below to create this form:

New blank form  
 New form with calculated average scores  
 New form with calculated average scores (with extremes removed)  
 Include experts' comments?

Do not forget to click on  in order to include the selected option.

### Save or finalise:



After finalising a Consensus report you make it available to the other evaluators for approval.

### Print report:

When you want to print all comments that are in the textboxes on the screen, you need to increase the textboxes until they show all the text on the screen. The following buttons are used to increase adjust the textboxes:



Increase the textboxes by clicking on

Decrease the textboxes by clicking on

By clicking on  you will restore the initial configuration.

Click on "print" in the upper right corner in order to print your evaluation comments.

Author	ESP	ESS_Rivet_Expert_manual_ASU_v02.00.d	Version	02_00
Date	14/02/2007	oc	Page	19 of 24

## CR approval (optional: Call dependent)

### Introduction

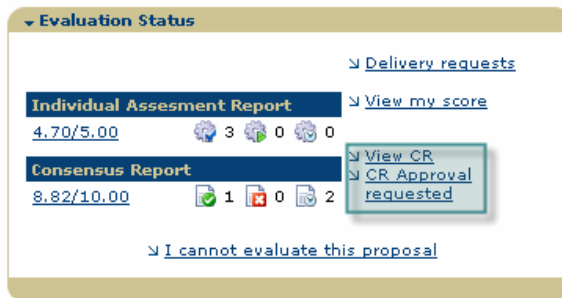
Depending on the evaluation process chosen by your call coordinator the experts will have the option to approve the CR or not (using the application tool).

#### Note:

Please note that, as this is not considered as an electronic signature, the CR has to be signed by all experts involved.

### Approve/disapprove Consensus Report

Once the Consensus rapporteur has finalised the CR, the following option will be available to the other experts assigned to the proposal:



You can access the Consensus Report by clicking on [View CR](#)

## How to approve/ disapprove a CR?

Once the CR is available for approval, the link [CR Approval requested](#) will be displayed in the proposal information view.

When selected, the following screen will be displayed:

**CONSENSUS REPORT**  
 Reviewer: John Smith  
 Panel: ENV-2.2-2005  
 Proposal: 100610-Acronym 100610  
 Date: 22/06/2005

**CRITERION 1. CONTENT OF THE PROPOSAL/ PROJECT SCIENTIFIC QUALITY OF THE PROJECT (Highlighting strong and weak points)** Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal. Research methodology Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field Timeliness and relevance of the project  
 Rapporteur's comment:  
 comment 1 expert 1  
 Type comments below:  
 4.9  
 Approved  Disapproved

**CRITERION 2. QUALITY OF THE RESEARCHER** Research experience Research results including patents, publications, teaching etc. Independent thinking and leadership qualities. Match between the fellow's profile and project. Potential for reaching a position of professional maturity. Potential to acquire new knowledge.  
 Rapporteur's comment:  
 comment 2 expert 2  
 Type comments below:  
 Overall score (Threshold: 4/5, Weight: 70) 4.2  
 Approved  Disapproved

**TOTAL** (Threshold: 6/10) **8.82**

Save this review as **draft**. You will have to finalise it at a later date.  
 Save and **finalise** this review. Note: you will not be able to make any further changes to the document.

- Your comments are to be entered here (1)
- You can approve/disapprove each criterion by clicking on  Approved  Disapproved option buttons (2)
- You can approve all criteria at once by clicking on  (2)

**Enter inability:**

- Choose the inability reason (1)
- Enter your comments explaining the inability reason (2)
- Save (3)

Once the inability reason is saved, the following message will appear:

**Unable to evaluate**

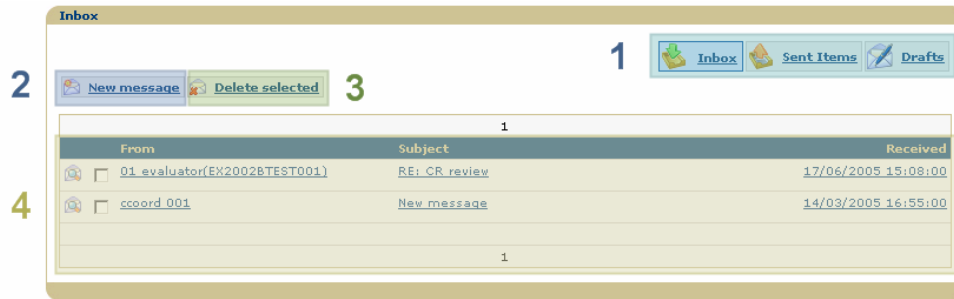
From this point onwards, you will no longer have access to the proposal content nor any action related to it.

**Note :**

Please note that you will not be able to change this status once you have saved your inability reason. If you require an inability status reset, contact your EC staff or the application Support in order to unlock your inability to evaluate status.

## RivET mailbox

The RivET mailbox main page can be divided into 4 parts

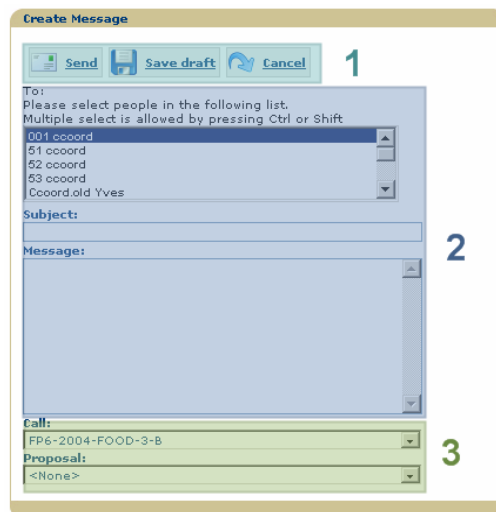


### Menu (1):



Here you can navigate between the menus available ; inbox, sent items and drafts.

### Create new message (2):




You can send a message, save it as draft or cancel it

- In this section you can select the message recipient. (1)
- In this section you can write your message as you would with any standard mailbox. (2)
- You also have the possibility to add a call ID and a proposal number as information to your mail. (3)

### Delete selected messages.(3):

You can delete messages:

- Select the message by clicking on the check box  [01 evaluator](#)
- Delete the message by clicking on  [Delete selected](#)

### Read Messages / Message list.

#### Introduction:

Your messages will be flagged as follows:

 Message not read

 Message read.

#### Read messages

To read your received messages click on the sender's name – the title or the sending date.



- Message title. (1)
- Here you can navigate between messages. (2)
- By clicking on [Reply to](#) you can reply to the sender of the message. (3)
- Here you will find the sender name, the message sent date and the related call and proposal. (4)
- The message is displayed here. (5)