

## Guidelines for Short-cycle Evaluation Process

The AgreenSkills Scientific Committee put in place in July 2013 a short-term cycle resubmission process for applicants with a very good academic record and interesting research project, whose applications only required minimal improvement to be a fundable proposal. Such a short-cycle process aims at retaining these talented and promising applicants by allowing them to resubmit an improved application without having to suspend it for the next call.

Within this process it might happen that during the evaluation selection phase, the Scientific Committee invites a few candidates to resubmit a new application within a short-cycle evaluation process, that is to say within a 4 to 6 weeks deadline from the date they receive their evaluation results and feedback for improvement.

This pertains only to those applicants that have a great chance of succeeding at this resubmission, provided that more clarification is given to the project proposal by responding to the Scientific Committee questions and requirements.

The short-cycle evaluation process is implemented by following the steps below:

- 1) Candidates who have been *“recommended by the Scientific Committee to resubmit their application within a short-cycle selection round”* will receive an e-mail from the AgreenSkills management team asking whether they would be interested to resubmit a renewed application in a short-term cycle;
- 2) This recommendation to resubmit will come with the Scientific Committee’s individual evaluation report that indicates the points that need to be clarified and improved in the project proposal;
- 3) Applicants need to confirm by e-mail to the Programme Management team whether they agree to resubmit within the agreed period;
- 4) As for applications within the normal selection round, support and information will be provided to these candidates by the AgreenSkills programme coordinators to help them resubmit a project taking into account the recommendations and questions raised by the Scientific Committee. Given the limited timeframe of this short-cycle process, this support and discussion may be set up through a telephone call or Skype call followed by an e-mail;
- 5) Applicants are invited to answer the questions raised by the Scientific Committee and to send by e-mail a renewed application to the Programme coordinators **within 4 to 6 weeks** starting from the date they have received their evaluation results and feedback for improvement;

- 6) Applicants may improve their application either by completing their first proposal documents or by replying to the questions raised by the Scientific Committee in a separate document that will be related to their previous proposal. Whatever their choice is, they must ensure to reply to each point referred in the scientific evaluation and clearly indicate how they took into account the Scientific Committee’s requests and comments;
- 7) Once resubmitted, the renewed application will be transmitted to the Scientific Committee that will assess the full dossier within a short time (2-3 weeks);
- 8) Scientific Committee panel(s) will focus their review on how adequately the proposal has been improved compared to its previous submission and whether the applicant has sufficiently answered the questions raised by them;
- 9) The Scientific Committee establishes a new scoring of the application, taking account of the improvements made to the points that needed to be refined and the quality of the whole proposal, and formulates an evaluation conclusion with a proposition to retain (or not retain) the renewed application as fundable;
- 10) The Steering Committee confirms the Scientific Committee conclusion and formulates the final decision;
- 11) Final evaluation results and conclusions are formally reported by email by the Programme coordinators to the applicants with an attached letter, as it is the case with the usual selection round process.

The resubmission cycle process and steps above are designed to be as transparent and fair as possible. As regards the formal and regular reporting of each selection round, the record of decision for short-cycle resubmissions will be annexed to the Scientific Committee’s record of decision of the next selection round.

For further information and clarifications, please contact the AgreenSkills Management team.

**Contact information**

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