

GUIDE FOR EXPERTS

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This '*Guide for experts*' has been prepared by a working group comprising internal experts from the different *Enhanced Eurotalents* research domains. The aim is to ensure a homogenous understanding and use of the evaluation process and criteria by the experts' panels. This use will be reviewed at the end of the 1st year and improved if necessary. These criteria will be based on excellence of both the candidate resume and his research project.

I. The *Enhanced Eurotalents* program – Generals

Enhanced Eurotalents is an international mobility program for postdoctoral, junior and senior researchers co-funded by the European Commission under the COFUND/Marie Curie scheme of the 7th European Framework Program (PF7), and the French Atomic and Alternative Energies Commission (CEA). The program lasts 5 years, from January 2014 to December 2018.

The program is completely managed by CEA. Two types of fellowships are awarded:

- Incoming CEA fellowships (ICFs) for international researchers who want to undertake a research project at CEA. 248 fellow-years are budgeted in the program;
- Outgoing CEA fellowships (OCFs) for CEA researchers who want to work in a foreign research organization/university for a limited mobility period followed by a compulsory return period at CEA. 24 fellow-years are budgeted in the program.

Enhanced Eurotalents succeeds to the *Eurotalents* program, also co-funded by the COFUND/Marie Curie scheme, wherein 84 ICFs (mostly postdoctoral fellows) and 8 OCFs (junior and senior CEA scientists) were selected over the period 2009-2013.

As was already the case for *Eurotalents*, with *Enhanced Eurotalents*, CEA aims to contribute to the different stakes as priorities for Europe: harmonisation of researchers' careers in Europe, better information of researchers on their work perspectives, growing funding from national and regional entities, implementation of the "*European Charter for Researchers*" and the "*Code of Conduct for the Recruitment of Researchers*", transparent selection process, fight against brain drain, reinforcing of the intersectoral mobility and increasing of the geographic mobility.

Some specific features of the *Enhanced Eurotalents* program are the following:

- First the applicant is not only free to write his proposal in good agreement with the identified host laboratory, but he may propose the project's duration as well (from 1 year to 3 years). Such long fixed-term contracts are authorized in the framework of European projects and actually are beneficial to researchers' work achievement;
- The second quality is related to the CEA challenging choice to have an evaluation process allowing a rapid answer in order to attract the best researchers at the most convenient moment of their career;
- Thirdly, the selected candidates get a fixed term contract based on CEA detailed work agreement explaining the rights and the duties of any CEA workers. Indeed the *Enhanced Eurotalents* fellows have the same employment conditions as other CEA researchers. Thus, they benefit from the social advantages of CEA permanent staff (social security, parental leave, retirement rights, etc.). In addition, *Enhanced Eurotalents* fellows benefit from a specific CEA training program centred on career development;
- Lastly, for *Enhanced Eurotalents* candidates, CEA has opened the research topics within CEA main domains of expertise with outstanding laboratories offering very performing equipments and excellent researchers' support, which determine the success of a research activity and a boost in the career of a researcher.

II. The four E2 research fields and Panels

i. The four Research Panels

Enhanced Eurotalents (E2) fellowships have a bottom-up approach, i.e. applicants are allowed to choose a research topic in any of the four research fields:

- Energy, environment and climate change (**E2C2**);
- Life sciences and biotechnology (**LSB**);
- Key Enabling Technologies: Microelectronics, nanoscience and nanotechnology, photonics, robotics, embedded systems, advanced materials and manufacturing, advanced chemistry for energy, and high performance computing (**KET**);
- High energy physics, high energy density physics and physics of the Universe (**HEPPU**).

Research projects pertaining to anyone of these four fields are eligible for funding, except areas of research covered by the [EURATOM Treaty](#). All research carried out must respect fundamental ethical principles and the requirements indicated in the text of the People Specific Program. The four above-mentioned research fields were selected for two reasons: CEA has outstanding laboratories working in these topics and these topics match European research priorities.

For practical reasons, all research proposals from the applicants are classified under the four abovementioned research fields, referred to as '*Research Panels*'.

ii. The CEA Scientific Counselors

From a scientific point of view, each *Research Panel* is headed by a *Scientific Counselor*, a senior CEA scientist that acts as an interface between (1) the applicants and the host laboratories at CEA and (2) the program management and the *Principal Experts* on scientific issues:

- Given the complex territorial and organizational structure of CEA and the very diverse research projects developed by CEA laboratories, potential match between the competences and wishes of an applicant with the hosting possibilities in any of the 700 laboratories that may host the *Enhanced Eurotalents* ICFs is not straightforward. Therefore, and with the help of an adequate network of devoted scientists in the different subfields covered by the research field which they are responsible for, the *Scientific Counselors* play a very useful role in identifying potential laboratories for the applicants. When possible, the list of identified potential laboratories will be communicated to the applicant after reception of his/her résumé and cover letter, but the applicants are always free to get in touch with CEA laboratories directly;
- Having a broad knowledge of CEA research activities in their fields, the four *Scientific Counselors* are also the privileged scientific interface with the four *Principal Experts* that chair the Experts panels that are to evaluate and select the proposals received in both the ICF and OCF schemes.

The four *Enhanced Eurotalents Research Panels* are operated by the following four CEA *Scientific Counselors*:

E2C2: **Dr. Nicole Mermilliod**, (PhD Macromolecular sciences) who is the Director in charge of the CEA Transverse Program on New Technologies for Energy. N. Mermilliod has conducted research activities in the fields of materials, especially conducting polymers and their applications in batteries, and materials for lasers. Since 2005, she was in charge of the setup of Tenerrdis, a new energy technology cluster aimed at bolstering the competitiveness of emerging new energy technology industries through innovation at Grenoble, and of its scientific animation.

LSB: **Dr. Eric Quéméneur**, (PharmD, PhD) who is the Director in charge of research programs, technology transfer and industrial partnerships at the CEA Life Sciences Division. His personal background is in protein science that he developed in various applications, from biopharmaceutical processes to molecular toxicology, with major achievements in the development of biosensors for environmental biohazards. E. Quéméneur has also been acting as a scientific advisor for several biotech companies in Europe and Canada.

KET: **Dr. Engin Molva**, (PhD Physics) is the Director of the Nanoscience Program at CEA. E. Molva has research activities in the area of semiconductor lasers, microchip lasers, optical microsystems and integrated optical waveguide devices and managed several R&D laboratories at CEA-LETI and has been the Director of Development of Teem Photonics, a start-up company producing active and passive telecommunication products based on integrated planar optical waveguide technologies. Between 2006 and 2013 E. Molva was the director of INAC, a basic research institute located at Grenoble, with activities on condensed matter physics & chemistry and also at the interface with biology.

HEPPU: **Dr. Nicolas Alamanos** (PhD) who is a Research Director (Nuclear Physics) at CEA, and is presently Deputy Director of the CEA Institute of Research into the Fundamental Laws of the Universe (IRFU). He is currently evaluator of many national committees – ANR (France), ARISTEIA (Greece), FRS-FNRS (Belgium), STFC (England). He is a member of GANIL's scientific council and program advisory committee, the chairman of the governing board of the European project CHANDA and serves on the editorial board of the European Physics Journal A (EPJA) as the Editor in Chief of the experimental physics section and Managing Editor of reviews.

III. The application process and the selection procedures

CEA has been committed for a long time in a human resource management policy that is already very transparent and fair for every candidate who wants to join one of its lab teams. In addition, CEA has a very good experience in managing selection processes in order to attract the best researchers, both in France and from all over the world without any discrimination.

As an essential milestone, CEA has accepted July 6th 2007 the “*European Charter for Researchers*” and March 11th 2005 the “*Code of Conduct for the Recruitment of Researchers*” recommended by the European Commission. This demonstrates its continued commitment to encourage mobility among researchers and to implement a transparent and impartial recruitment.

In the *Enhanced Eurotalents* program, the transparency of the selection process for the fellows is guaranteed by international independent experts and a fair selection procedure.

i. The Principal Experts

For each of the four *Research Panels*, a *Principal Expert* chairs the selection committee composed of experts who are in charge of evaluating a specific proposal. In particular, the *Principal Expert* is in charge of assuring that all proposals that are submitted in the corresponding panel are evaluated and selected in the most transparent, impartial, equitable and independent manner. The four *Enhanced Eurotalents Principal Experts* are the following senior scientists:

- E2EC: - **to be confirmed** -
- LSB: **Dr. Jean-Jacques Leguay**, PhD Biology is a Research Director at Centre National de la Recherche Scientifique (CNRS, France). During the years 1986-1994, he worked for Sanofi (now Sanofi Aventis) in the development of new technics for genetic engineering. In 1994 he was appointed Director of the Institute for Environmental Biology and Biotechnology (IBEB) at CEA-Cadarache which is dedicated to research in the fields of plants and microorganisms responses to environmental stress. He then served as Adjunct Director of the CEA Life Sciences Division in 2004 until his retirement in 2007. He is presently Vice-President of the Scientific Committee of the French High Council for Biotechnologies and is a Scientific Advisor for CEA and for BIOVISION, a world forum in Life Sciences that holds a yearly meeting in Lyon (France).
- KET: **Dr. Lionel Buchailot**, PhD Mechanical Engineering is a Senior Researcher at CNRS, France, and the Director of the Institute of Electronics, Microelectronics and Nanotechnology (IEMN, Lille, France) since 2010. During the years 1991-1995, he has been interested in the development of thin film shape memory alloys actuators for MEMS in the Laboratory for Integrated MicroMechatronic Systems at the University of Tokyo, Japan. In 1997, he worked as an R&D engineer for SFIM (now SAFRAN) and AVIAC Technologies Company. In 1998, he joined CNRS working in the field of silicon-based MEMS at IEMN. His research focuses on mechanical sensors and systems, RF MEMS / MEMS for microwaves and scientific micro- and nano-instruments. He is presently the editor of the IEEE Journal of Microelectromechanical Systems and of the IOP Journal of Micromechanics and Microengineering. He is recipient of the CNRS Bronze medal.
- HEPPU: **Prof. Muhsin Harakeh**, was a Professor of Physics at Free University of Amsterdam (1985-1993) and at KVI (Nuclear Physics Accelerator Institute, NL) where he was appointed Director from January 1996 to December 2008. His research interests are in nuclear structure, nuclear astrophysics, few-body physics and astroparticle physics. He has served on many advisory committees of international facilities, physics departments, and has been chairman of a number of Editorial Boards of international scientific journals. He was the first director of the International Research School FANTOM. He is a fellow of the American Physical Society since 1994 and a member of the Academia Europaea since 2008 and has been elected chair of Physics and Engineering Section of the latter in 2012. He has been decorated in 2008 as Officer in the order of Orange-Nassau for his achievements.

All proposals will be read by at least two independent and international experts plus the *Principal Expert* that chairs the corresponding selection committee. The experts serving in the selection committees with the *Principal Experts* may have their main research activity in universities, research organisations or the private sector and will be selected on the following criteria: i) personal scientific excellence, ii) gender balance, iii) international experience in scientific and technical evaluation, iv) experience in scientific edition, v) experience in scientific and technical foresight. Of course only experts, who are not working within CEA teams, whatever their nationality, will serve on the selection committees and it will be made sure that the criteria for selecting experts follow the aforementioned "Code of Conduct for Recruitment of Researchers". In addition, for OCF, the experts will neither be chosen in the host organization nor among CEA scientists.

ii. The evaluation procedure by the experts and the selection criteria

The evaluation will be done in a remote manner using the application <https://jobs.eurotalents.cea.fr> (the *Eurotalents database*). Firstly, all the experts will have to sign up a Declaration of Confidentiality and No Conflict of Interest. This declaration will be the exact content of the European Commission Annexe IV of the expert evaluator contract letter. Each expert will evaluate the proposal alone (without knowing the name of the other experts in charge of the same proposal). The *Principal Expert* will also have to evaluate the proposal without knowing the marks of the other two experts.

The evaluation criteria of an *Enhanced Eurotalents* application are the quality of applicant, of the research project and of the host institution for an OCF application, and the commitment of the host laboratory toward the candidate and his project. As a result, an application comprises the following documents:

- 1) The CV personally registered by the applicant in the *Eurotalents database* (CV),
- 2) The cover letter personally registered by the applicant in the *Eurotalents database* (CL),
- 3) The Research project including the proposed schedule, the total duration and the completed Ethical Issue Table, using the template document available online in the *Eurotalents database*, also personally registered by the applicant in the *Eurotalents database* (RP). For an OCF, the RP document should also include a formal letter of invitation from the foreign host institution,
- 4) The signed Statement from the CEA Hosting Laboratory about its hosting capacities with regards to the Research project of the applicant and its financial commitment. This document (SHL) is added by the *Enhanced Eurotalents* management in the *Eurotalents database* after all three other documents are registered, and upon request to the manager of the proposed hosting laboratory indicated by the applicant in his/her Research project. For an OCF, the SHL holds for the hosting capacities of the CEA laboratory during the compulsory return phase and the financial commitment to the MLD scheme (*Mission Longue Durée*) organized for OCFs by the CEA Human Resources Division.

The experts serving on a selection committee are asked to evaluate an application with respects to the following criteria:

a) **Applicant:**

- A1- Qualification of the applicant to conduct the project based on the quality of his previous research output (reviewers are expected to evaluate published results in peer review journals as well as other elements of the candidate's CV),
- A2- Research results including patents, publications, teaching, advanced courses, etc., taking into account the level and variety of experience,
- A3- Match between the fellow's profile and the proposed project,
- A4- Independent thinking and leadership qualities.

b) **Research project:**

- P1- Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal,
- P2- Originality and innovative nature of the project, and relationship with the 'state of the art' of research or with innovative technologies in the field,
- P3- Schedule, relevance of the project and adequacy of the total duration required,
- P4- Research methodology,
- P5- Adapted use of human and material resources offered by the hosting laboratory.

The evaluation of an expert is made by giving a mark ranging from 0 to 5 to each of the 9 above mentioned criteria. The meaning of the awarded mark should be the following:

0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.

1 - Very poor. The criterion is addressed in a cursory and unsatisfactory manner.

2 - Poor. There are serious inherent weaknesses in relation to the criterion in question.

3 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.

4 - Good. The proposal addresses the criterion well, although certain improvements are possible.

5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question.

c) **Host organization (case of OCF):**

- Host scientific expertise in the field?
- Does the host environment provide most of the infrastructure necessary for the research to be carried out? Is it in a position to provide an appropriate intellectual environment and infrastructural support and to assist in achieving the ambitions for the project and the OCF fellow?
- Has the institution displayed ethical principles?

As a result, the total grade given by each expert to an application is an integer number with a maximum of 45. Each expert is also asked to write a small comment aimed at explaining the marks he/she has awarded to the proposal. In writing this comment, the expert is encouraged to highlight the strengths and weaknesses of the proposal, so that it can be used as a constructive criticism by the applicant.

iii. How the final evaluation is reached and how the proposals are selected for funding

When all three evaluations are performed, the *Principal Expert* will receive by mail the evaluations of the other two experts. The *Principal Expert* will compare the other two evaluations with his/her own and will propose the final mark which means that all applications will be examined at least 3 times. The final mark will be the sum of the three marks (maximum 135). On the basis of the comments written by the individual experts including his/her own, the *Principal Expert* will then write the short abstract that will be reported on the Evaluation Summary Report and propose the final grade to the *Enhanced Eurotalents* management.

In case of very different evaluations given by any two experts for a same application, namely: marks given for any of the 9 sub-criteria or the specific OCF sub-criteria different by 2 or more, the proposal will be sent back to these experts, together with the individual marks given by the three experts for that sub-criterion, asking them to confirm their individual mark with a specific explanation, or if they want to re-assess it. With this confirmation or correction, the *Principal Expert* will propose the final mark and write the short abstract for the Evaluation Summary Report.

In each *Research Panel*, the applications will be ranked according to their final grades and the proposals with the best grades will be selected for funding according to the number of fellow-years available for that *Research Panel*.

For both ICF and OCF scheme, the call is continuously open since its opening date January 1st, 2014. Therefore, applications can be continuously submitted and registered in the *Eurotalents database*. Applications are being evaluated at specific cut-off dates. These dates will correspond to the dates at which complete applications (i.e. with completed CV, CL and RP, see above) that will have been received by CEA will be gathered and sent for evaluation to the different selection committees.

Calendar for the evaluation of the *Enhanced Eurotalents* applications:

Call	Opening date	Cut-off date	DL1 (1)	DL2 (2)	DL3 (3)	DL4 (4)	Nb ICF (5)	Nb OCF (6)
2014	01/01/2014	31/05/2014	06/06/2014	22/06/2014	28/06/2014	10/07/2014	24	6
		30/09/2014	06/10/2014	22/10/2014	28/10/2014	10/11/2015	24	
2015		31/01/2015	06/02/2015	22/02/2015	28/02/2015	10/03/2015	24	
		31/05/2015	06/06/2015	22/06/2015	28/06/2015	10/07/2015	30	6
		30/09/2015	06/10/2015	22/10/2015	28/10/2015	10/11/2015	30	
		31/01/2016	06/02/2016	22/02/2016	28/02/2016	10/03/2016	30	
2016		31/05/2016	06/06/2016	22/06/2016	28/06/2016	10/06/2016	30	6
		30/09/2016	06/10/2016	22/10/2016	28/10/2016	10/11/2016	24	
2017		31/01/2017	06/02/2017	22/02/2017	28/02/2017	10/03/2017	16	
		31/05/2017	06/06/2017	22/06/2017	28/06/2017	10/06/2017	16	6

- (1) DL1: deadline (applicable to the E2 management) for sending the applications to the experts.
- (2) DL2: deadline (applicable to the experts) for returning their evaluations.
- (3) DL3: deadline (applicable to the experts) for returning their comments (only in case of a second evaluation)
- (4) DL4: deadline (applicable to the E2 management) for establishing the list of the funded projects.
- (5) Nb ICF: number of ICF fellow-years offered. For each of the two 2014 cut-off dates (May 31st and Sept 30th), the fellow-years (total = 24) are distributed as follows in the 4 *Research Panels*: E2C2: 3, LSB: 5, KET: 8, HEPPU: 8. For the following evaluation rounds, the distributions will be decided in December 2014 by the *Enhanced Eurotalents* Steering Committee.
- (6) Nb OCF: number of OCF fellow-years offered. For the May 31st, 2014 cut-off date, the 6 fellow-years are distributed as follows in the 4 *Research Panels*: E2C2: 1, LSB: 2, KET: 2, HEPPU: 1. For the following evaluation rounds, the distributions will be decided in December 2014 by the *Enhanced Eurotalents* Steering Committee.

IV. Summary: how to proceed to evaluate a proposal?

1. Log to <https://jobs.eurotalents cea.fr/> using your login and password provided in the e-mail that you received from the *Eurotalents* management.
2. Read carefully the information available online.
3. Follow the **link** at the bottom of the page or click on the tab “Application process” at the top.
4. Click on the name of the *Applicant* whose proposal you are asked to review. The status of the file should be “*Project sent to reviewers*” if the evaluation for that proposal is ongoing.
5. Read carefully the **Declaration of confidentiality and no conflict of interest, Code of Conducts for Experts Evaluators and Reviewers** which is reproduced in Appendix 1. When possible, click in the two boxes at the bottom of the document and the **Accept** button.
6. In the following page, you may view, and if needed download and/or print (1) the CV of the applicant, (2) his/her cover letter, (3) his/her Research project and (4) the CEA Laboratory statement concerning its hosting capabilities (working environment, equipment, machine time, training personnel, etc.).
7. Click on the Next button at the bottom of the screen to access the **Evaluation Report** form.
8. Enter your evaluation score for each of the 9 sub-criteria using the 0-5 scale (see above § III ii).

9. Complete your evaluation by writing a few comments explaining the scores in the corresponding box.
10. During your evaluation, you may make use of the **Cancel** and **Save as draft** buttons when appropriate. When your evaluation is ready, click on the **Submit** button to send it to the *Enhanced Eurotalents* management.

V. Appendix I: Declaration of confidentiality and no conflict of interest

(A) Code of Conduct for Experts Evaluators and Reviewers

The task of the expert is to participate in a confidential, fair and equitable evaluation or review. He/she will use his/her best endeavours to achieve this, follow any instructions given by Commission staff to this end and deliver a constant and high quality of work.

The expert works as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organization, even if the Contract is concluded with the organization employing the expert. The expert will sign a Declaration of Confidentiality and No Conflict of Interest before starting the work. In doing so the expert commits him/herself to strict confidentiality and impartiality concerning his/her tasks. Invited experts who do not sign the declaration will not be allowed to work as an evaluator or reviewer. If an expert has a direct or indirect link with a proposal or a project, he/she must declare such facts to the responsible CEA staff as soon as he/she becomes aware of this.

An expert is deemed to have a direct link with a proposal or a project if:

- he/she has been involved in the preparation of the proposal or the project ; or
- he/she is related to an applicant or a member of the proposing or participating team; or
- he/she may be knowingly involved in the publication or exploitation of the results.

An expert is deemed to have an indirect link with a proposal or a project if he/she is employed by an organization which has contractual links with one of the organizations in the field covered by the proposal or the project, or if he/she has any direct link with or works for an organization submitting a competing proposal or project.

Experts should not discuss any proposal or project with others, including other experts or CEA staff not directly involved in the evaluation or review.

Experts may not communicate with applicants, nor should any proposal be amended during the evaluation session. Experts' advice to the CEA on any proposal may not be communicated by them to the applicants or to any other person. Experts are not allowed to disclose the names of other experts participating in the evaluation or review with them. The CEA services may make public lists of names of experts at regular intervals without indicating which proposals or projects they have evaluated.

Where it has been decided that proposals or projects are to be sent electronically to experts, who then work from their own or other suitable premises, the expert will be held responsible for maintaining the confidentiality of any documents or electronic files sent and erasing or destroying all confidential documents or files upon completing the evaluation. In such instances, experts may seek further advice or information in order to allow them to complete their examination of the proposals or the projects provided that any discussions or contacts with others respect the overall rules for confidentiality and impartiality.

Experts are required at all times to comply strictly with any rules defined by the CEA services for ensuring the confidentiality of the evaluation or review process (for instance, regarding communication with persons outside the evaluation sessions). Failure to comply with these rules may result in exclusion from the immediate and future evaluation or review processes.

VI. Appendix II: Evaluation Form

Firstname **NAME**, SUBMITTED: YYYY-MM-DD, LAST MODIFIED: YYYY-MM-DD, Status: Project sent to reviewers

Evaluation report

Please rank **(1)** the applicant qualifications and skills and **(2)** the research project that he (she) has proposed by using the following scale

0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information,

1 - VERY POOR. The criterion is addressed in a cursory and unsatisfactory manner,

2 - POOR. There are serious inherent weaknesses in relation to the criterion in question,

3 - FAIR. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting,

4 - GOOD. The proposal addresses the criterion well, although certain improvements are possible,

5 - EXCELLENT. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

IMPORTANT: Threshold for CEA Eurotalents funding is 3 for each of the following 9 criteria except criterion 1.4.

(1) Applicant

1.1 Qualification of the applicant to conduct the project based on the quality of its previous research output (reviewers are expected to evaluate published results in peer review journals as well as other elements of the applicant's CV).

0 1 2 3 4 5

1.2 Research results including patents, publications, teaching, advanced courses, etc., taking into account the level of experience.

0 1 2 3 4 5

1.3 Independent thinking and leadership qualities.

0 1 2 3 4 5

1.4 Other personal commitments such as associative life involvement or personal development activities.

0 1 2 3 4 5

(2) Research Project

2.1 Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal.

0 1 2 3 4 5

2.2 Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field.

0 1 2 3 4 5

2.3 Schedule and relevance of the project.

0 1 2 3 4 5

2.4 Research methodology.

0 1 2 3 4 5

2.5 Adapted use of human and material resources offered by CEA (please use the statement by the host laboratory).

0 1 2 3 4 5

Comments