Evaluation protocol manual

1) After receiving an email with login credentials, you can follow this link:
   https://is.cuni.cz/veda to access Internal tenders module of IS Věda. After logging in, click
   the orange button "Enter the INTERNAL TENDERS".

2) Navigate to Assessment. Most values in filter should fill in automatically. However, if you are an evaluator in multiple panels, the "Tender/category" option has to be selected manually.

3) List of all projects assigned to you will be shown below. The project can be opened by clicking on its number or title in the table.

4) The protocol can be accessed by clicking on "My evaluation" button in the upper right menu.

5) The protocol consists of multiple sections, all with "Score" and "Commentary" fields. Refer to Methodology for evaluators for details on the different evaluation criteria.

Report of the reviewer   ✕

NIEDERLE Matěj
(Report of the reviewer)

An overall quality of the project
[0 - 40 points] 0 -10 points project insufficiently prepared, **11 -20** points average project in acceptable quality, **21 -30** points very good project, **31 -40** points excellent and innovative project

Score

Commentary   Expand field

A clearly defined research objective of the envisaged project
[0 - 30 points]; 0 -10 points unclear or insufficiently defined goal, **11 -20** points goal defined in very general terms, **21 -30** points

6) At the end of the protocol, you have to confirm your objectiveness and impartiality of your evaluation, and by clicking "Save changes", your evaluation will be saved. Note that changes can be made until the evaluation round ends.

I hereby confirm that my assessment of the project was objective and impartial and that I utilised the entirety of my knowledge. My assessment was not influenced by any form of benefit to myself as a result of the result of the assessment. I hereby declare that I am not dependent on the applicant. I did not participate in the preparation of the project, and I shall not participate in its realisation. I undertake to mantain the confidentiality of all data and facts which I learned in the course of the assessment.

Decision

Yes

Total score	**Decision**	**Commentary**
1	D	Fail

✏ changed   ✕ Exit   💾 Save changes

7) If all the requirements of the protocol are satisfied, you will see a green ticked box next to your name on the Assessment page.

All proposals   Assigned to me   To be evaluated

Search ❓

Unit   **Workplace of researcher**   **Researcher surname**   **Evaluator (surname)** ❓

Evaluation of project ❓   **Evaluation flow**   **State**
Not selected   Not selected   Not selected

✕ Clear   🔍 Filter

⇅ Number	Affiliation	⇅ Researcher	⇅ Title	Status	Assigned	Preliminary	Action
START/HUM/	FF			Passed the formal check ▾	☑ NIEDERLE Matěj		⬛▾