European Commission

e-Calls PROSPECT

External Assessors

User Manual

Last update: November 2019

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1 Introduction

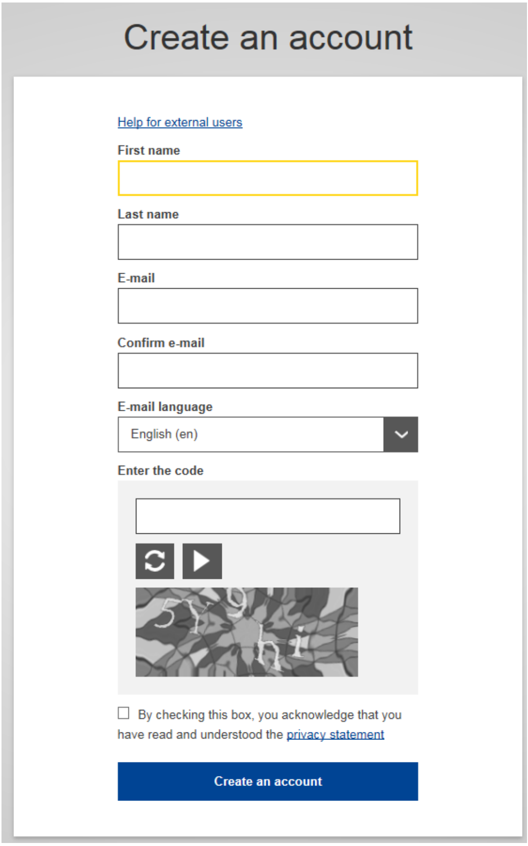
1.1 Log in to PROSPECT

1) If you are a new user and you do not have an EU Login account:

a) Enter the following URL address in your web browser: https://webgate.ec.europa.eu/europeaid/prospect/external/.

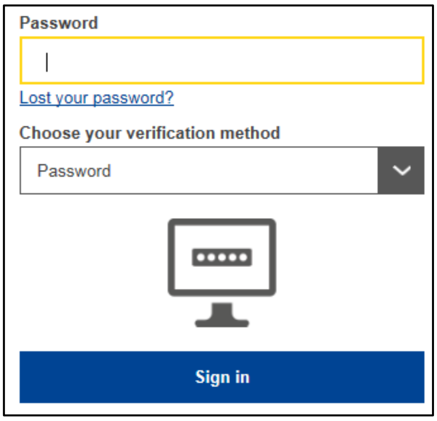
b) Click on "Create an account" under the "Next" button. In the EU login screen displayed, fill in all mandatory fields to create your account.

If you need help, click on the 'Help' button that appears in the upper left corner of the screen, or on "Help for external users" on top of the fields.



Note that EU Login will send an automated e-mail to the address that you provide here, in order for you to confirm the registration.

2) If you already have an EU Login account, provide your credentials (e-mail address and then the password).



Click on "Sign in". You will be redirected to the PROSPECT Welcome page - https://webgate.ec.europa.eu/europeaid/prospect/.

PROSPECT is available in two languages: English and French. You can switch between these two languages by clicking on the "My settings" menu item.

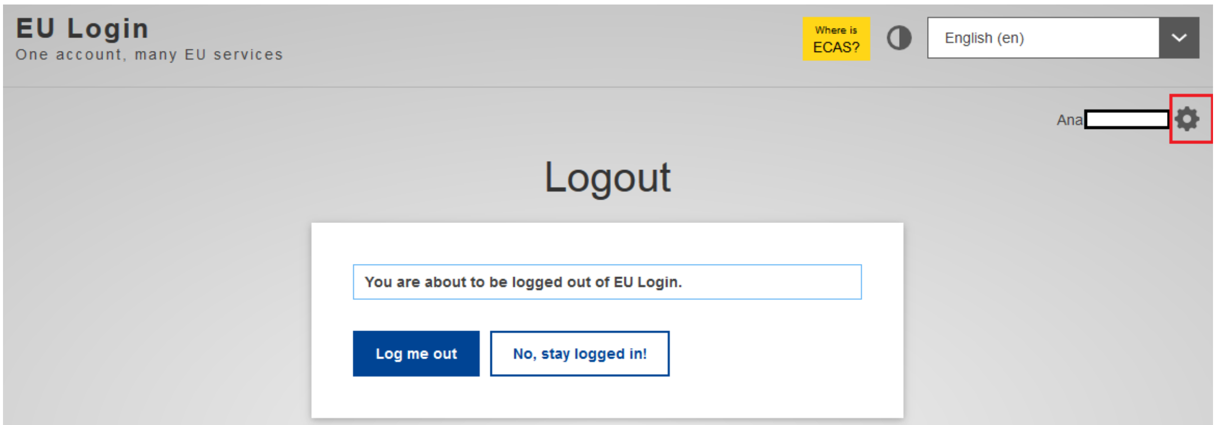
To log out from the application click the Log me out button.

1.2 *Checking your Credentials – Unique Identifier at the Commission*

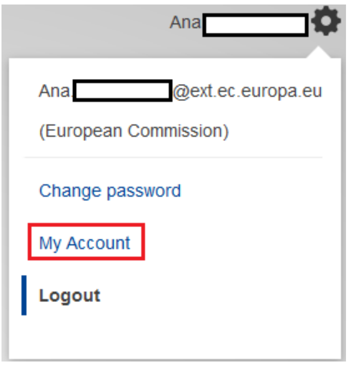
When the EC assigns you as a Resource Manager for the evaluation of a call, you will be asked to provide to the Contracting authority **your unique identifier.**

In order to see your user identifier with the EC, please follow the steps below:

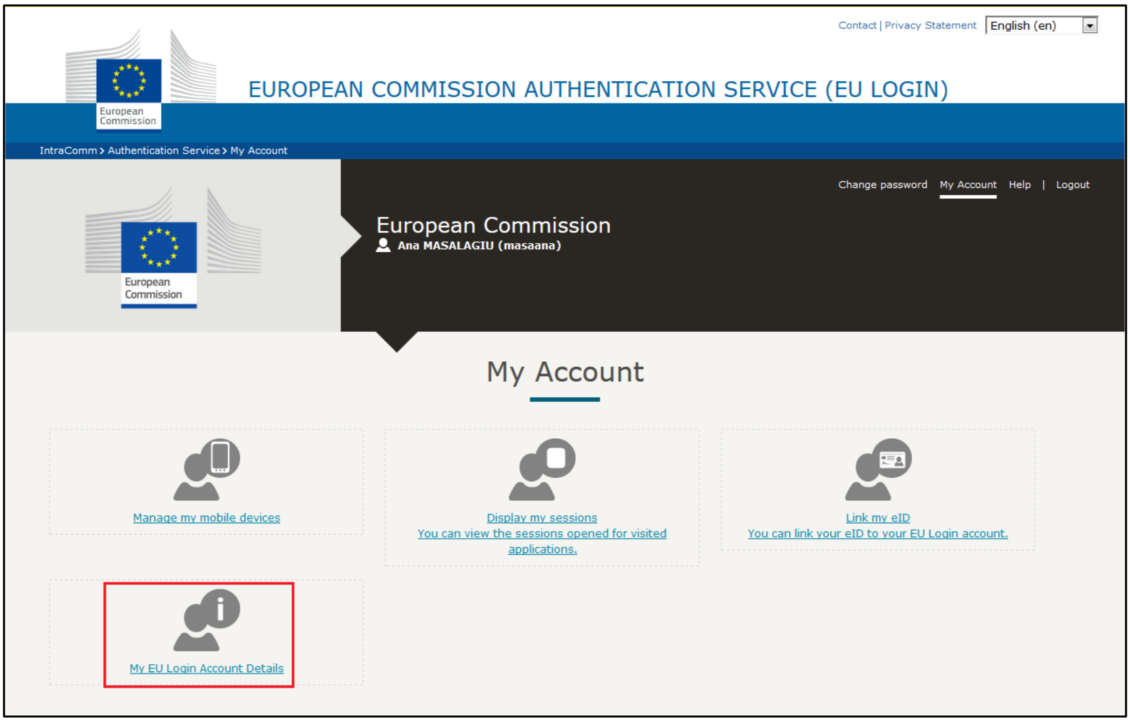
1. ***You need to log out from the system in order to see the account options button.*** Your name and the options button will be displayed on the EU Login screen:



2. Click on "My Account":



3. Then, select "My EU Login account details":



4. You should send the EC the identifier displayed to the right of the field "Unique identifier at the Commission (uid)".

Once the EC assigns you, you will be able to connect to PROSPECT as Resource Manager and define the Team Leaders and Assessors.

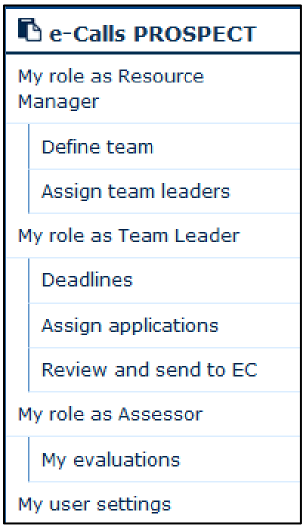
1.3 *Select your company*

When you log into PROSPECT (after you have received the external assessor permissions), you are requested to select the company for which you work from the available drop-down list:

If you are assigned to only one company, the list will display your company by default.

Make your selection and click on "OK".

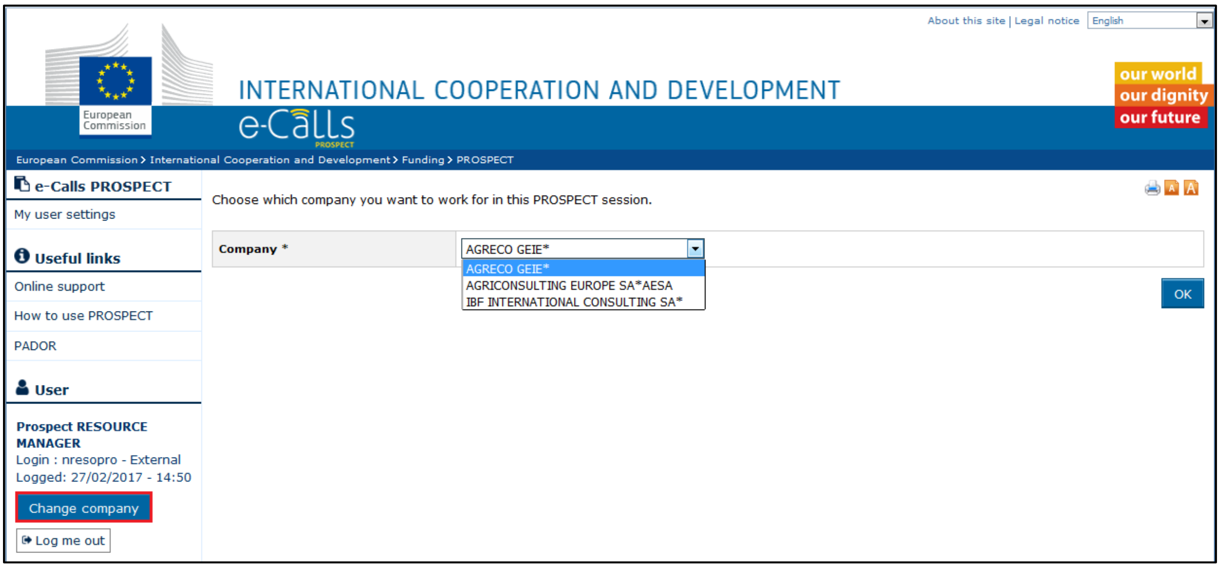
The main menu will be adapted according to your role in the respective company. If you have several roles (e.g. resource manager and also team leader), the menu options will be grouped per role:



For an overview of the evaluation flow, please consult section 1.6 below.

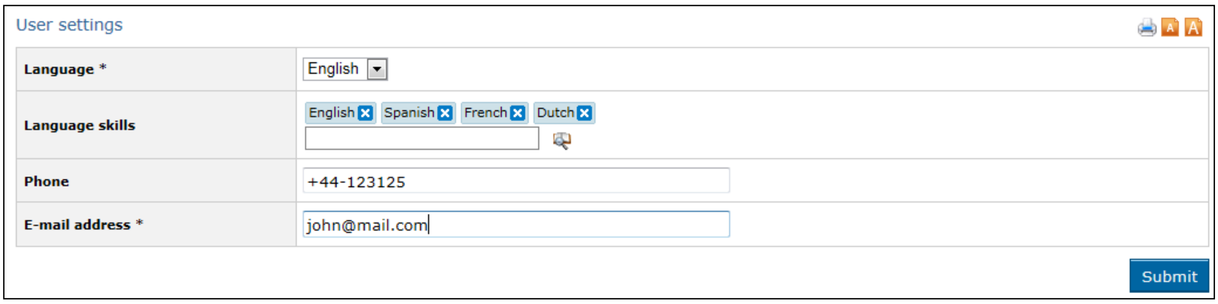
Also, the company that you have selected will be displayed under the "User" details:

You have the option to change the company at any moment, while staying logged into PROSPECT: click on the "Change company" button (available in all PROSPECT screens) to come back to the company selection page:

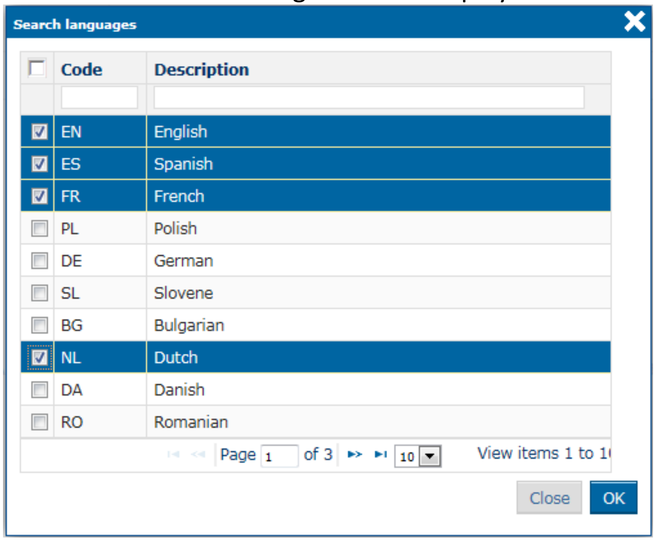


1.4 *User Settings*

Click on the "My user settings" menu to set your options. The following page will be displayed:



Enter the following information:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Language</td><td>From the drop-down list, select the language preferred for the PROSPECT interface. The application is available in English, French, and Spanish. The default value is English.</td></tr>
<tr><td>Language skills</td><td>Click on the magnifying glass to select your language skills from the available list. A dialogue will be displayed:


Tick the boxes corresponding to the languages you speak (use the navigating arrows on the bottom to move to a different page) and then click OK. Information on your language skills is important for call assignation.</td></tr>
<tr><td>Phone</td><td>Enter the phone number where you can be reached.</td></tr>
<tr><td>E-mail address</td><td>By default, this is the e-mail address associated to your EU Login account. You may change it if you prefer to be contacted at a different address, but it is compulsory to fill in this field.</td></tr>
</table>

1.5 *Quick presentation of the menu and tabs*

The left-hand menu allows an intuitive navigation in PROSPECT, according to your tasks (which depend on your role as defined in the system).

For details, please refer to the relevant section for your role:

- Resource Manager: The main contact person of the company with the European Commission; appoints the team leaders and assessors
- Team Leader: The person that coordinates the team of assessors, allocates proposals to be evaluated, reviews scores and submits them to the contracting authority of the EC
- Assessor: individual assessors

Note: The above roles can be cumulated (e.g. a Team Leader can be an Assessor as well).

1.6 Quick summary of the steps to assess applications in PROSPECT

1. **The Resource Manager (RM) sends to the EC the following**: Contract number, LEF number of the company and his/her Unique Identifier with the Commission (see section 1.2).

2. **The EC assigns the call / lot to the company** for a specific evaluation step at a time (first administrative check, concept note evaluation, second administrative check, full application evaluation, or eligibility check). In the case of concept note or full application evaluation:

    - The company can start to work (go to step 4) once the EC approves in PROSPECT that this company is in charge of the assessments **and** once the applications pass the administrative checks (only the "accepted" ones will be assessed by the company)
    - The EC may ask that **each application** is assessed **twice** by the same company. In this case **both assessments (A1 and A2)** will be assigned to the company.

3. **The RM defines the team in PROSPECT:** adds the user IDs of the team members and specifies who can be Team Leader (TL) and who can be assessor ("Define Team");

4. **The RM then specifies the TL for each call or lot (if applicable) and assessment (A1 / A2 – if applicable)** ("Assign team leaders");

5. **The TL defines an internal assessment deadline** for the calls assigned to her at step 4 ((s)he does not have access to calls not been assigned to her) ("Define deadlines")

6. **The TL assigns the assessments** to the individual assessors ("Assign applications");

7. **The Assessors assess the applications** that the Team Leaders assigned to them **and finalise** their work before the internal deadline. Assessors do not have access to any application that has not been assigned to them ("My evaluations");

8. **The TL reviews the assessments.** If needed she can use the "export all" functionality to have a summary Excel table. If any modifications are needed, she can send the assessment back to the assessor, assign the assessment to another assessor, or edit it ("Review");

9. **The TL submits the assessments** to the EC **before the deadline set by the EC** ("Review").

10. **The EC reviews the work done and may send back** some assessments to the TL for further review. These applications will appear as "Sent back" and must be reviewed and resubmitted. Comments are sent by email.

Please refer to the chapters below detailing the actions per role.

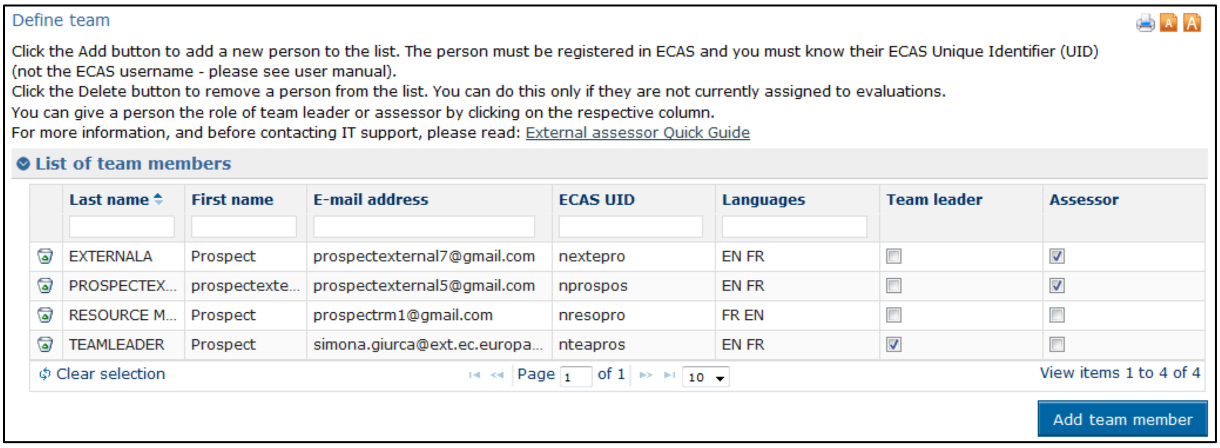
2 Resource Manager

As Resource Manager, you have to:

1. **Send by email to the EC as soon as possible the Contract number, the LEF number of the company and your Unique Identifier** with the Commission (see the previous section). This is necessary in order for us to encode your company in PROSPECT and assign a call to your company for assessment.
2. **Define the members of the company** (team leaders and assessors) in PROSPECT.
3. **Define who is the team leader for each call / lot.**

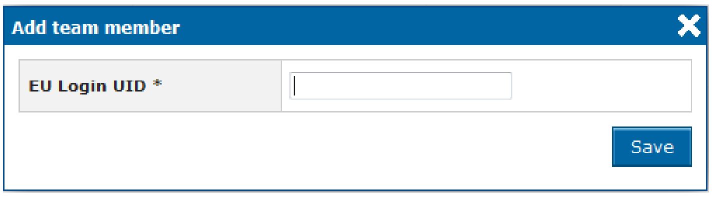
2.1 *Add and remove team members*

From the left-hand menu, select the "Define team" option. The following page is displayed:



If any team members have already been defined, their names are displayed in a table together with their contact details and function. Otherwise, the list is empty.

In order to add team members, click on the "Add team member" button. A dialog will pop up, prompting you to enter the user ID of the person you wish to add:



Enter the required user unique ID and click on Save. If this user is validated by the system, the list will be updated to include the new team member. Please refer to section Checking your Credentials – Username vs. Unique Identifier at the Commission for the ID to be filled in.

2.2 *Modify member roles*

In order to define the roles of your team members, tick the box corresponding to the Team Leader / Assessor role in the team members table. A certain user can be TL and Assessor at the same time if needed and allowed by the contract signed with the EC.

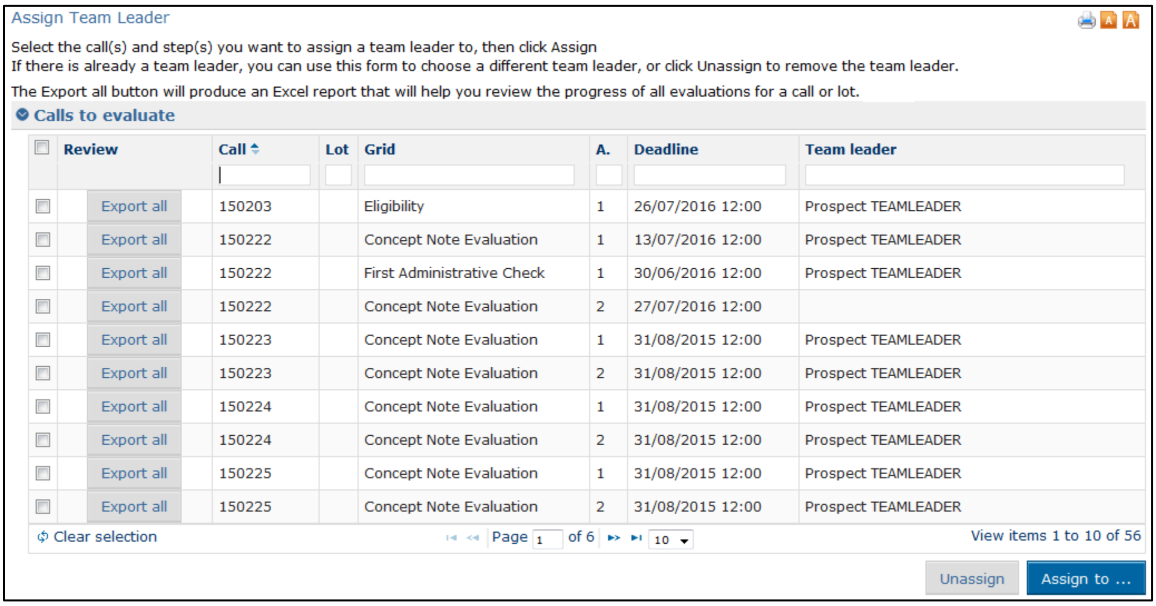
2.3 *Assign Team Leaders*

The EC will assign a call to your company for a specific evaluation step at a time (first administrative check, concept note evaluation, second administrative check, full application evaluation, or eligibility check).

You need to specify in the system who is the team leader for each call and lot (if any). Select the "Assign team leaders" option from the PROSPECT main menu. The list of calls to evaluate will be displayed.

Please note that:

- You will only see a call **when** the EC encodes and approves in PROSPECT that your company is involved in this call (on the basis of the information that you sent to the EC – see Section 2).
- Your company can only start working once the applications pass the administrative checks (only the "accepted" ones will be assessed by your company).
- The EC may ask that **each application** is assessed **twice** by the same company. In this case you will see **two assessments (A. 1 and A. 2)** assigned to your company. You may define a different TL to each.


Assign Team Leader

Select the call(s) and step(s) you want to assign a team leader to, then click Assign
If there is already a team leader, you can use this form to choose a different team leader, or click Unassign to remove the team leader.
The Export all button will produce an Excel report that will help you review the progress of all evaluations for a call or lot.

Calls to evaluate

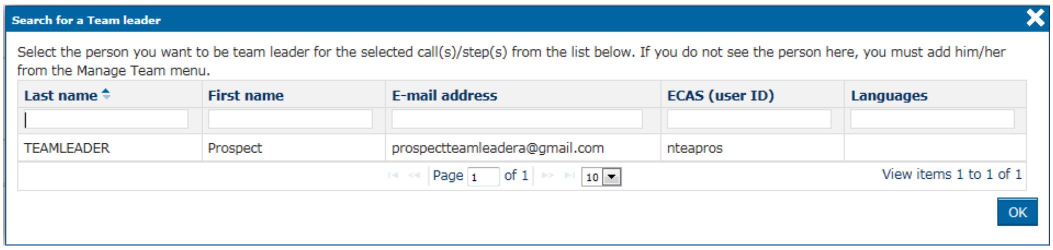
	Review	Call	Lot	Grid	A.	Deadline	Team leader
	Export all	150203		Eligibility	1	26/07/2016 12:00	Prospect TEAMLEADER
	Export all	150222		Concept Note Evaluation	1	13/07/2016 12:00	Prospect TEAMLEADER
	Export all	150222		First Administrative Check	1	30/06/2016 12:00	Prospect TEAMLEADER
	Export all	150222		Concept Note Evaluation	2	27/07/2016 12:00	
	Export all	150223		Concept Note Evaluation	1	31/08/2015 12:00	Prospect TEAMLEADER
	Export all	150223		Concept Note Evaluation	2	31/08/2015 12:00	Prospect TEAMLEADER
	Export all	150224		Concept Note Evaluation	1	31/08/2015 12:00	Prospect TEAMLEADER
	Export all	150224		Concept Note Evaluation	2	31/08/2015 12:00	Prospect TEAMLEADER
	Export all	150225		Concept Note Evaluation	1	31/08/2015 12:00	Prospect TEAMLEADER
	Export all	150225		Concept Note Evaluation	2	31/08/2015 12:00	Prospect TEAMLEADER

Clear selection Page 1 of 6 10 View items 1 to 10 of 56

Unassign Assign to ...

Tick the boxes correspoding to the calls you wish to assign and click on the "Assign to…" button.

A dialog will pop up, allowing you to select the team leader from the available list:


Search for a Team leader

Select the person you want to be team leader for the selected call(s)/step(s) from the list below. If you do not see the person here, you must add him/her from the Manage Team menu.

Last name	First name	E-mail address	ECAS (user ID)	Languages
TEAMLEADER	Prospect	prospectteamleadera@gmail.com	nteapros	

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OK

Empty fields are also available beneath the table header for filtering the users.

Please note that if the person you want to assign evaluations to is not in the list, you have to add them in the "Define Team" screen (please refer to Add and remove members above).

Select the required team leader from the list by clicking on the respective row and then press the OK button. The specific call / lot will be assigned to this team leader, who is then responsible of dispatching the individual applications to specific assessors.

2.4 Review the progress of an evaluation

In the "Assign Team Leaders" tab, an "Export all" button is available under the "Review" column. This generates an Excel report that gives you an overview of all ongoing assessments for a call or lot. The report is sent to the e-mail address defined in your user settings.

For details about this functionality, please refer to the section **Review all assessments** below.

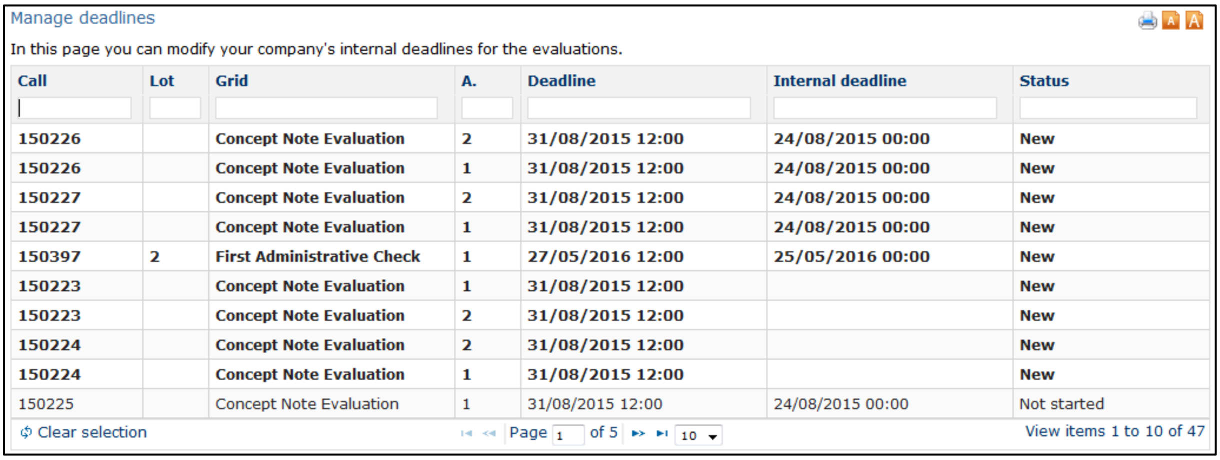
3 Team Leader

Note that **you will only be able to see the call and the related applications** once:

1. **The EC approves** in PROSPECT that your company is going to perform the assessments, and
2. **The Resource Manager has defined you** as a Team leader **for this specific** call or lot (if any), and
3. (for Concept note or Full application evaluations) the EC has performed the Open and Administrative Check of application and has flagged them as “Accepted”. At this moment, the system will push them to the external company for the next step, i.e. Technical evaluation.

3.1 Define Internal Deadlines

From the main PROSPECT menu, select the "Deadlines" option. In this page you can modify the internal deadlines for the evaluations. Assessors will have to complete the assessments by this deadline, so that the Team Leader has the time to review the scores and submit them to the EC by the defined deadline by the contracting authority.



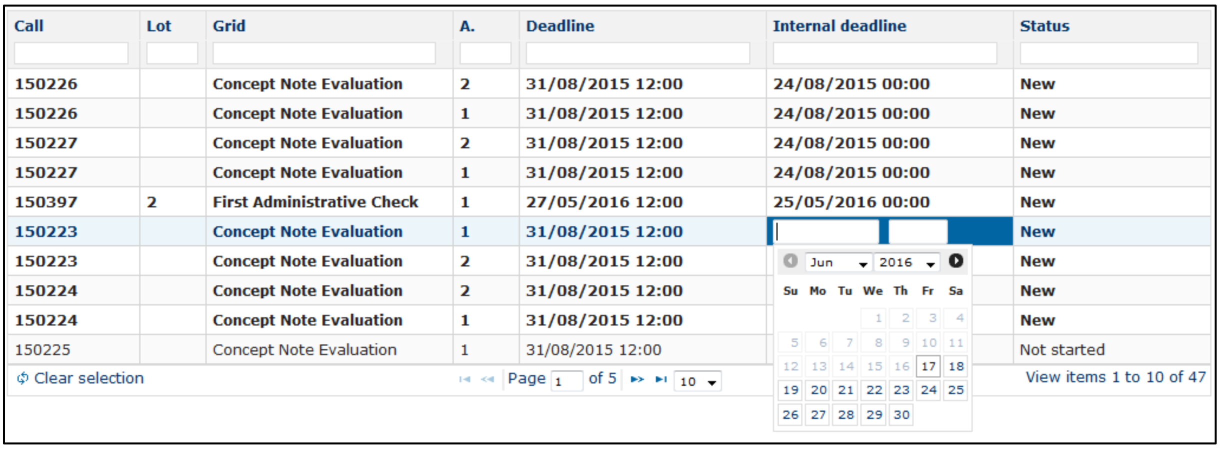
Manage deadlines

In this page you can modify your company's internal deadlines for the evaluations.

Call	Lot	Grid	A.	Deadline	Internal deadline	Status
150226		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	New
150226		Concept Note Evaluation	1	31/08/2015 12:00	24/08/2015 00:00	New
150227		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	New
150227		Concept Note Evaluation	1	31/08/2015 12:00	24/08/2015 00:00	New
150397	2	First Administrative Check	1	27/05/2016 12:00	25/05/2016 00:00	New
150223		Concept Note Evaluation	1	31/08/2015 12:00		New
150223		Concept Note Evaluation	2	31/08/2015 12:00		New
150224		Concept Note Evaluation	2	31/08/2015 12:00		New
150224		Concept Note Evaluation	1	31/08/2015 12:00		New
150225		Concept Note Evaluation	1	31/08/2015 12:00	24/08/2015 00:00	Not started

Clear selection Page 1 of 5 10 View items 1 to 10 of 47

Click in the "Internal deadline" cell in the corresponding line (you will see the calendar as in the picture below). Free fields will allow you to set the internal deadline for its evaluation:



Call	Lot	Grid	A.	Deadline	Internal deadline	Status
150226		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	New
150226		Concept Note Evaluation	1	31/08/2015 12:00	24/08/2015 00:00	New
150227		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	New
150227		Concept Note Evaluation	1	31/08/2015 12:00	24/08/2015 00:00	New
150397	2	First Administrative Check	1	27/05/2016 12:00	25/05/2016 00:00	New
150223		Concept Note Evaluation	1	31/08/2015 12:00		New
150223		Concept Note Evaluation	2	31/08/2015 12:00		New
150224		Concept Note Evaluation	2	31/08/2015 12:00		New
150224		Concept Note Evaluation	1	31/08/2015 12:00		New
150225		Concept Note Evaluation	1	31/08/2015 12:00		Not started

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Please note that the internal deadline cannot be later than the deadline set by the Commission (in the "Deadline" column) – otherwise, an error message will be displayed.

Remember that it is your responsibility for this deadline to be met. Once the deadline passes, the system will no longer allow assessors to perform evaluations (the evaluation grid will become disabled) and you will not be able to submit the evaluation to the EC.

3.2 *Assign assessors to Evaluations*

From the main PROSPECT menu, select the "Assign applications" option. This summary table allows you to have an overview of the workload of the team of assessors, assign proposals to them and follow up on the progress. You can use for example the filter boxes on top of the columns to have a view per call, per assessor, per status.

The EC may ask that **each application** is assessed **twice** by the same company. If you are defined as Team Leader for both, you will see **two lines for each application (two assessments, A.1 and A.2).** These assessments have to be dispatched to two different assessors. That is, each application has to be assessed twice **by two different assessors.**

In order to assign an assessor to an evaluation, select the required call from the available list (only calls assigned to you as TL are listed) and click on the Assign to ... button.

Manage assignments

Export list

	Call	Lot	Grid	A.	Deadline	Internal deadline	Nº	Language	Assessor	Status
☐	150225		Concept Note E...	1	31/08/2015 12:00	24/08/2015 00:00	2	EN	prospectexternal PR...	New
☐	150225		Concept Note E...	2	31/08/2015 12:00	24/08/2015 00:00	2	EN	prospectexternal PR...	New
☑	150225		Concept Note E...	1	31/08/2015 12:00	24/08/2015 00:00	3	EN	prospectexternal PR...	New
☑	150225		Concept Note E...	2	31/08/2015 12:00	24/08/2015 00:00	3	EN	prospectexternal PR...	New
☐	150225		Concept Note E...	1	31/08/2015 12:00	24/08/2015 00:00	4	EN	prospectexternal PR...	New
☐	150225		Concept Note E...	2	31/08/2015 12:00	24/08/2015 00:00	4	EN	prospectexternal PR...	New
☐	150225		Concept Note E...	1	31/08/2015 12:00	24/08/2015 00:00	5	EN	prospectexternal PR...	New
☐	150225		Concept Note E...	2	31/08/2015 12:00	24/08/2015 00:00	5	EN	prospectexternal PR...	New
☐	150225		Concept Note E...	1	31/08/2015 12:00	24/08/2015 00:00	6	EN	prospectexternal PR...	New
☐	150225		Concept Note E...	2	31/08/2015 12:00	24/08/2015 00:00	6	EN	prospectexternal PR...	New

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Unassign — Assign to ...

In order to view an application, click on its number. The overview of the respective application is displayed in a separate window, together with the attached documents.

If you want to unassign an evaluation, select it from the available list and click on Unassign.

3.3 Review and Submit the Evaluations to the EC

From the main PROSPECT menu, select the "Review" option. In this page you can review evaluations of your team.

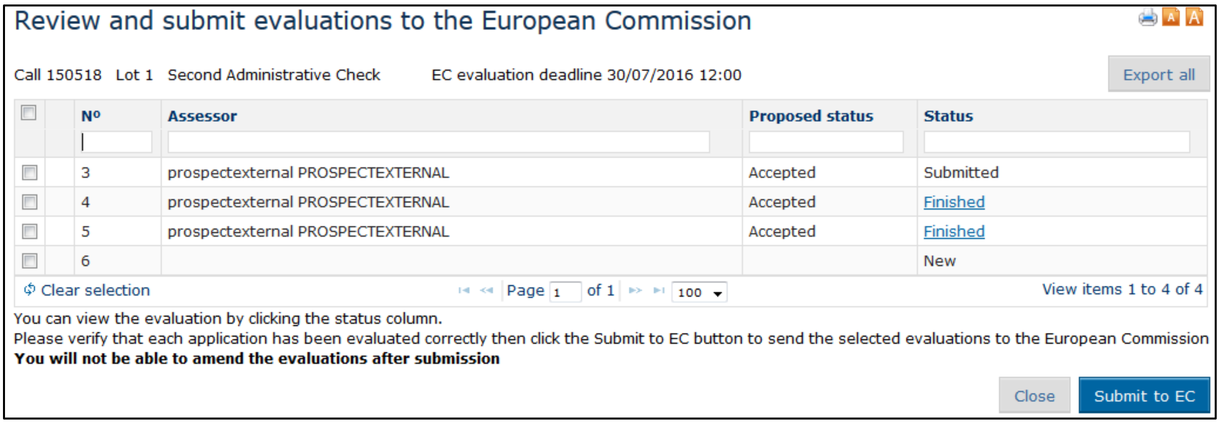
Review and send to EC

In this page you can review evaluations of your team that are finished and ready to be submitted to the European Commission

	Call	Lot	Grid	A.	Deadline	Internal deadline	Status
	150226		**Concept Note Evaluation**	**2**	**31/08/2015 12:00**	**24/08/2015 00:00**	**New**
	150226		**Concept Note Evaluation**	**1**	**31/08/2015 12:00**	**24/08/2015 00:00**	**New**
	150227		**Concept Note Evaluation**	**2**	**31/08/2015 12:00**	**24/08/2015 00:00**	**New**
	150227		**Concept Note Evaluation**	**1**	**31/08/2015 12:00**	**24/08/2015 00:00**	**New**
	150225		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	Not started
	150225		Concept Note Evaluation	1	31/08/2015 12:00	24/08/2015 00:00	Not started
	150228		Concept Note Evaluation	1	31/08/2015 12:00	24/08/2015 00:00	Not started
	150230		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	Not started
Review	150228		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	Ongoing
Review	150229		Concept Note Evaluation	2	31/08/2015 12:00	24/08/2015 00:00	Ongoing

Clear selection — Page 1 of 4 — 10 — View items 1 to 10 of 39

All the calls for which evaluations have been submitted by the assessors appointed by you have a "Review" button available. Click on it in order to view all the evaluations for the respective call.



Review and submit evaluations to the European Commission

Call 150518 Lot 1 Second Administrative Check EC evaluation deadline 30/07/2016 12:00

Export all

	Nº	Assessor	Proposed status	Status
	3	prospectexternal PROSPECTEXTERNAL	Accepted	Submitted
	4	prospectexternal PROSPECTEXTERNAL	Accepted	Finished
	5	prospectexternal PROSPECTEXTERNAL	Accepted	Finished
	6			New

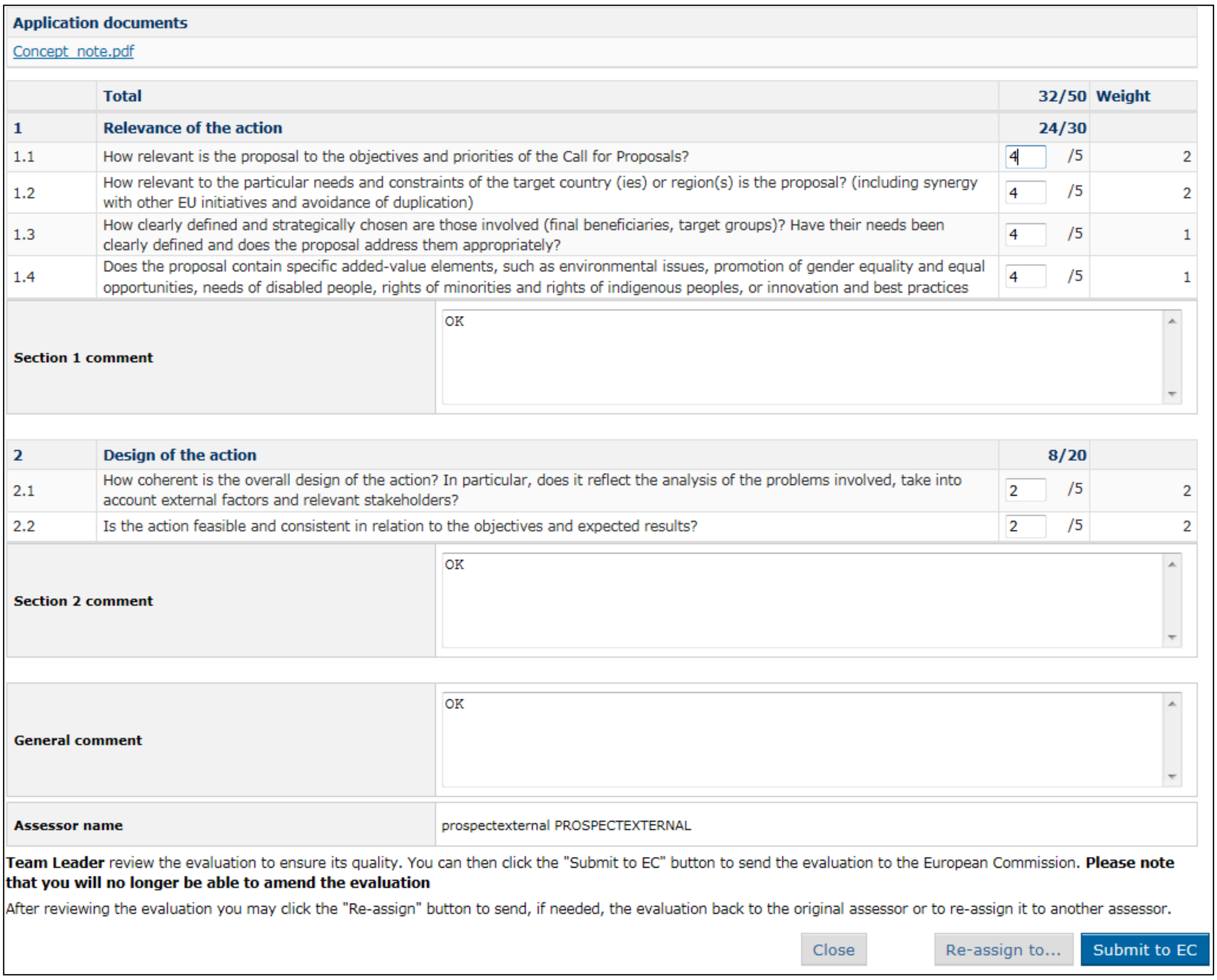
Clear selection Page 1 of 1 100 View items 1 to 4 of 4

You can view the evaluation by clicking the status column.
Please verify that each application has been evaluated correctly then click the Submit to EC button to send the selected evaluations to the European Commission
You will not be able to amend the evaluations after submission

Close Submit to EC

You can only review (and then submit to the EC) evaluations that are in status "Finished". Please note that once an assessor has "Finished" an assessment, s/he can no longer modify it unless you assign it back to him/her.

Click on the corresponding "Finished" status link to open a completed evaluation:



Application documents

Concept_note.pdf

	Total	**32/50**		**Weight**
1	**Relevance of the action**	**24/30**		
1.1	How relevant is the proposal to the objectives and priorities of the Call for Proposals?	4	/5	2
1.2	How relevant to the particular needs and constraints of the target country (ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	4	/5	2
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	4	/5	1
1.4	Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices	4	/5	1

Section 1 comment	OK

2	**Design of the action**	**8/20**		
2.1	How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	2	/5	2
2.2	Is the action feasible and consistent in relation to the objectives and expected results?	2	/5	2

Section 2 comment	OK
General comment	OK
Assessor name	prospectexternal PROSPECTEXTERNAL

Team Leader review the evaluation to ensure its quality. You can then click the "Submit to EC" button to send the evaluation to the European Commission. **Please note that you will no longer be able to amend the evaluation**

After reviewing the evaluation you may click the "Re-assign" button to send, if needed, the evaluation back to the original assessor or to re-assign it to another assessor.

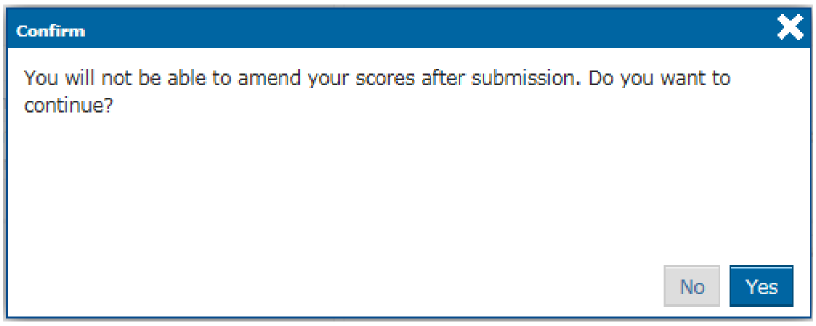
Close Re-assign to... Submit to EC

All fields are editable – you can modify the scores and comments before submitting the evaluation to the European Commission.

Note that the maximum number of characters per comment box is 3000.

If necessary, you may re-assign this evaluation to a different assessor, following the same procedure as when assigning assessors originally.

Once you finish the review click on the "Submit to the EC" button. You will no longer be able to change evaluations after this point – a confirmation message is displayed in this respect:

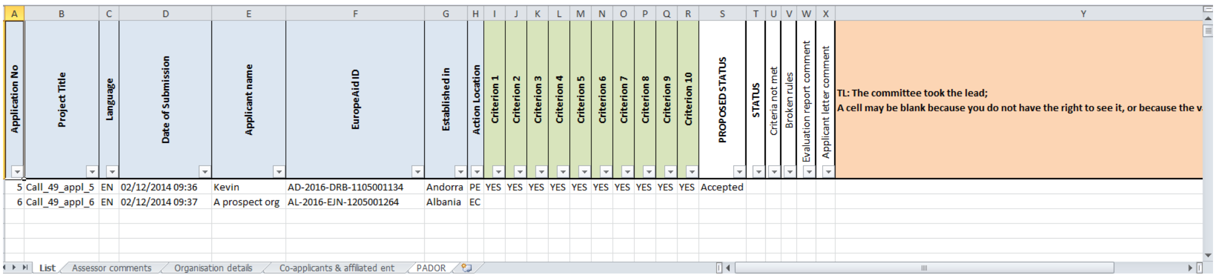


The evaluation is sent to the EC upon clicking "Yes".

3.3.1 Review all assessments

In the "Review" screen, use the "Export all" button to have an overview of the status of the ongoing evaluations for this specific call / lot.

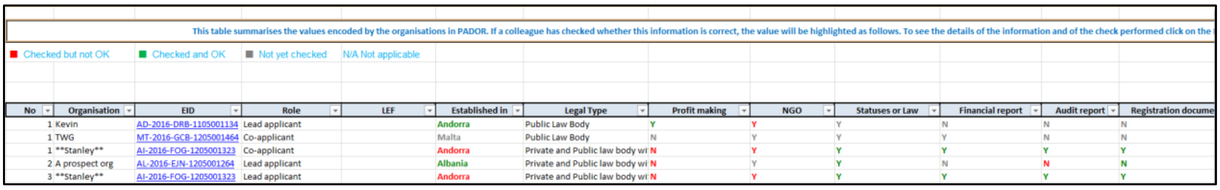
An Excel file will be sent to the e-mail address defined in your user settings, showing the values or scores given to the assessment criteria, per applicant, including any comments added by the assessors:



If your company is assigned to do an eligibility check, a "PADOR" sheet is also available in the Excel file, summarising the values encoded by the organisation in their profile. If some values appear in green this means that the EC has checked in the past and this value is correct. If some values appear in red this means that the EC has checked in the past and this value **is not** correct.

Although you may consult this table, it is the responsibility of your company to inform the EC if some values are **incorrect** according to the results of your work (whether they appear to have already been checked in the past). To check you have to go through the PADOR profile of the organisation and the supporting documents (statutes etc.).

You must inform the EC about **incorrect information** in the General Comments box in PROSPECT.



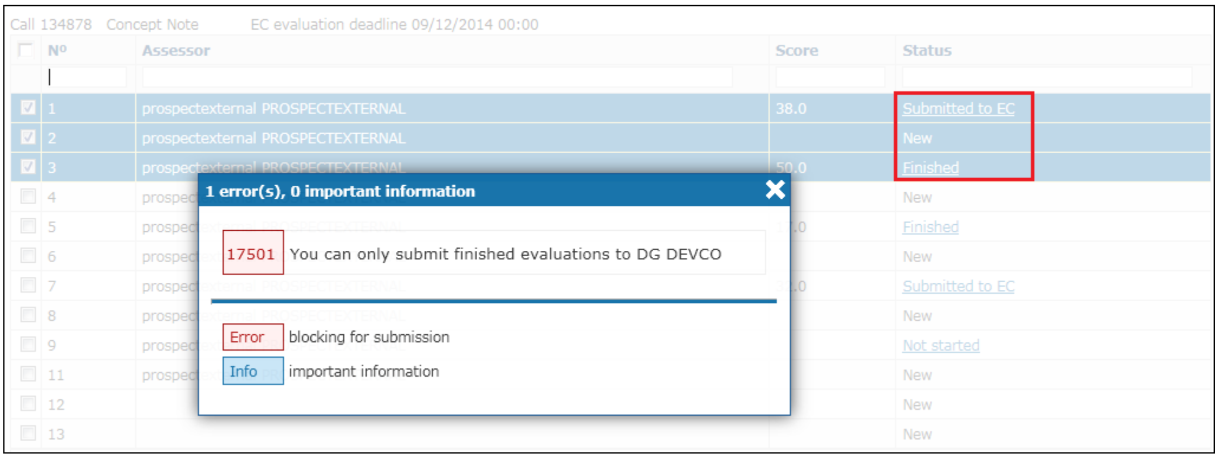
This table summarises the values encoded by the organisations in PADOR. If a colleague has checked whether this information is correct, the value will be highlighted as follows. To see the details of the information and of the check performed click on the

Checked but not OK | Checked and OK | Not yet checked | N/A Not applicable

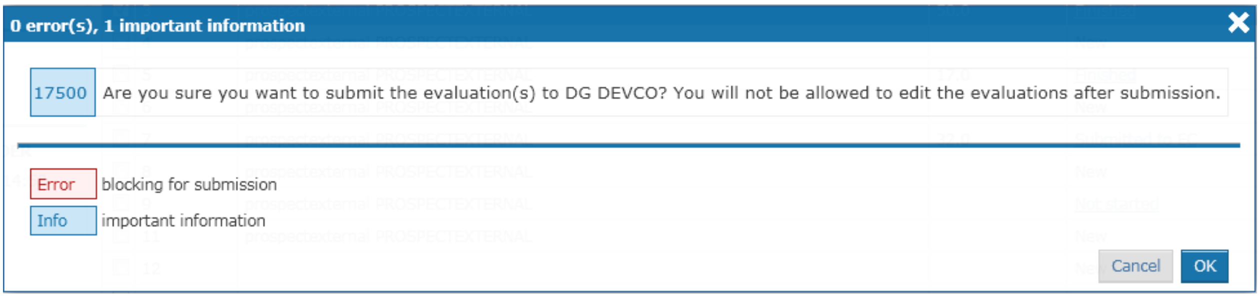
No	Organisation	EID	Role	LEF	Established in	Legal Type	Profit making	NGO	Statuses or Law	Financial report	Audit report	Registration docume
1	Kevin	AD-2016-DRB-1105001134	Lead applicant		Andorra	Public Law Body	Y	Y	Y	N	N	N
1	TWG	MT-2016-GCB-1205001464	Co-applicant		Malta	Public Law Body	N	Y	Y	Y	N	N
1	**Stanley**	AI-2016-FOG-1205001323	Co-applicant		Andorra	Private and Public law body wi	N	Y	Y	Y	Y	Y
2	A prospect org	AL-2016-EJN-1205001264	Lead applicant		Albania	Private and Public law body wi	N	Y	Y	N	N	N
3	**Stanley**	AI-2016-FOG-1205001323	Lead applicant		Andorra	Private and Public law body wi	N	Y	Y	Y	Y	Y

3.3.2 Submit assessments to the EC

You may submit the assessments to the EC one by one (by opening each one of them) or by selecting some / all of them directly from the list – tick the corresponding boxes and click in the "Submit to EC" button. **Note that only "Finished" evaluations can be submitted** – otherwise an error message will be displayed:



A message will warn you that evaluations cannot be edited after confirming:



3.4 Evaluations sent back from the EC for further review

If the EC sends back an assessment, its status changes back automatically to "Sent back (EC)". You can assign it again for evaluation and review it, as described in the previous steps (please refer to sections **Assign assessors to Evaluations** and **Review and Submit the Evaluations to the EC**).

4 Assessor

4.1 Evaluate an application

From the main PROSPECT menu, select the "My evaluations" option. A table with all the evaluations **assigned to you** will be displayed. If you do not see a certain call / application in this list, please contact the Team Leader to confirm that the applications are correctly assigned to you.

My evaluations

This is a list of all applications assigned to you for evaluation. Click the link in the status column to open the evaluation form.

Call	Lot	Grid	A.	Nº	Title of the action	Applicant	Internal deadline	Status
150228		**Concept Note Evaluation**	**1**	**2**	**Call_90_appl_2**	**TELECOMMUNICATION A...**	**24/08/2015 00:00**	**New**
150228		**Concept Note Evaluation**	**1**	**3**	**Call_90_appl_3**	**CENTRO INTERDISCIPLI...**	**24/08/2015 00:00**	**New**
150228		**Concept Note Evaluation**	**1**	**4**	**Call_90_appl_4**	**UNIVERSIDAD NACIONA...**	**24/08/2015 00:00**	**New**
150228		**Concept Note Evaluation**	**1**	**5**	**Call_90_appl_5**	**MUNICIPALIDAD DE SAN...**	**24/08/2015 00:00**	**New**
150228		**Concept Note Evaluation**	**1**	**6**	**Call_90_appl_6**	**BUNDESKAMMER FUR AR...**	**24/08/2015 00:00**	**New**
150229		**Concept Note Evaluation**	**2**	**5**	**Call_91_appl_5**	**MUNICIPALIDAD DE SAN...**	**22/06/2016 00:00**	**New**
150203		Eligibility	1	6	Call_49_appl_6	A prospect org	30/06/2016 00:00	Not started
150229		Concept Note Evaluation	2	3	Call_91_appl_3	CENTRO INTERDISCIPLINA...	22/06/2016 00:00	Ongoing
150229		Concept Note Evaluation	2	4	Call_91_appl_4	UNIVERSIDAD NACIONAL D...	22/06/2016 00:00	Ongoing
150203		Eligibility	1	5	Call_49_appl_5	Kevin	30/06/2016 00:00	Finished

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All the new assignments are displayed in bold.

Click on the Status link ("**New**"). A form is displayed, containing the concept note / full application document received from the applicant as well as the evaluation grid.

The internal deadline for evaluation is 08/12/2014 00:00

Application documents

Concept_note.pdf

	Total	/50	Weight
1	Relevance of the action	/30	
1.1	How relevant is the proposal to the objectives and priorities of the Call for Proposals?	/5	2
1.2	How relevant to the particular needs and constraints of the target country (ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	/5	2
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	/5	1
1.4	Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices	/5	1

Section 1 comment

2	Design of the action	/20	
2.1	How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	/5	2
2.2	Is the action feasible and consistent in relation to the objectives and expected results?	/5	2

Section 2 comment

General comment

Assessor name	prospectexternal PROSPECTEXTERNAL

If you are not able to review this application, click here to send it back to your team leader.

Close Save Finish

In order to consult the attached document, click on the link and open it.

4.1.1 Fill in the grid

For each criterion, enter the corresponding score in the available field, in relation to the reference (e.g. 3 out of 5). It is also compulsory to enter your comments in the available fields.

Note that the maximum number of characters per comment box is 3000.

Lot 2 : Lot 2 Application status : Accepted (OAC2)

The internal deadline for evaluation is 29/09/2015 00:00

Application documents
TestDocument.rtf
document.rtf
document.rtf
document.rtf

	Total	30/100	Weight
1	Financial and operational capacity	/20	
1.1	Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	3 /5	1
1.2	Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise (especially knowledge of the issues to be addressed)?	3 /5	1
1.3	Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	4 /5	1
1.4	Does the lead applicant have stable and sufficient sources of finance?	2 /5	1
	Section 1 comment		
2	Relevance of the action	30/30	
2.1	How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5/5	2
2.2	How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	5/5	2
2.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5/5	1
2.4	Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices [and the other additional elements indicated under 1.2. of these Guidelines]?	5/5	1
	Section 2 comment		
3	Effectiveness and feasibility of the action	/20	

4.1.2 Specific case: Eligibility check

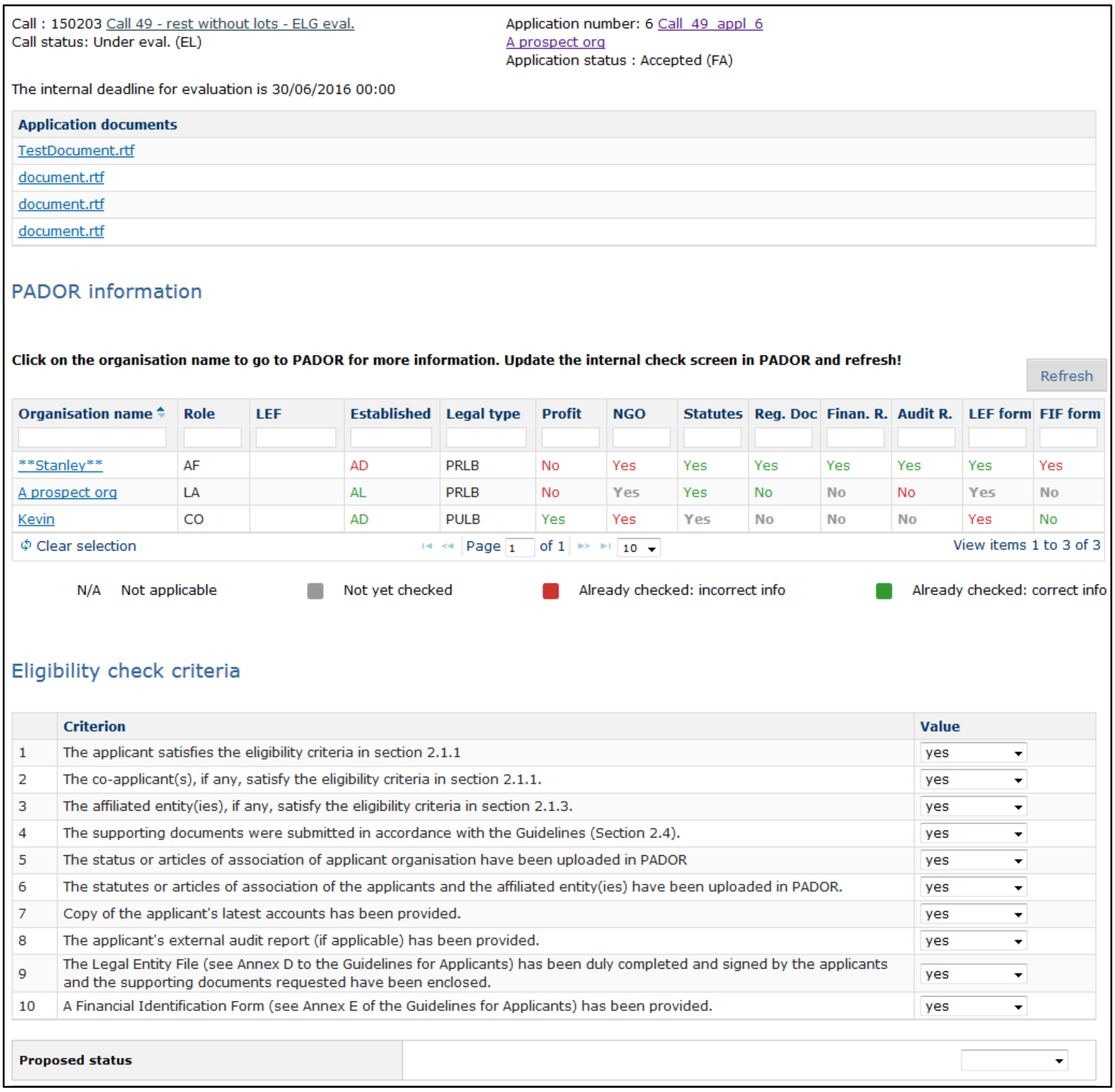
Assessors must check in PADOR the information that the organisations have provided. Click on the name of the organisation to view their PADOR profile online (view-only access), or (if they do not have an online profile) open the PADOR offline form attached to the application.

When you have to perform the **eligibility check in PROSPECT** for a specific application, you will see that there is a new table summarising the information that comes from PADOR regarding the organisations involved in this application as lead applicant, co-applicant and affiliated entity.

If some values appear in green this means that the EC has checked in the past and this value is correct. If some values appear in red this means that the EC has checked in the past and this value **is not** correct.

Although you may consult this table, it is the responsibility of your company to inform the EC if some values are **incorrect** according to the results of your work (whether or not they appear to have already been checked in the past). To check you have to go through the PADOR profile of the organisation and the supporting documents (statutes etc.).

You must inform the EC about **incorrect information** in the General Comments box in PROSPECT.



Call : 150203 Call 49 - rest without lots - ELG eval.
Call status: Under eval. (EL)

Application number: 6 Call_49_appl_6
A prospect org
Application status : Accepted (FA)

The internal deadline for evaluation is 30/06/2016 00:00

Application documents
TestDocument.rtf
document.rtf
document.rtf
document.rtf

PADOR information

Click on the organisation name to go to PADOR for more information. Update the internal check screen in PADOR and refresh!

Refresh

Organisation name	Role	LEF	Established	Legal type	Profit	NGO	Statutes	Reg. Doc	Finan. R.	Audit R.	LEF form	FIF form
Stanley	AF		AD	PRLB	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
A prospect org	LA		AL	PRLB	No	Yes	Yes	No	No	No	Yes	No
Kevin	CO		AD	PULB	Yes	Yes	Yes	No	No	No	Yes	No

Clear selection   Page 1 of 1   10   View items 1 to 3 of 3

N/A Not applicable   Not yet checked   Already checked: incorrect info   Already checked: correct info

Eligibility check criteria

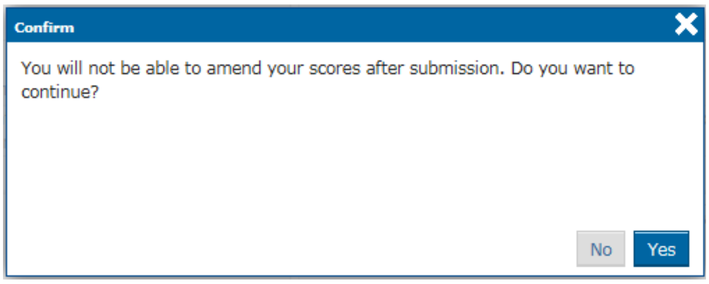
	Criterion	Value
1	The applicant satisfies the eligibility criteria in section 2.1.1	yes
2	The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1.	yes
3	The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.3.	yes
4	The supporting documents were submitted in accordance with the Guidelines (Section 2.4).	yes
5	The status or articles of association of applicant organisation have been uploaded in PADOR	yes
6	The statutes or articles of association of the applicants and the affiliated entity(ies) have been uploaded in PADOR.	yes
7	Copy of the applicant's latest accounts has been provided.	yes
8	The applicant's external audit report (if applicable) has been provided.	yes
9	The Legal Entity File (see Annex D to the Guidelines for Applicants) has been duly completed and signed by the applicants and the supporting documents requested have been enclosed.	yes
10	A Financial Identification Form (see Annex E of the Guidelines for Applicants) has been provided.	yes

Proposed status

4.1.3 Finish the evaluation and submit to Team Leader for review

Note that you can save your evaluation at any moment, by clicking on the "Save" button.

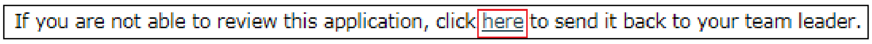
When the evaluation is completed, click on "Finish". **No modifications can be made after you click on "Finish"**– a confirmation message is displayed in this respect:



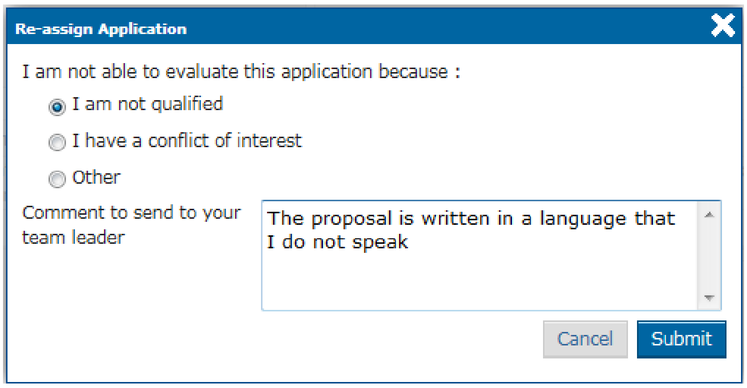
Once you click on OK, the evaluation is automatically **sent to yout Team Leader** for review. The status of the evaluation changes to "Finished".

4.2 *Send back to Team Leader an evaluation assigned to you*

In case you encounter issues with your evaluation before completing it, a link on the bottom of the evaluation page allows you to send it back to your team leader:



A dialog allows you to explain why you had to send this evaluation back:



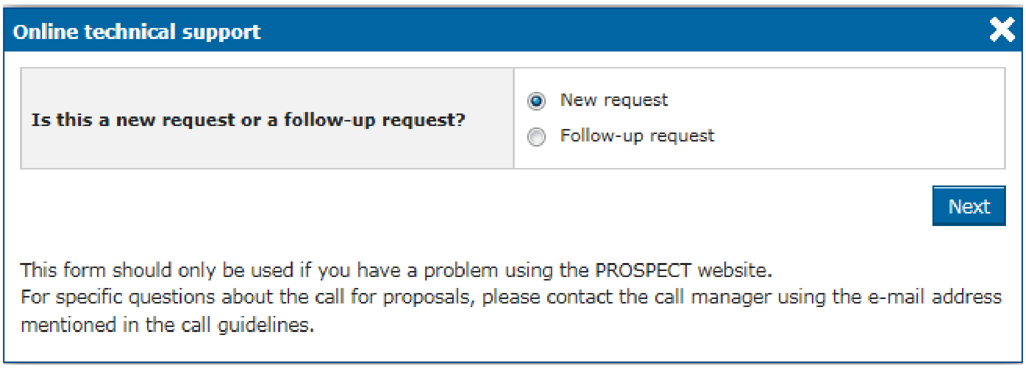
Select the applicable reason (not qualified / conflict of interest / other) and fill in an optional comment for the team leader. Then, click on "Submit".

5 PROSPECT Helpdesk

Should you have any technical difficulties while using PROSPECT, please select the "Online Help" menu option.

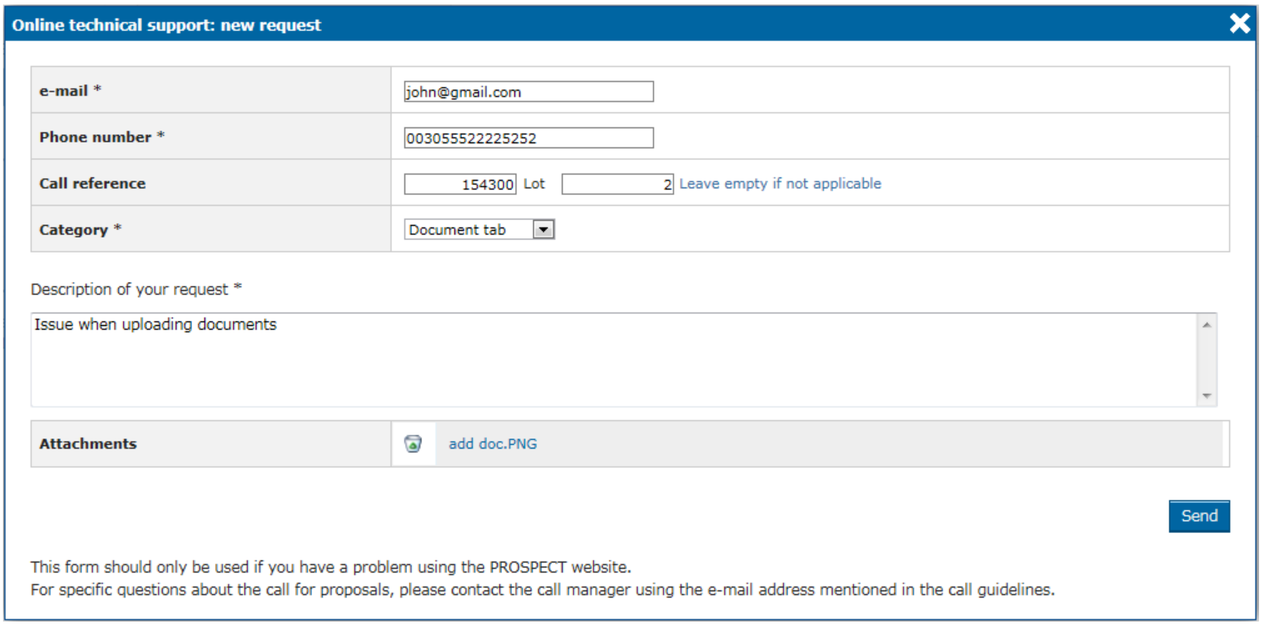
Please note that if your issue concerns the call itself and not the PROSPECT application (such as publication details, application details, requirements for applications, etc.), you must address your request to the **functional e-mail address of the specific call**.

As soon as you click on "Online Help", a pop-up will ask you if you are contacting the Support team for a new request or for updates on a previous request:



5.1.1 New requests for support

Select the "New request" option in the pop-up dialog and click on the "Next" button. A form will be displayed:



Enter the required information – note that **all** the fields marked with an asterisk (*) are mandatory:

Field	Description
e-mail	The e-mail displayed by default is the one associated with the EU Login account of the currently logged-in user. You can change it if you require

Field	Description
	receiving helpdesk information at a different e-mail address.
Phone number	Enter the phone number where the helpdesk can contact you for details concerning your request.
Call reference	Enter the call reference and lot that your request concerns, if applicable.
Category	Select the screen where you encountered the error: My applications, Contact tab, Project tab, Co-applicants tab, Document tab, or general Technical issue with the PROSPECT system.
Description of your request	Use this field to explain the technical difficulty that you are experiencing.
Attachments	Click on the blue arrow to upload a screenshot of the error / issue – this is not mandatory but can help the support team in detecting the cause of the problem.

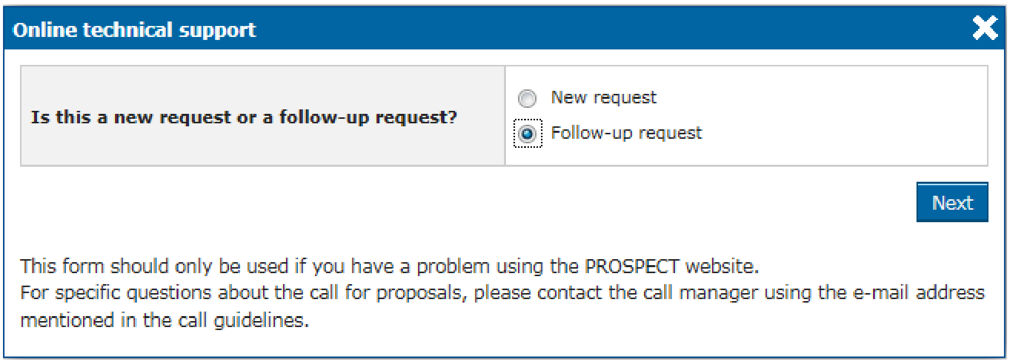
Click on "Send" when all the information has been filled in.

Your request will be treated at the earliest possible.

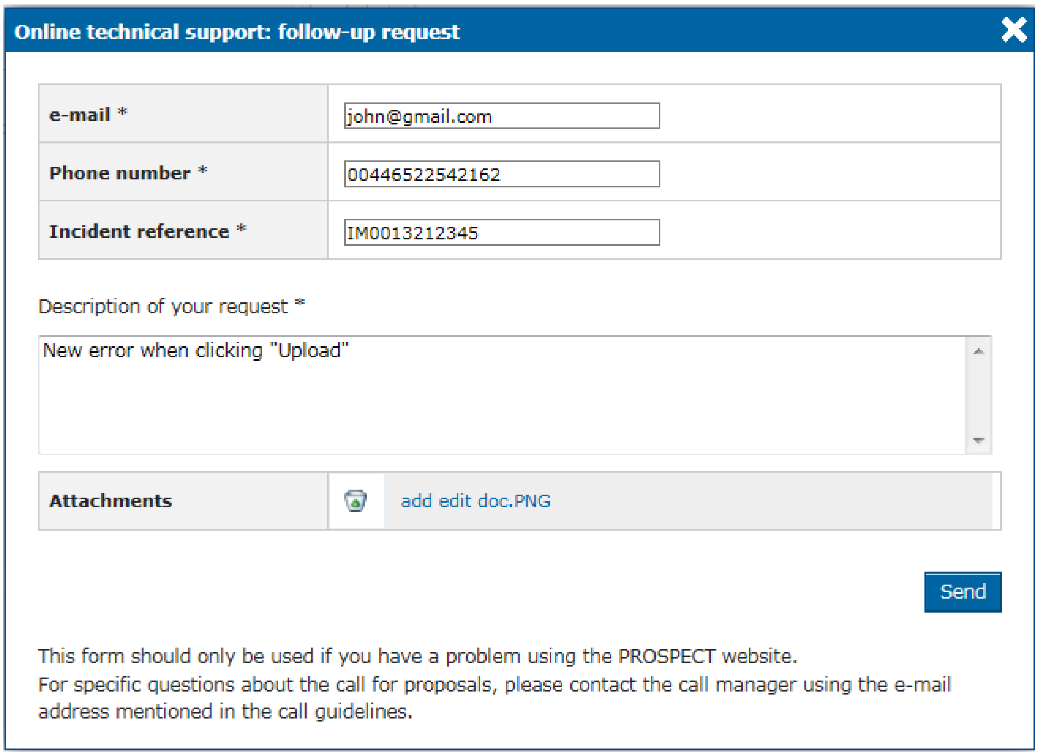
Once the IT Helpdesk registers your help request, you will receive an automatically generated email which will contain the reference of your request (‘SMT Reference’). Please use this reference in any future communication with the Helpdesk regarding this same request. Do not forget to include the call number, as well as the lot for which you are applying.

5.1.2 Follow-up on existing requests

Select the "Follow up request" radio button in the pop-up displayed once you click on "Online Help". Then, click "Next".



A form will be displayed, allowing you to enter your contact details as well as the incident reference:



Enter the required information – note that **all** the fields marked with an asterisk (*) are mandatory:

Field	Description
e-mail	The e-mail displayed by default is the one associated with the EU login account of the currently logged-in user. You can change it if you require receiving helpdesk information at a different e-mail address.
Phone number	Enter the phone number where the helpdesk can contact you for details concerning your request.
Incident reference	Enter the reference you received when your initial request was recorded by the helpdesk team.
Description of your request	Use this field to explain the technical difficulty that you are experiencing.
Attachments	Click on the blue arrow to upload a screenshot of the error / issue – this is not mandatory but can help the support team in detecting the cause of the problem.

Click on "Send" when all the information has been filled in.