

How to approve a consolidated assessment as expert

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The consolidation phase starts once all experts have submitted their individual assessments for a project and the NA Selection Manager initiates the consolidation process by configuring the consolidation. The NA Selection Manager nominates one of the experts involved in the project assessment as consolidator and the other expert(s) involved in the consolidation are required to give approval to the consolidation. The NA can however exclude any expert from the consolidation process. The expert(s) excluded from the consolidation process will not have to approve the consolidated version of the assessment.

If the consolidation was initiated by the National Agency, and the other expert(s) involved in the assessment process were selected to participate in the consolidation process, the following main steps have to be completed in Assessment Module by the expert assigned as consolidator and/or the other involved expert(s):

1. **Consolidation assignment** - the expert nominated as consolidator completes the consolidation assignment and sends it for approval to the expert(s) involved. See the page [How to complete a consolidation assignment](#) for details.
2. **Expert approval** - the expert(s) selected by the NA to participate in the consolidation approve the consolidated assessment.
3. **Consolidation submission** - the expert nominated as consolidator submits the approved consolidated assessment. See the page [How to submit a consolidation \(consolidator\)](#) for details.

This page explains the second of these steps, the Expert approval.

Prerequisites

- Existing EU Login and expert account. See the page [Expert login to EESCP and Assessment module](#) for details
- Expert assigned as consolidator, completed the consolidation assignment and submitted the consolidated version for approval to the other involved expert(s)
- Assignment status for the corresponding Expert assignment is **Consolidation ready for approval**

Detailed Steps

1. Access "My Assessments" from Single Entry Point

Log in to the Single Entry Point and select **My Assessments** from the Assessment module. The **My Assessments** screen opens with the **Search Filter** and the **Search results** panels, displaying all your available assignments.

See [My Assessments](#) for details on the basic functionalities of this screen.

The screenshot shows the 'My Assessments' interface. On the left is a sidebar with 'Erasmus+ and European Solidarity Corps' and navigation links like HOME, ORGANISATIONS, OPPORTUNITIES, ASSESSMENTS, and SUPPORT. The 'ASSESSMENTS' section is expanded, showing 'My Assessments' and 'DEET Monitoring (Past Programmes)'. The main area has a 'Search Filter' panel on the left with 'Active filter: Default' and 'Assignment Role' (Expert, Consolidator, Editor) and 'Assignment Status' (Assignment ongoing). The 'Search results' panel on the right shows '5 Assessments found'. Below this is a table with the following data:

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input type="checkbox"/>	2021-1-RO01-KA122-VET-000007269	APP-E2-01	Assignment completed	Expert2 (E2)	Application	YES	19/04/2021, 14:58:12	Actions
<input type="checkbox"/>	2021-1-RO01-KA152-YOU-000007277	APP-E2-01	Consolidation ready for approval	Expert2 (E2)	Application	YES	28/04/2021, 08:35:15	Actions
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007288	APP-E2-01	Assignment ongoing	Expert2 (E2)	Application			Actions
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007289	APP-E2-01	Assignment ongoing	Expert2 (E2)	Application			Actions
<input type="checkbox"/>	2021-1-RO01-KA210-SCH-nnnnn7293	APP-E2-01	Assignment ongoing	Expert2 (E2)	Application			Actions

2. Filter your assignment(s) for the one(s) in status "Consolidation ready for approval"

Expert assignments ready for approval will be in status **Consolidation ready for approval**.

You can use the available **Search filters** to filter the results list according to your needs. Using the Assignment Status flag filter **Consolidation ready for approval** will highlight the row in bright green for project assessment(s) in this status. See [My Assessments](#) for details on the available search filters.

Click on the **Actions** button and select the option **Approve consolidation** . Alternatively, click on the hyperlinked **project code** to open the assessment details.

My Assessments

Search Filter

Active filter

Default

You are currently using the "Default" filter

ASSIGNMENT ROLE

Expert

Consolidator

Editor

Assignment Status

CONSOLIDATION FLAGS

Consolidation ready for approval

Consolidation pending experts' approval

Consolidation ready for submission

Search results

5 Assessments found

Active filters:

Active filter: Default

Assignment Status: Consolidation ready for approval

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input type="checkbox"/>	2021-1-RO01-KA122-VET-000007269	APP-E2-01	Assignment completed	Expert2 (E2)	Application	YES	19/04/2021, 14:58:12	Actions
<input type="checkbox"/>	2021-1-RO01-KA152-YOU-000007277	APP-E2-01	Consolidation ready for approval	Expert2 (E2)	Application	YES	28/04/2021, 08:35:15	Actions
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007288	APP-E2-01	Assignment ongoing	Expert2 (E2)	Application			Actions
<input type="checkbox"/>	2021-1-RO01-KA154-YOU-000007289	APP-E2-01	Assignment ongoing	Expert2 (E2)	Application			Actions

Open assessment

Conflict of interest

Approve consolidation

Submit assessment

3. "Assessment Details" opens in new tab

The **Assessment Details** for the selected project assessment will open in a new tab in your browser.

You can access the **Project information**, **Award criteria**, **Typology questions**, or **Comments** sections by selecting the respective option in the Navigation panel.

By default, the **Award criteria** section is displayed, opened on the **Consolidator** tab, displaying the comments and scores as completed by the consolidator upon creation of the consolidated version of the assessment.

You have read access to the consolidated version and you also have access to your Expert tab, in our example Expert 2. Any other tabs displayed, for example Expert 1, are greyed out and cannot be accessed.

Assessment Details

Project Code: 2021-1-RO01-KA152-YOU-000007277

Project Title : weeeee - Beneficiary organisation name : Asociatia Calea Naturala - Assignment type : Application - Assignment ID : APP-C-01 / Version : v01 - Language : English

85/100

Consolidation thresholds Yes

Navigation

Project information

Award criteria

Typology questions

Comments

Conflict of interest

Approval

Expert 1

Expert 2

Consolidator

Open all criteria

Quality of project design *

Score 36 40

Comments

Expert1: Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

Minimum Characters 50

4. Review the consolidated version of the project assessment

To review the consolidated version of the assessment, use the **Navigation** to access the relevant sections. No changes can be made as all information is only available in read-only mode.

Assessment Details

Project Code: 2021-1-RO01-KA152-YOU-000007277

85/100

Project Title : weeeee - Beneficiary organisation name : Asociatia Calea Naturala - Assignment type : Application - Assignment ID : APP-C-01 / Version : v01 - Language : English

Consolidation thresholds Yes

Criteria	Expert1: Bertie EXPERT-One	Expert2: Alberta Expert-TWO	Consolidator: Bertie EXPERT-One
Quality of project design	36	36	36
Relevance, Rationale and Impact	24	22	24
Quality of project management	26	24	25
Scoring	86/100	82/100	85/100

Navigation

Project information

Award criteria

Typology questions

Comments

Typology questions

Expert 1

Expert 2

Consolidator

Newcomers and less experienced organisations

Does the applicant organisation belong to the category of 'newcomers' as defined by the Programme Guide? *

☒ Yes
 ☐ No

5. Access the "Approval" section and approve the consolidated assessment version

Use the **Navigation** to access the **Approval** section. The **Consolidation Approval** screen opens.

The Expert sub-section displays an orange badge, stating **Pending approval**, meaning the required action still has to be completed. The sub-section for the consolidator displays a green badge, stating **APPROVED**.

Assessment Details

Navigation

Project information

Award criteria

Typology questions

Comments

Conflict of interest

Approval

Consolidation Approval

Expert 2: Alberta Expert-TWO

Pending approval

Please tick the checkbox below in order to approve the consolidated version. In case you do not approve the consolidated version then contact your Selection Manager

☐ As Expert, I agree and approve the consolidated version

Consolidator: Bertie EXPERT-One

Approval request date: 28/04/2021, 08:37:36 (Brussels time)

APPROVED

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

To approve the consolidated version of the assessment:

1. Check the available **check box** in the expert sub-section, declaring the consolidated version as approved: **Please tick the checkbox below in order to approve the consolidated version. In case you do not approve the consolidated version then contact your Selection Manager.**
2. **Confirm** that the consolidation is ready for submission to the consolidator by clicking on **YES** in the confirmation pop-up.
3. A **success message** then displays.

Consolidation Approval

Expert 2: Alberta Expert-TWO Pending approval

1 Please tick the checkbox below in order to approve the consolidated version. In case you do not approve the consolidated version then contact your Selection Manager

☒ As Expert, I agree and approve the consolidated version

Consolidator: Bertie EXPERT-One Approval request date: 28/04/2021, 08:37:36 (Brussels time) APPROVED

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

Can be submitted by the consolidator

By checking this tick-box you declare you have read and agreed on the content of this consolidation and therefore, it can be submitted by the consolidator. Do you want to continue?

NO YES

3 SUCCESS

Success

6. Expert approval completed

The approval process is completed, all information in the Assessment Details are greyed out and no more changes are possible. **Approval** in the Navigation is marked with a green check.

The expert specific approval information is now marked with a green stripe and greyed out. It displays a **green badge**, stating **Approved** and the **Approval date** is filled in. The information text in the Expert approval section now displays **By ticking the checkbox below, you have approved the consolidated version**.

Assessment Details

Print Submit

Navigation < Consolidation Approval

Project information

☒ Award criteria
☒ Typology questions
☒ Comments
☒ Conflict of interest
☒ **Approval**

Expert 2: Alberta Expert-TWO Approval date: 28/04/2021, 10:39:26 APPROVED

By ticking the checkbox below, you have approved the consolidated version

☒ As Expert, I agree and approve the consolidated version

Consolidator: Bertie EXPERT-One Approval request date: 28/04/2021, 08:37:36 (Brussels time) APPROVED

☒ As Consolidator, I declare the consolidated version is ready to be approved by the experts involved in the consolidation

7. Expert assignment status changed to "Consolidation approved"

Back in the list of your assignments, under **My Assessments**, the expert assignment is now displayed with the status **Consolidation approved**.

My Assessments

Search Filter

Active filter

Delete

You are currently not using any active filter

Actions

ASSIGNMENT ROLE

☒ Expert ☐ Consolidator ☐ Editor

Assignment Status

CONSOLIDATION FLAGS

Consolidation ready for approval

Search results

1 Assessments found

Default Customise

Active filters: Reset all

Erasmus+ 2021 All Rounds All Key actions Assessment type: All

Assignment status for Expert: Consolidation approved Assignment role: Expert

	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Actions
<input type="checkbox"/>	2021-1-RO01-KA152-YOU-000007277	APP-E2-01	Consolidation approved	Expert2 (E2)	Application	YES	28/04/2021, 08:35:15	<div>Actions</div>

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Expected Outcome

- Assignment status of the expert assignment changes to **Consolidation approved**
- The expert assigned as consolidator can submit the consolidated version, available for them under My Assessments with the status **Consolidation ready submission**, after all experts involved have given their approval

Related articles

- [Assignment ID](#)
- [Expert Assessment](#)
- [Expert Layout, menu items and navigation](#)
- [How to approve a consolidated assessment as expert](#)
- [How to complete a consolidation assignment](#)
- [How to complete an expert assignment](#)
- [How to submit the consolidated version of an assessment to the NA](#)