



IS Věda – Manual for Evaluators in the Open Science II Mini-Projects Calls

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Login and access to the PAS (Projects and Competitions) module

Applications for a Mini-Project are evaluated in the **PAS (Projects and Competitions) module** of the [IS Věda information system](#). The IS Věda information system is available at <https://is.cuni.cz/veda>, and can be accessed via a normal web browser. The system can only be accessed by students and employees of Charles University, who can log in to the system using data from the Central Authentication Service (CAS), or external persons who have applied for access via the [registration form](#), or who have been granted access as a member of the evaluation committee.

The screenshot shows the login interface for the IS Věda system. At the top, there is a header with the IS Věda logo and a brief description: 'Informační systém tvůrčí činnosti, projektů a mobility Univerzity Karlovy.' Below this is a section titled 'Enter Username & Password' containing two input fields: 'Username:*' and 'Password:*'. A red error message 'Username is a required field.' is visible below the username field. A 'LOGIN' button is positioned below the password field. At the bottom of the login section, there are links for 'Forgot your password?' and 'Need help?'. A security notice at the bottom states: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication! Five unsuccessful login attempts will lock your account for twenty minutes.'

Username

Enter your personal number (CU personal number or assigned login).

Password

Enter the password.

After logging in, the main page of the IS Věda Portal appears. Current information can be displayed in the left-hand part of the portal, and in the right-hand part there is a signpost in which you can click on the **orange PAS (Projects and Competitions) button**.

The screenshot displays the main page of the IS Věda Portal. The top navigation bar shows 'CU Information System' and 'IS Věda Portal'. The left sidebar contains a 'Welcome to IS Věda' message and several menu items: 'OBD scientific outputs', 'IDENTIFIERS scientific personnel', 'COOP Cooperatio', 'CLASSIFICATION of CU scientific fields', and 'PAS Projects & Tenders'. The main content area on the right is titled 'Press the button to go to the desired module:' and features two prominent buttons: an orange 'PAS Projects & Tenders' button and a pink 'Admins & Readers' button. Below these buttons, there is a section for 'Other tools'.

Evaluation of applications

Setting parameters to display an application for evaluation

After entering the PAS module, you will see the Dashboard. On the left side of the screen is a menu where you can select the **Evaluation** menu. After opening the menu, select Programme, Evaluation Phase and Agenda/Category.

The screenshot shows the 'Assessment' page in the PAS system. On the left is a navigation menu with 'My records', 'Assessment', and 'HelpDesk'. The main content area has a breadcrumb trail: 'CU Information System > IS Věda portal > PAS > Assessment'. Below this, there is a 'Programme' dropdown menu currently set to 'Not selected'. A yellow warning box below the dropdown says 'Firstly select the value in all of the combo box above.'

Programme

In this field, you can see the range of all programmes in which you can evaluate competition proposals, i.e. you are a member of the relevant evaluation committee. To evaluate applications for Mini-Projects, select the 'Mini-Projects' option.

Evaluation Phase

In the Mini-Projects programme, the evaluation process consists of two stages. After an application has been submitted, an internal evaluation phase takes place, in which an evaluation of the formal correctness of the application (Formal Evaluation) and then an evaluation of the admissibility of the application (Admissibility Evaluation) is carried out. Both of these evaluations are the responsibility of the guarantors of the grant scheme. If the application meets the conditions of the formal evaluation and the admissibility evaluation, it advances to the second stage - Substantive Evaluation phase, which is within the competence of the evaluation committee. For the substantive evaluation of the Mini-Projects within the Call, select 'Substantive Evaluation'.

Agenda/Category

All rounds currently being evaluated are displayed in the menu of possible values for the Agenda/Category parameter (usually only one round is current for the evaluation). Select the value corresponding to the round being evaluated.

Displaying a summary of applications being evaluated

Applications for a Mini-Project are classified in the Substantive Evaluation phase according to the aforementioned domain/thematic clusters. As a rule, a separate evaluation committee is established for each cluster. The guarantor of the grant scheme selects members for each evaluation committee and assigns these members to all applications from a given domain/thematic cluster. From the moment of assignment, members of the evaluation committee can, after [setting the parameters](#), display a list of all applications that they are to evaluate.

The screenshot shows the 'Assessment' page with three dropdown menus selected: 'Programme' is set to 'Mini-projects', 'Evaluation phase' is set to 'Substantive evaluation', and 'Agenda/category' is set to 'MINIZ-26-1'. The breadcrumb trail and navigation menu are the same as in the previous screenshot.

Applications can be displayed on three different tabs:

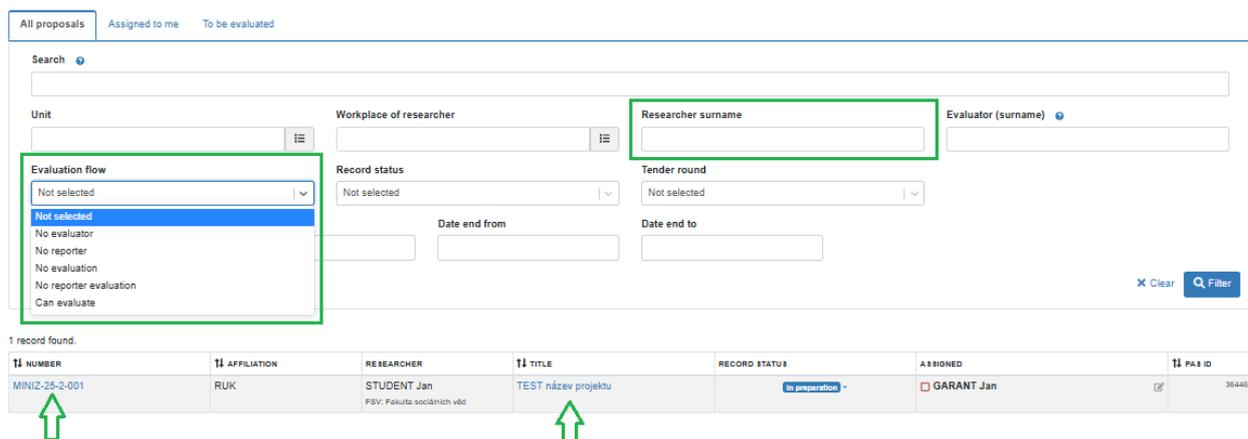


The **All Proposals** tab shows all the applications that are ready for evaluation in the given round. In the Mini-Projects programme, projects are ready for evaluation only at the moment when evaluators are assigned to a specific project, so the content of the tab will be the same as in the 'Assigned to me' tab.

The **Assigned to me** tab shows all applications in the round that are ready for evaluation and are assigned to the name of the logged-in evaluator. In the Mini-Projects programme, evaluators are given access only to those applications assigned for assessment.

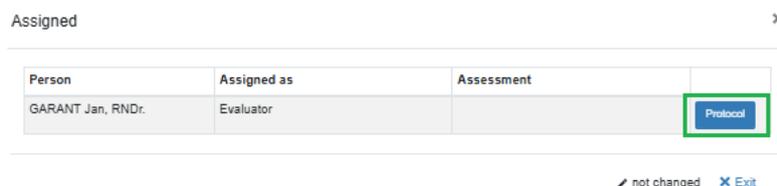
The **To be evaluated** tab shows all applications in the given round that are ready for evaluation, are assigned to the name of the logged-in evaluator and for which not all criteria in the evaluation protocol have yet been entered.

In the list of available applications for evaluation, it is possible to restrict the selection of Mini-Projects using a pre-set filter, for example by entering the researcher's last name, or view a list of applications for a Mini-Project restricted to those for which the evaluation has not yet been filled in. The details of an application can be displayed by clicking on the number of the selected Mini-Project in the **Number** column or on the name of the project in the **Name** column.



Displaying the evaluation protocol

If you are assigned as an evaluator for an application for a Mini-Project, your name will be listed in the **Assigned** column. Click on the name to open a modal window in which you can use the **Protocol** button to view the list of evaluation criteria.



The protocol is available in read-only mode. The parameters, score and an evaluation guide are given for each criterion.



Evaluator's protocol

GARANT Jan (Evaluator's protocol)

V1: Objective content and relevance of outputs

QUALITY ASPECT OF PROJECT: necessity
CRITERION FUNCTION: combined
EVALUATION METHOD:
YES/NO OR MAX. NUMBER OF POINTS: 20
MIN. POINT THRESHOLD FOR COMBINED CRITERIA: 12
EVALUATOR/EVALUATION COMMITTEE: evaluation committee

MAIN SOURCE OF INFORMATION:
application for a mini-project
answers to the application for a mini-project
- Lump sum calculator - mini-projects

DESCRIPTION OF THE CRITERION:

It is assessed whether the planned (sub)task(s) on the planned (sub)task(s) and/or supported activities of the Open Science II project and fundamentally extends/complements the planned outputs and/or supported activities of the project (for call 1) or whether the planned (sub)task(s) alone necessary to ensure a data-oriented research environment on the part of the applicant for the mini-project (for call 2). The evaluation committee formulates partial reservations and deducts points in the event that the applicant has not sufficiently justified the above requirements. In the case of a mini-project with multiple outputs, each output must meet the above requirements.
INSTRUCTIONS FOR THE EVALUATION COMMITTEE:
1) Excellent - The application was prepared at an excellent level in all assessed aspects of the criteria. 20 points
2) Good - The application was prepared at a good level in given aspects of the criteria. The evaluation committee has more extensive reservations on the justification of the connection of the output to the planned outputs and/or supported activities of the Open Science II project (for call 1) or the necessity for the output (for calls 1 and 2). The committee deducts points in the event that it has such reservations regarding at least one of the outputs of the mini-project. 12 points
3) Insufficient - The application is prepared insufficiently in given aspects of the criterion and/or contains serious deficiencies and/or the criterion cannot be assessed due to missing or incomplete information. The evaluation committee has fundamental reservations about the necessity for the output (calls 1 and 2) or its connection to the planned outputs and/or supported activities of the Open Science II project. The committee deducts points in the event that it has such fundamental reservations regarding at least one of the outputs of the mini-project. The necessity of the mini-project is not proven. 5 points
If the descriptor insufficient is assigned, the application does not meet the minimum points threshold in the given criterion.

V2: relevance

QUALITY ASPECT OF PROJECT: effectiveness
CRITERION FUNCTION: combined
EVALUATION METHOD: YES/NO OR MAX. NUMBER OF POINTS: 10
MIN. POINT THRESHOLD FOR COMBINED CRITERIA: 6
EVALUATOR/EVALUATION COMMITTEE: evaluation committee

At the bottom left of the protocol there is a MINIZ Substantive Evaluation button, which you can use to download the protocol and save it to your computer at any time.

MINIZ Substantive Evaluation

not changed Exit

Completing the evaluation protocol

At the beginning of the evaluation committee meeting, a chair of the committee is designated. The guarantor of the grant scheme then designates the selected member as the chair of the commission in the IS Věda system. If you are assigned as the chair of the committee for the application for a Mini-Project, the evaluation protocol will be made available in editing mode. All criteria and all mandatory comments must be entered in the report.

Protocol of chairman of the commission

GARANT Jan (Protocol of chairman of the commission)

V1: Objective content and relevance of outputs

QUALITY ASPECT OF PROJECT: necessity
CRITERION FUNCTION: combined
EVALUATION METHOD:
YES/NO OR MAX. NUMBER OF POINTS: 20
MIN. POINT THRESHOLD FOR COMBINED CRITERIA: 12
EVALUATOR/EVALUATION COMMITTEE: evaluation committee

MAIN SOURCE OF INFORMATION:
application for a mini-project
answers to the application for a mini-project
- Lump sum calculator - mini-projects

DESCRIPTION OF THE CRITERION:

It is assessed whether the planned (sub)task(s) on the planned (sub)task(s) and/or supported activities of the Open Science II project and fundamentally extends/complements the planned outputs and/or supported activities of the project (for call 1) or whether the planned (sub)task(s) alone necessary to ensure a data-oriented research environment on the part of the applicant for the mini-project (for call 2). The evaluation committee formulates partial reservations and deducts points in the event that the applicant has not sufficiently justified the above requirements. In the case of a mini-project with multiple outputs, each output must meet the above requirements.
INSTRUCTIONS FOR THE EVALUATION COMMITTEE:
1) Excellent - The application was prepared at an excellent level in all assessed aspects of the criteria. 20 points
2) Good - The application was prepared at a good level in given aspects of the criteria. The evaluation committee has more extensive reservations on the justification of the connection of the output to the planned outputs and/or supported activities of the Open Science II project (for call 1) or the necessity for the output (for calls 1 and 2). The committee deducts points in the event that it has such reservations regarding at least one of the outputs of the mini-project. 12 points
3) Insufficient - The application is prepared insufficiently in given aspects of the criterion and/or contains serious deficiencies and/or the criterion cannot be assessed due to missing or incomplete information. The evaluation committee has fundamental reservations about the necessity for the output (calls 1 and 2) or its connection to the planned outputs and/or supported activities of the Open Science II project. The committee deducts points in the event that it has such fundamental reservations regarding at least one of the outputs of the mini-project. The necessity of the mini-project is not proven. 5 points
If the descriptor insufficient is assigned, the application does not meet the minimum points threshold in the given criterion.

V2: relevance

QUALITY ASPECT OF PROJECT: effectiveness
CRITERION FUNCTION: combined
EVALUATION METHOD: YES/NO OR MAX. NUMBER OF POINTS: 10
MIN. POINT THRESHOLD FOR COMBINED CRITERIA: 6
EVALUATOR/EVALUATION COMMITTEE: evaluation committee

A running total of points for all criteria that have been filled in is displayed in the lower left part of the report. Once started, the protocol can be saved using the Save Changes button at the bottom right and you can go back to complete it later. Use the MINIZ Substantive Evaluation button to download the protocol and save it to your computer at any time.

Total score

Progress bar for total score

MINIZ Substantive Evaluation

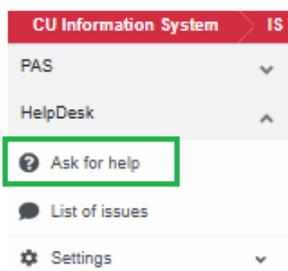
not changed Exit

If all criteria and mandatory comments have been filled in, the protocol is marked as filled in after it has been saved. The sum of the points awarded is indicated next to the evaluator's name.

NUMBER	AFFILIATION	RESEARCHER	TITLE	RECORD STATUS	ASSIGNED	PA ID
MINIZ-25-2-001	RUK	STUDENT Jan FSV: Fakulta sociálních věd	TEST název projektu	In preparation	GARANT Jan (85)	36446

Support – HelpDesk

You can contact system support for the PAS module using the built-in HelpDesk. Use the navigation on the left side of the screen to select the **Ask for help** option.



Describe in detail what you need help within the window that then opens up. Choose as one of the recipients the **Mini-Projects clerk** and click on **Create** to send the query.

As soon as someone replies to your question, you will be sent a notification e-mail, which also contains a link leading directly to the detailed reply to your question. You can check the status of your query at any time in the List of issues **section in the left-hand side of the screen**. Here, you can search for all the queries you have ever entered in the system.