



## CY Initiative of Excellence Scientific excellence and Internationalisation

### Call for proposals 2025 Reviewer's guide

Assessments are to be made on the online platform via the following link:

<https://cy-initiative.smapply.io>

**The reviewer will need to create an account.**

**Contact and assistance:**

[Helpdesk](#)

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### 1. Introduction

The present guide for reviewers and members of the Evaluation Committee is intended to support the work of the evaluators by providing:

- practical information;
- the evaluation procedure;
- the elements on which the evaluation is based;
- the expected results of this evaluation.

The evaluation concerns proposals submitted to the 2024 CY Initiative of excellence - Support for Scientific Excellence and Internationalisation.

#### 1.1. Description of the Fellows-in-Residence programme

The CY Initiative invites applications from high-level international scholars and scientists in all fields, for up to 6 research fellowships. The call is open to leading senior researchers, wishing to carry out original individual research projects. The programme is hosted by CY Advanced Studies (CY AS), the Institute of Advanced Studies of CY Initiative. Fellows from all disciplines will take part in the Institute’s interdisciplinary exchange programme.

The fellows-in-residence programme offers a multidisciplinary research environment and creates an opportunity for researchers to develop original research ideas, to apply their knowledge and skills to new domains and to develop cross-disciplinary initiatives. For the development of their research projects, fellows-in-residence will be jointly affiliated with one of the research centers of CY Initiative where they will be able to create contacts, exchange knowledge and collaborate with researchers from various fields.

The CY AS Fellowship Programme supports researchers from all countries and all disciplinary backgrounds. While there is no restriction on nationality, appropriate permission to work in

France is required before taking up the Fellowship.

Two types of fellowships are proposed:

- *Senior fellowships*: for researchers with more than 10 years after obtaining their PhD, with a permanent position in a foreign university or research institute. Senior fellowships are granted for a period of 4 to 10 months. It is possible, in the context of a long-term collaboration, to divide this period into two or three stays over multiple academic years.
- *National fellowships at junior or senior level*: for researchers holding a permanent position in French universities. In view of developing collaborations between CYU and other national research centers, CY AS offers the possibility to host researchers during their CRCT semester by reimbursing the teaching charges to their home university.

Fellows-in-residence will be jointly affiliated with CY AS and the research centers relevant to their research project. At CY AS, they will be offered office space and access to conference facilities. They may also take advantage of the housing facilities of the institute.

Fellows-in-residence commit to a regular participation in the scientific activities of CY AS, including CY AS seminars and guest lectures.

They are expected to develop collaboration with the research groups of CY Initiative, in relationship with their research activities. Before the submission of their application, they are strongly encouraged to establish contacts with the research groups in line with their research proposal.

*Reference documents:*

*The website of the call for projects describes the scope of the call for proposals:*

<https://cy-initiative.smapply.io/res/p/docs/>

## 1.2. Application

The online application consists of two parts:

- the first part concerns applicant's personal information, the project summary, its integration in the scientific strategy of the researcher, the collaboration with the laboratory at CY Initiative and the expected impact of the project;
- the second part includes the applicant's CV, letter of support signed by the director of the research center and, possibly, additional documents.

## 2. Evaluation and selection process

### 2.1. A two-level process

The evaluation and selection process consists of two levels:

- Each application is submitted to the evaluation of two **experts** who assess the online proposal on the platform
  - The experts are chosen for their disciplinary competence in connection with the submitted research project;
  - They submit their evaluation report by **April 1, 2025**.
- For each application, the evaluation reports are submitted to one or two **members of the evaluation committee** for the consensus round.
  - A consensus report is written for each project on the basis of the evaluations above mentioned.
  - All consensus reports are submitted by **April 11, 2025**.

The evaluation committee is composed of:

- external members chosen for their scientific expertise and their experience in science policy;
- vice-presidents or directors in charge of research in partner institutions;
- the scientific coordinator of the call for proposals;
- ESSEC's scientific representative within CY Initiative of Excellence.

It can be assisted by the directors of the doctoral schools of CY Initiative.

During the evaluation committee meeting a short list of projects is established and is proposed for funding to the Executive Office of CY Initiative.

### 2.2. Confidentiality agreement and code of conduct

Please see below the ANNEX A.

## 3. Expert's evaluation of proposals

### 3.1. Objectives

The purpose of the evaluation is to select the best proposals according the international standards for competitive project selection.

The expert will evaluate:

- The scientific quality and the innovative nature of the project;
- Feasibility of the project;
- The expected impact of the project;
- The applicant's experience and scientific excellence;

- Link with the overall strategy of CY Initiative.

### 3.2. Scoring

The experts and the members of the Evaluation Committee complete a multi-criteria evaluation form on the online platform <https://cy-initiative.smapply.io>

Before the evaluation experts and members of the evaluation committee need **to register** and to confirm the activation link received by mail.

The expert gives a score and a short comment for each evaluation criterion. Comments must be clear, concise, and consistent with scores.

The scale of scores range from 0 to 50 as indicated in the table:

#### Scoring Rubric:

All questions scored on a scale from 0-50.

0-10 = Poor

11-20 = Fair

21-30 = Good

31-40 = Very good

41-50 = Outstanding

Each evaluation should include a summary highlighting, in bullet point list, the strengths and weaknesses of the project proposal.

The letter of support from the director of the research center will be taken into account for the evaluation of the strategic nature of the project.

### 3.3. Practical information

All expert's work must be done remotely.

#### 3.3.1. Access to proposals

Access to the files and the entry of the evaluations are done online, via the platform:

<https://cy-initiative.smapply.io>

- Experts and evaluators are invited to register when they receive an email from CY Initiative Platform.

► CY Initiative

Invitation - CY Initiative of Excellence - Dear Robin Hood, You have been invited to be a Reviewer for the f...

- The registration is done with your email address and a password that you generate.

- Please click on the “join now button”



Dear Robin Hood,

You have been invited to be a Reviewer for the following site CY Initiative of Excellence.  
Please click on the link to complete the registration process.

Thank you,  
CY Initiative of Excellence  
//

Cher Robin Hood,

Vous avez été invité en tant qu'expert évaluateur du site CY Initiative of Excellence .  
Merci de cliquer sur le lien ci-dessous pour vous enregistrer.

Merci,  
CY Initiative of Excellence

contact : [aap-cy-initiative@cyu.fr](mailto:aap-cy-initiative@cyu.fr)

Join now

- The following screen will appear. Please create your password. Please DO NOT use the facebook/twitter/google options at the top.

Register with

[f](#) [t](#) [G](#)

OR


First name  Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)



Please type the characters you see above:

CREATE ACCOUNT

- Following on from your registration, you will receive a confirmation email with a button for accessing the site.



Dear Kate Test,

You have successfully registered for the following site, **CY Initiative of Excellence**, as a Reviewer. You can click on the following link to take you to your Reviewer portal.

Thank you,  
CY Initiative of Excellence

//

Cher.e Kate Test,

Vous êtes maintenant inscrit avec succès sur le site **CY Initiative of Excellence**, en tant qu'Expert. Le lien ci-dessous vous permettra d'accéder à l'espace évaluateur.

Thank you,  
CY Initiative of Excellence

[Go to site](#)

- The expert can access to the list of projects assigned to him/her.

All applications ▾

0 Actions ▾  🔍

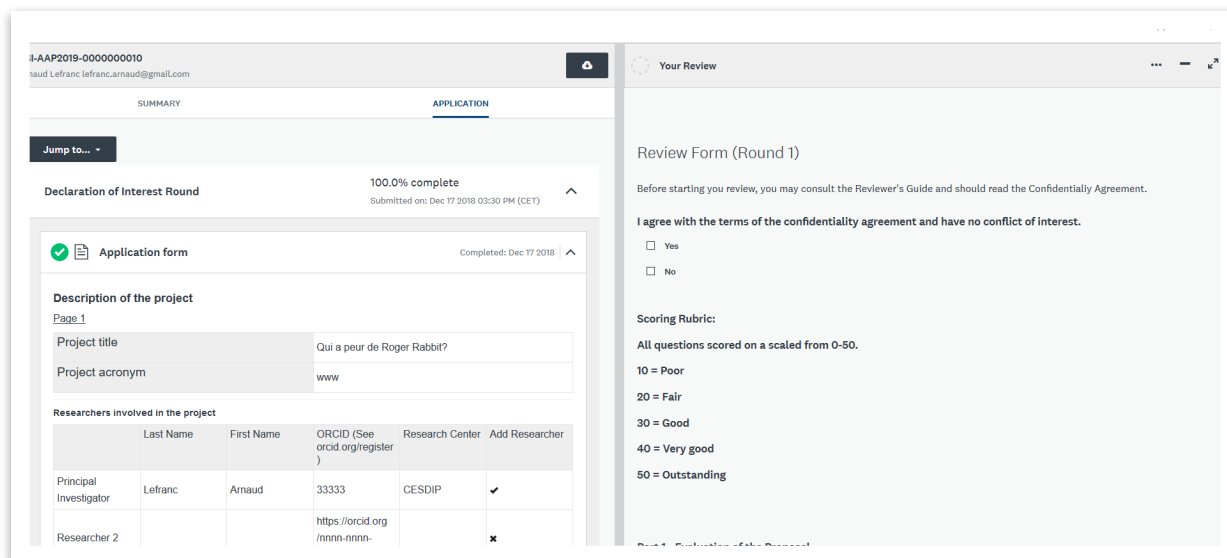
Application	Applicants	Application submitted on	
<input type="checkbox"/> <a href="#">PSI-AAP2019-0000000010</a>	AL Arnaud Lefranc	Dec 17 2018 03:30 PM (CET)	<a href="#">START</a> ...

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If you have been a reviewer for us in the past, you will not have to create a new account, just access the one you created previously. (Indeed we will not send you an email to create a new account). You can simply log in from [this page](#). If you have forgotten your password, please click on the link to receive it again by email.

### 3.3.2. Entering evaluations

- Entering evaluations is done by an online questionnaire that will appear when you open the application.



1-AAP2019-000000010  
naud Lefranc lefranc.arnaud@gmail.com

SUMMARY APPLICATION

Jump to...

Declaration of Interest Round 100.0% complete  
Submitted on: Dec 17 2018 03:30 PM (CET)

Application form Completed: Dec 17 2018

Description of the project  
Page 1

Project title Qui a peur de Roger Rabbit?

Project acronym www

Researchers involved in the project

	Last Name	First Name	ORCID (See orcid.org/register)	Research Center	Add Researcher
Principal Investigator	Lefranc	Arnaud	33333	CESDIP	✓
Researcher 2			https://orcid.org/nnnn-nnnn-		✗

Review Form (Round 1)

Before starting you review, you may consult the Reviewer's Guide and should read the Confidentiality Agreement.

I agree with the terms of the confidentiality agreement and have no conflict of interest.

Yes  
 No

Scoring Rubric:  
All questions scored on a scaled from 0-50.  
10 = Poor  
20 = Fair  
30 = Good  
40 = Very good  
50 = Outstanding

When you open the review you will initially see the 'Summary' of the application. To see the application details, please click on "Application":

SUMMARY

APPLICATION

Access to records requires compliance with the Confidentiality Agreement (annex A). You must contact the organizing committee in case of conflict of interest (aap-cy-initiative@cyu.fr).

## Review Form (Round 1)

Before starting you review, you may consult the Reviewer's Guide and should read the Confidentiality Agreement.

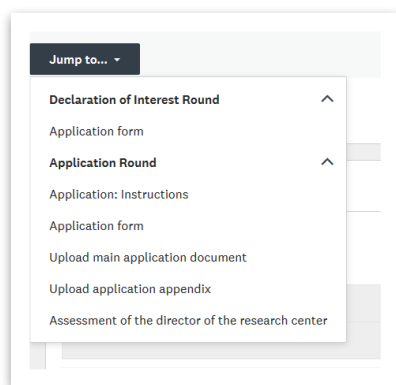
I agree with the terms of the confidentiality agreement and have no conflict of interest.

Yes

No

You can move within the application using the "Jump to..." button in the left part of the screen.





**In case of difficulties, you can contact us at:**

[Helpdesk](#)

## 4. Annex A: Confidentiality agreement

### Code of Conduct for the evaluation committee members

#### Confidentiality

During the evaluation process, the evaluation committee members and experts must keep confidential all data, documents or other material (in any form) that is disclosed (in writing or orally) and that concerns this call for applications.

The evaluation committee members and experts must keep their work strictly confidential, and in particular:

1. not disclose (directly or indirectly) any confidential information relating to proposal(s) or applicants;
2. not use the information communicated, nor the new concepts contained in the transmitted documentation, for purposes other than the assessment of the proposal;
3. not discuss proposal(s) with others except during evaluation meetings;
4. not reveal the content of the deliberations of the evaluation committee, the identity of the evaluators or the ranking of the proposals;
5. not communicate with applicants during the evaluation or afterwards;
6. keep all documents submitted for evaluation in a secure place;
7. at the end of the evaluation, committee members and experts are responsible for ensuring adequate protection of electronic documents and information and for returning, erasing or destroying all confidential information.

#### Impartiality

The evaluation committee members and experts must perform their work impartially and take all measures to prevent any **conflict of interests** that is any situation where the impartial and objective implementation of the work is compromised for reasons involving professional, economic interest, political or national affinity, family ties or any other shared interest.

In particular, the following situations will automatically be considered as conflict of interest:

**(a)** for a proposal(s) the expert is requested to evaluate, if he/she:

- was involved in the preparation of the proposal(s);
- is a director, a collaborator or is in any way involved in the implementation of the proposal;
- the expert works in a different department/laboratory/institute from the one where the research is to be carried out and - the departments/laboratories/institutes within CY

Initiative. In this case, the other experts in the committee will be informed about the situation of the expert.

- has close family ties (spouse, domestic or non-domestic partner, child, sibling, parent etc.) or other close personal relationship with the applicant. In this case, the expert must be excluded from the evaluation.

**(b)** The expert will be required to **confirm** — for each proposal(s) s/he is evaluating — that there is no conflict of interest, by signing this confidentiality agreement.

If the expert is (or becomes) aware of a conflict of interest, s/he must immediately **inform** the Fellows-in-Residence programme officer.

### **Declaration**

As a member of an evaluation committee, in case of conflict of interests, during the application review **I agree with:**

1. not evaluating the application concerned;
2. not participating in the committee during the final deliberations regarding this application.