



5th EU-LAC Joint Call 2025

Guide for Evaluators

Timeline for external evaluation period

Start: 30 June 2025

End: 10 August 2025

Online evaluation tool: https://secure.ptoutline.eu/en/review/5eulac_call2025

The EU-LAC Interest Group



Background

- The EU-LAC Interest Group was founded in 2017 on initiative of BMBF Germany and MINCyT Argentina
- 29 funding agencies from Latin America, the Caribbean and the EU MS & AC, cooperating in bi-regional STI
- Overall coordination: Project Management Agency at the German Aerospace Center, DLR-PT
- Call secretariat: Spanish Foundation for Science and Technology, FECYT

In case of doubts please contact

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5th EU-LAC Joint Call - TOPICS



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Topic 1 Biodiversity incl. Agriculture and Food Security

Topic 2 Bioeconomy and Nature-based Solutions

Topic 3.1 Global Health

Topic 3.2 Infectious Diseases

Topic 4 EU-LAC Cooperation for Energy Transition

Topic 5 EU-LAC Cooperation in Open Science

For full topic descriptions, please see [5th EU-LAC Joint Call in STI 2025](#).

5th EU-LAC Joint Call – Evaluation Process



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- All evaluators have to fill in the “Data sheet for evaluators” (Annex 1) and send it back to the call secretariat, including their CV.
- Evaluation web tool: https://secure.ptoutline.eu/en/review/5eulac_call2025 First you have to sign up to receive your log-in password via e-mail.
- After log-in with your password, you will be guided through the evaluation process (see also screenshots below).
- You are requested to assess the proposals according to a set of four criteria which are detailed in the online tool, along with the scoring system. You will also find them in the [CALL TEXT](#), page 8/9.
- Based on the four individual scores, an average score will be calculated automatically.
- As each proposal will be evaluated by at least two evaluators, a total score will be calculated based on the average scores awarded by each of the evaluators. The list of evaluated proposals will be forwarded to the Scientific Evaluation Committees (SECs).
- The SECs consist of scientific experts and are approved by the Group of Funding Parties (GFP). They will assess and consolidate the results of the peer review evaluation process, rank the proposals and recommend them for funding.
- The GFP will take the final funding decision by consensus, based on the recommendations of the SECs.

5th EU-LAC Joint Call – Evaluation Criteria



The evaluation procedure will be carried out according to the following criteria (detailed in the next slides):

- Excellence
- Impact
- Quality and efficiency of the implementation
- Economic impact, applicability and exploitation of results

Once you begin the evaluation process on the PT-Outline platform, you will find these criteria described in detail.



1. Excellence

- Clarity and pertinence of the objectives;
- Credibility of the proposed approach;
- Integration of diversity considerations in submitted proposals, as well as underrepresented populations in the planned research and/or innovation. This includes not only diversity in the consortium, but also the inclusion of diversity perspectives and analysis in the research and/or innovation itself, if relevant. A project is considered diversity (or gender) relevant when it concerns individuals or specific groups of people and/or when its findings may affect individuals or specific groups.
- Soundness of the concept, including trans-disciplinary considerations, where relevant;
- Extent to which the proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches).

2. Impact

- Expected impacts listed in the description under the relevant topic;
- Enhancing research and innovation capacity and integration of new knowledge;
- Any other environmental and socially important impacts;
- Implementation of open science measures (early and open sharing of research; research output management; providing open access to research outputs i.e. publications, data, software, algorithms, etc.), participation in open peer review; involvement of relevant actors including citizens, civil society and end users in the co-creation of research and innovation contents and agendas;
- Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project and to manage research data where relevant;
- Added value for the EU-LAC cooperation in STI;
- Mobility, networking and training of human resources in both regions.

3. Quality and efficiency of the implementation

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;
- Complementarity of the participants within the consortium (if relevant) and gender balance among them;
- Appropriateness of the management structures and procedures, including risk and innovation management.



4. Economic impact, applicability and exploitation of results

- Potential for economic impact and exploitation/transfer of results;
- In case of industry and SME participation: Strengthening competitiveness and growth of companies by developing innovations that meet the needs of global markets and, where relevant, deliver such innovations to the market;
- Feasibility;
- Involvement of stakeholders;
- Communication and dissemination of results;
- Exploitation and transfer of results;
- Management of intellectual property issues and consortium agreements.

5th EU-LAC Joint Call – Rating scores



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Rating Scores

The evaluators are requested to assess proposals against a set of criteria, each of which may be awarded a maximum of 5 points per criterion, 20 points maximum, according to the following scale:

EXCELLENT = 5 points The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.
VERY GOOD = 4 points The proposal addresses the criterion very well, but a small number of shortcomings are present.
GOOD = 3 points The proposal addresses the criterion well, but a number of shortcomings are present.
FAIR = 2 points The proposal broadly addresses the criterion, but there are significant weaknesses.
POOR = 1 point The criterion is inadequately addressed, or there are serious inherent weaknesses.
0 points The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

A threshold of three out of five will be applied for each criterion. Proposals with an average score below 3.0 in any criterion will not be recommended for funding.

5th EU-LAC Joint Call – Evaluation Recommendations



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- Evaluators should be coherent and consistent in attributing scores and comments.
- Feel free to use the full range of review ratings and scores, from “Excellent” to “Failure,” as appropriate.
- The evaluation comments must be:
 - ✓ specific to the relevant criterion
 - ✓ clear and substantial
 - ✓ definitive and final
 - ✓ consistent with the score awarded, balancing strengths and weaknesses
 - ✓ of adequate length
 - ✓ professional (even where negative comments are appropriate)
 - ✓ relative to the proposal as it stands
 - ✓ anonymous
 - ✓ bias-free

5th EU-LAC Joint Call – Evaluation Recommendations



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The comments must NOT:

- be a summary of the proposal
- be too short, too long, inappropriate/incorrect
- be based on assumptions: if the proposal is unclear on important aspects then this should be reflected in comments and scores
- refer to the same weakness under different criteria
- include contradicting statements relative to strengths and weaknesses
- refer to scores in the comments
- be discriminating, politically incorrect or inflammatory
- include references that may allow the proposers to identify you



Online Tool for Evaluators: Step 1 – Sign up

PT-Outline

1. Click the checkbox

Sign up

Email

☒ I agree to the [Privacy policy](#).

[Impressum](#) [Privacy Notice & Guidelines](#)

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2. Submit to receive your password



Online Tool for Evaluators: Step 1 – Sign up

3. The following message will appear:

Confirmation e-mail was sent to XXX.XXX @gmail.com

An email was just sent that contains a link that you can use to confirm your email and proceed with your sign up.

If you don't receive an email please check your **spam folder** or [try again](#).

4. You will receive the following email:

PT-Outline - Please confirm your email

noreply@ptoutline.eu

an mich ▾

Hello,

Please confirm your email address by clicking the following link:



[PT-Outline: Confirm my email](#)

This link will expire in 1 day.

Thank You!

5. Click this link in your email:

Online Tool for Evaluators: Step 1 – Sign up



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6. Enter your data and continue:

Please complete your profile and continue.

Salutation

- ☐ Female
☐ Male
☐ Diverse

Title

Firstname

Lastname

Field of expertise

Please enter keywords for your field of expertise. e.g. Microbiology, Marine science

Continue

7. Click to show your new password:

Your new password

You can now request your new personal password. The new password will be shown to you only once for security reasons.

Show new password

8. Please make a note of your password and log in:

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Login

Your login password is: 35d5Ub3k5Y

Email

Password

Login

[Sign up](#)

[Forgot password](#)

Online Tool for Evaluators: Step 2 – Open the proposal for evaluation



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PT-Outline - 5EULAC_CALL2025

My groups

Evaluation

Export

Logout @gmail.com

1 New 0 Completed Read Only

Show 100 entries

Search...

Downloads

The PDF contains the information entered by the applicant in the online submission form.

Open

ID

EULAC_2025-003

Files

Result

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Proposal and annexes.

Here you will find the proposal(s) assigned to you by the Call Secretariat. Click on „Open“.

Online Tool for Evaluators: Step 3 – Indicate an eventual conflict of interest



PT-Outline - 5EULAC_CALL2025

My groups

Evaluation

Export

uta.kiwitt@gmail.com
Logout

1 New 0 Completed Read Only

Show 100 entries

Search...

ID	Files	Result
EULAC_2025-003		

Showing 1 to 1 of 1 entries

EULAC_2025-003

Save Finalize Close

?

EULAC_2025-003

5th EU-LAC Multi Thematic Joint Call 2025

Conflict of interest:

You should refrain from reviewing the application if a conflict of interest exists or may exist. There is a conflict of interest if you:

- were involved in the preparation of the proposal
- stand to benefit directly should the proposal be accepted
- have a close family relationship (up to second degree) with any person representing an applicant organisation in the proposal
- are a director, trustee or partner of an applicant organisation
- are currently or were within the past three years involved in a contract or research collaboration (including publications) with an applicant organisation
- are employed by one of the applicant organisations in a proposal
- are employed by one of the applicant organisations in a proposal within the previous three years
- are in any other situation that compromises your ability to evaluate or that could reasonably appear to do so in the eyes of an external third party

In the case of conflict of interest, please inform the Joint Call Secretariat (uecelac@fecyt.es) so that a substitute can be found. For additional guidelines document. Take your time to read the document carefully

Do you have any conflicts of interest? *

☒ Yes

☐ No

X

If yes, please specify:
(max. 500 Characters)
500 characters remaining

Please indicate here any conflict of interest you may have:

Online Tool for Evaluators: Step 4 – Declaration of confidentiality



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Declaration of confidentiality *

I hereby declare that I will not disclose any detail of the evaluation process and its outcomes or of any proposal submitted for evaluation. I understand that I have to maintain the confidentiality of any document or electronic file sent and to return, erase or destroy all confidential documents or files upon completing the evaluation, unless otherwise instructed.

Please do not identify yourself as a reviewer to the applicant(s) or any third party. Likewise, we ensure confidentiality concerning your role as reviewer. Any questions concerning the proposal should be addressed to the EU-LAC Joint Call Secretariat exclusively and not to the applicant(s).

☐ Yes, I hereby confirm that I will adhere to the confidentiality rules

1 - GENERAL INFORMATION:

Please fill in the following fields, considering the evaluation criteria described below. *Please be aware that the evaluation might be requested by the applicants. Please use only appropriate wording.*

The evaluation of the EU-LAC Joint Call 2025 proposals has to be performed by **15 August 2025**.

2 - EVALUATION OF RELEVANT CRITERIA

A scoring system from 0 to 5 is used to evaluate the proposal's performance in each of the four evaluation criteria below. The overall score will be calculated as the sum of the three individual scores, resulting in a maximum total score of 20. Please use the whole range of the scoring system in your evaluation. If you judge a proposal as not fitting to the scope of the call please reflect that in your scoring as well. Please note that the entry into the free text field should closely match the score given.

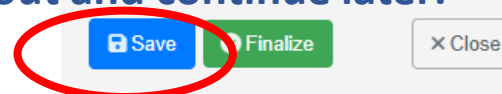




Online Tool for Evaluators: Step 5 – Evaluation of the proposal

You can save your evaluation at any time,
log-out and continue later:

1. You may now begin the review:



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2 - EVALUATION OF RELEVANT CRITERIA

A scoring system from 0 to 5 is used to evaluate the proposal's performance in each of the four evaluation criteria below. The overall score will be calculated as the sum of the three individual scores, resulting in a maximum total score of 20. Please use the whole range of the scoring system in your evaluation. If you judge a proposal as not fitting to the scope of the call please reflect that in your scoring as well. Please note that the entry into the free text field should closely match the score given.

Scoring system:

0: Failure. The proposal fails to address the criterion in question, or cannot be assessed due to missing or incomplete information.

1: Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

2: Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.

3: Good. The proposal addresses the criterion well, but a number of shortcomings are present.

4: Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.

5: Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

1. Excellence: *

- a. Clarity and pertinence of the objectives;
- b. Credibility of the proposed approach;
- c. Integration of diversity considerations in submitted proposals, as well as underrepresented populations in the planned

The evaluation will now be conducted based on the four criteria.

Select your score from the drop-down menu.

Comment: *

(max. 3000 Characters)
3000 characters remaining

Provide a comment here.



Online Tool for Evaluators: Step 6 – Summary & finalize

1. Provide a brief summary of your evaluation.

2. Once you have completed the summary, save and finalize your review.

3 - Summary

Please summarize in a few keywords the main strengths and weaknesses of the proposal, taking into account the criteria listed above. *

(max. 2000 Characters)

2000 characters remaining

Save Finalize X Close

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3. You may now close this evaluation and proceed to the next one.

After completing the review of all assigned proposals, please send us a brief message.



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