



INSTRUCTIONS FOR EVALUATING FILES

If you have agreed to become an evaluator of the Agency for Management of University and Research Grants (AGAUR), you should be aware of the following:

- Evaluations will be undertaken using an online application.
- Connection settings are personal, non-transferable and must be kept secret.

Computer requirements

To successfully carry out the evaluations you need:

- A PC or laptop
- Supported browsers: Mozilla Firefox v.1, Internet Explorer 6.0 or higher.

Connection settings

To carry out the evaluations, you must go to the following website:

<http://www.gencat.cat/agaur/avaluacions>



Version 6.3.25



EVALUATION AREA	
User	<input type="text"/>
Password	<input type="password"/>
Forget your password?	
<input type="button" value="Login"/>	

The language of the evaluation software should be chosen before you introduce your user and password. To do it so click on the English flag on the top right side.

Enter

User name:

Password:

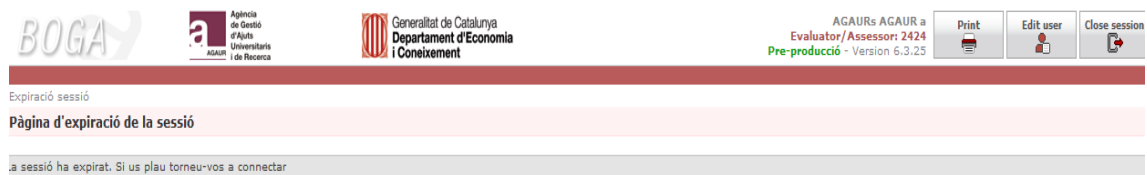
(respect upper and lower case).

If it is the first time you evaluate for AGAUR, the software will ask you for a new password, which should have at least 8 characters, including letters and numbers.



Problems when accessing

1. We first found that some browsers cannot open the website properly. In this case, a window appears on your screen telling you that “Your session expired”. Then you click on the link “Your session expired” and re-connect.



2. In case of having problems with the security certificate, click this [link](#) and follow the instructions.

Privacy statement

When accessing the application, we will ask you to accept the AGAUR’s Evaluator contract. This text refers to secrecy, confidentiality and the possible incompatibilities you can find with the assigned files.

Homepage

You can find a list of calls to be evaluated in the homepage. Each call can be associated with a set of files that needs to be evaluated according to the criteria established for each call.





At the top of the screen you find the option “Evaluator details”, where you can update your personal and professional data if necessary.

Once the call is selected, you can find the rules clicking on “Evaluation guidelines”, the evaluation sheet clicking on “Evaluate” and the project document clicking on the name of the applicant.

Evaluation guidelines

You can see the call and the evaluation guidelines selecting “Evaluation guidelines” on the top menu.

The screenshot shows the top navigation bar with the following elements:

- BOGA logo
- Agència de Gestió d'Ajuts Universitaris i de Recerca logo
- Generalitat de Catalunya Departament d'Economia i Coneixement logo
- AGAURs AGAUR a Evaluator/Assessor: 2424 Pre-producció - Version 6.3.25
- Print, Edit user, Close session buttons

The main menu bar contains: Call selection, Evaluate, Evaluation guidelines (selected), and a dropdown arrow.

Below the menu bar, it says "You are in: File relation".

The main content area is titled "be concepts" and contains a table with the following data:

<input type="checkbox"/>	Applicant	NIF/CIF	File number	State of evaluation	Change date (dd/mm/yyyy)
<input type="checkbox"/>	FLORES, PEPE	RTWR	00001	provisional	23/09/2010
<input type="checkbox"/>	RTYRTY, RTYTR	RTYR	00002	provisional	23/09/2010

Tick the box and select “View” to select the file you want to download.

The screenshot shows the top navigation bar with the following elements:

- BOGA logo
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- AGAURs AGAUR a Evaluator/Assessor: 2424 Pre-producció - Version 6.3.25
- Print, Edit user, Close session buttons

The main menu bar contains: Back, View (selected), and a dropdown arrow.

Below the menu bar, it says "You are on: List of files".

The main content area is titled "Display evaluation guidelines" and contains a table with the following data:

<input type="checkbox"/>	Document name	Document
<input type="checkbox"/>	Call	BE1_2999_AV2.pdf
<input type="checkbox"/>	Instructions	BE1_2999_AV1.pdf

Evaluation Sheet

Tick the box and select “Evaluate” to choose the file that you want to evaluate.

You are in: File relation

be conceptes

Applicant	NIF/CIF	File number	State of evaluation	Change date (dd/mm/yyyy)
FLORES , PEPE	RTWR	00001	provisional	23/09/2010
RTYRTY , RTYTR	RTYR	00002	provisional	23/09/2010

You are on: List of files > Evaluation sheet

be conceptes

File number	00001
Applicant	RTWR FLORES , PEPE
Evaluator code	2424
Evaluation date (dd/mm/yyyy)	
State of evaluation	Provisional

Evaluation criteria	Assessment
Objectius i pla de treball	
Valoreu els objectius de la recerca que es pretén realitzar *	<input type="text"/>
Valoreu la metodologia de la recerca que es pretén realitzar *	<input type="text"/>
Valoreu el pla de treball i la viabilitat de la recerca que es pretén realitzar en el temps previst *	<input type="text"/>
Puntuació del bloc *	- Weighting 35 %
Currículum de l'investigador/a predoctoral. Les persones sol·licitants d'aquesta modalitat estan duent a terme la seva tesi doctoral	
Valoreu els mèrits científics de l'investigador/a predoctoral *	<input type="text"/>
Valoreu la capacitat i els coneixements de l'investigador/a predoctoral per al desenvolupament del tema *	<input type="text"/>
Puntuació del bloc *	- Weighting 40 %
Entitat receptora	
Valoreu l'historial científic de l'investigador/a, grup o departament d'acollida *	<input type="text"/>
Puntuació de l'apartat *	- Weighting 15 %
Valoreu l'adequació d'aquesta entitat en relació amb el projecte que es vol desenvolupar *	<input type="text"/>
Puntuació de l'apartat *	- Weighting 10 %
Fonament ètic	
Creieu que el contingut d'aquesta proposta contravé cap fonament ètic? En cas afirmatiu, expliqueu-ne els motius	<input type="text"/>

During the evaluation is important to click often on the button "Save" (maximum 5 minutes) in order to save the data to complete the evaluation sheet.

You can save an evaluation and recall it later (as long as the evaluation period is open and you did not save it as final). In this case the evaluation is “provisional” and the evaluation date will update every time you click “Save”.

When you have finished the file’s evaluation, you should:

1. Change the state “provisional” to “final”

Evaluation date (dd/mm/yyyy)	<input type="text"/>
State of evaluation	Provisional <input type="button" value="v"/>

2. Scores may be:

1	Deficient proposal in all aspects evaluated.
2	Unsatisfactory proposal, with a large number of significant deficiencies in the different criteria assessed that do not ensure its viability.
3	Average proposal, with reservations about some important elements or criteria of the assessment that may affect its viability.
4	Acceptable proposal, although with some reservation. It is not particularly outstanding in any of the aspects evaluated but it could be viable.
5	Good and viable proposal. It is right in most of criteria evaluated, competitive at national level but it does not contain significant contributions.
6	Very good proposal, competitive internationally and which makes significant contributions in its area. It is a national first-line proposal.
7	Excellent proposal at the international forefront that ensures a major impact on its area.

3. Justification of the evaluation: give the reasons for your score (maximum 4 000 characters)



Documentation

To download the documentation files, click on the name of the applicant.

The screenshot shows the BOGA application management interface. At the top, there are logos for BOGA, Agència de Gestió d'Ajuts Universitaris i de Recerca, and Generalitat de Catalunya Departament d'Economia i Coneixement. The user is logged in as AGAURs AGAUR a Evaluator/Assessor: 2424, Pre-producció - Version 6.3.25. The breadcrumb trail is "You are in: File relation". The main content area is titled "be concepts" and contains a table with the following data:

<input type="checkbox"/>	Applicant	NIF/CIF	File number	State of evaluation	Change date (dd/mm/yyyy)
<input type="checkbox"/>	FLORES, PEPE	RTWR	00001	provisional	23/09/2010
<input type="checkbox"/>	RTYR, RTYR	RTYR	00002	provisional	23/09/2010

To select the file that you want to download, tick the box and select "View":

The screenshot shows the BOGA application management interface for viewing application documents. The breadcrumb trail is "You are on: Session > Application > Documents". The main content area is titled "Application documents" and contains a table with the following data:

file number	00001	State		Evaluation		Situation	Approved
applicant	RTWR FLORES, PEPE						
<input type="checkbox"/>	Document date (dd/mm/yyyy)	Document type					<input type="checkbox"/>
<input type="checkbox"/>	01/05/2013	Annexes					<input type="checkbox"/>
<input type="checkbox"/>	07/06/2012	CV					<input type="checkbox"/>

For any questions please email us at avaluadors@agaur.gencat.cat, or phone at 93.268.77.00