



# EVALUATION PROCESS

Annex No. 2 to the Call documentation  
for the 3<sup>rd</sup> call under the GAMA 2 programme, sub-programme 2

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Ref. No.: TACR/74-4/2021

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## Introductory information

This annex to the call documentation contains all information that you will need for the evaluation of project proposals submitted to this call. All documents related to the launch of this call, information on the Technology Agency of the Czech Republic (hereinafter referred to as “TA CR”), applicable legislation and on the terminology used can be found on the [TA CR website](#) or directly in the ISTA information system. The conditions of the 3<sup>rd</sup> call under the GAMA 2 programme, sub-programme 2 are given in the [call documentation](#) or in other documents published on the day of the launch of the call.

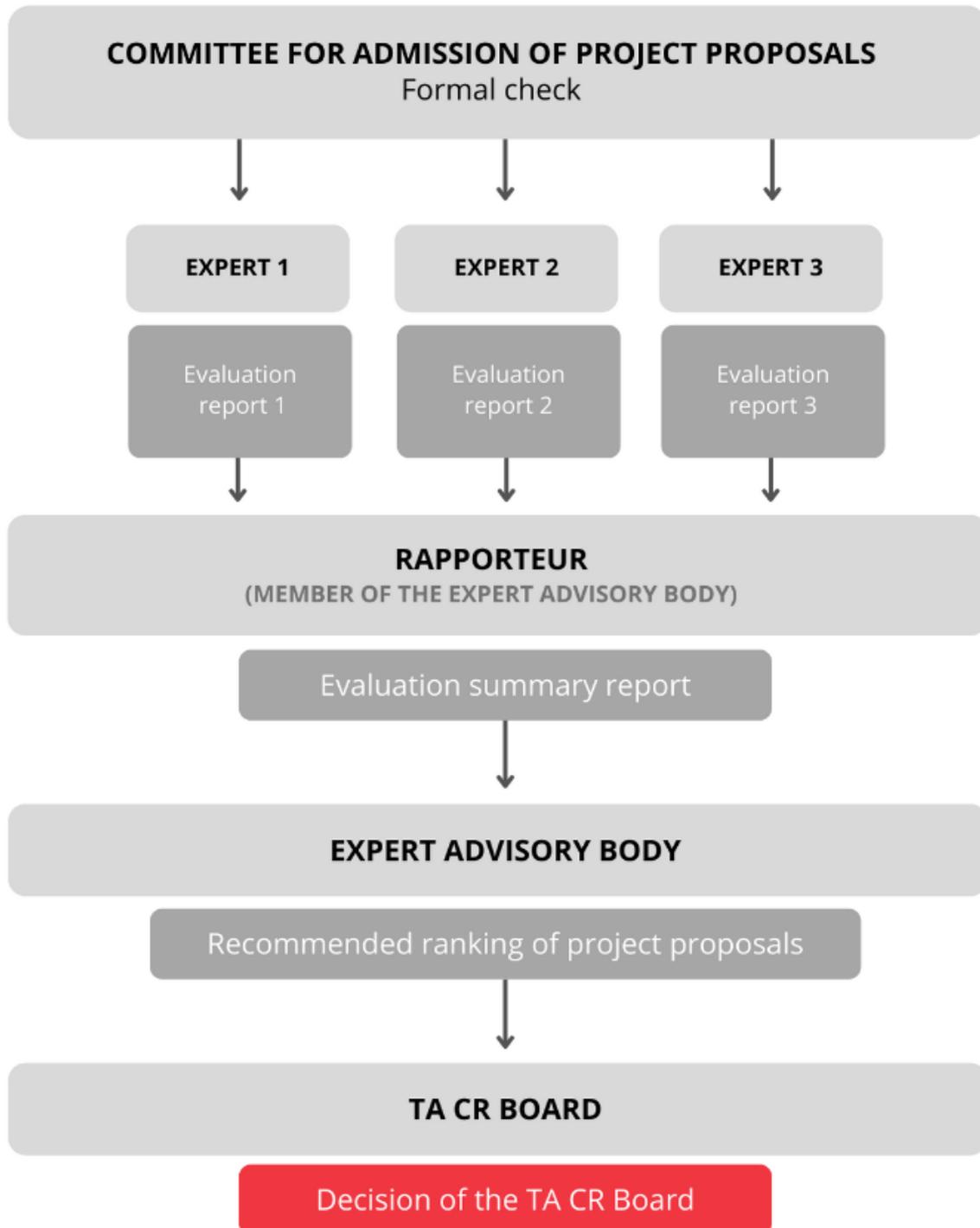
In case of divergence between the Czech version and the English translation of this document, the Czech version shall prevail.

Please note that after the evaluation process, all evaluation reports will be made available in an anonymous version to the applicants of the relevant project proposals.

### Evaluation process

Each project proposal must be evaluated as follows:

1. **Committee for admission of project proposals** – will check the formalities of the project proposal and the eligibility of all applicants. Project proposals that have met all the conditions of the call will be evaluated in the following evaluation stages.
2. **Experts** – each project proposal is evaluated independently by three experts according to the evaluation criteria. Each expert will study the project proposal and draw up an evaluation report.
3. **Rapporteur** – will study the project proposal, the evaluation reports of individual experts and will draw up an evaluation summary report (hereinafter referred to as the “ESR”). In conclusion, they will propose an opinion on behalf of the expert advisory body.
4. **Expert advisory body** – will prepare a final opinion on each project proposal and propose a preliminary ranking of project proposals for the TA CR Board.
5. **TA CR Board** – will use as a basis the opinion and ranking proposed by the expert advisory body and will decide on the granting of funding to selected project proposals.



# 1. Evaluation criteria

The evaluation under the call shall use **1 binary criterion** and **3 scored criteria**.

An annex to each application for funding is the **Project proposal** which contains a presentation of the proposed project and thus serves as the main basis for evaluation. The length of the Project proposal **may not exceed ten pages** (including the front page). In the event that the project proposal is longer, the evaluators should not take the excess pages into account in their evaluation.

Each project proposal includes among others a **video** in which applicants present the uniqueness of their project proposal in one minute. The video serves to provide a comprehensive overview and description of the project proposal, however it is not subject to evaluation (it does not fall under any evaluation criterion). Nevertheless, the video is a mandatory part of the project proposal and could help the evaluators to get acquainted with the uniqueness of the product or service, find out what market (s) it should focus on and who is part of the project team. Therefore, we recommend that you watch it before starting the evaluation.

## Binary criterion

If the binary criterion **is not met, the project proposal cannot be recommended for funding** regardless of the number of points that the project proposal receives in the evaluation.

<b>1. Compliance with the programme</b> (YES/NO)
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***Evaluate** whether the project proposal is in compliance with the programme. The programme is aimed at supporting the verification of research results in terms of their practical application and the preparation of their subsequent commercial exploitation or use for the needs of society. Expected benefits of the programme include mainly an increase in the quality and number of R&D results that will be applied in practice in the form of innovations of products, processes, procedures, or services. The project proposal should, among other things, contribute to the exploitation of the results, which will also have a secondary effect in the form of improved economic indicators of the main applicant. The exact focus of the call is given in Chapter 3.1 of the call documentation.*

If the condition is met, the binary criterion is met. If the condition is not met, the project proposal does not meet this binary criterion and cannot be recommended for funding.

### Relevant parts of the project proposal:

ISTA -> 3. PROJECT INTRODUCTION -> Factual focus of the project proposal -> Objectives of the project and relevance to the programme

## Scored criteria

The maximum number of points that can be awarded by one expert is **15 points**. The project proposal can get from all experts a total of **45 points**.

The expert can recommend a project proposal for funding only if they assign at least 3 points to the scored criteria No. 1 and 3, and assign at least 4 points to the scored criterion No. 2. The expert also cannot recommend for funding a project proposal, to which they awarded less than **13 points** in total.

The expert will evaluate each scored criterion using the following scale:

Score	CORRESPONDING VERBAL DESCRIPTION
5	<b>Excellent:</b> the project proposal successfully addresses all relevant aspects of the criterion
4	<b>Very good:</b> the project proposal addresses the criterion very well, but a small number of shortcomings are present
3	<b>Good:</b> the project proposal addresses the criterion well, but a number of shortcomings are present
2	<b>Fair:</b> the project proposal addresses the aspects of the criterion sufficiently, but with significant shortcomings
1	<b>Poor:</b> the criterion is inadequately addressed by the project proposal or there are serious and substantial shortcomings
0	The project proposal <b>fails</b> to address the criterion or cannot be assessed due to missing or incomplete information

**1. Excellence**

(0; 1; 2; 3; 4; 5 points)

***Evaluate** whether the objectives of the project proposal, the business plan and market opportunities are clearly described, product or service (for which a feasibility study will be created) is competitive, realistic and has the potential for quality progression. Evaluate the degree of breakthrough, novelty, and feasibility of the project plan in comparison with competing solutions. Assess whether the approach is innovative, the result has the potential to succeed on the domestic as well as foreign markets and contains added value for the target group and end users.*

**Relevant parts of the project proposal:** PROJECT PROPOSAL -> 1. Excellence

ISTA -> 3. PROJECT INTRODUCTION -> Factual focus of the project proposal -> Objectives of the project and relevance to the programme

**2. Impact**

(0; 1; 2; 3; 4; 5 points)

***Evaluate** whether end-user needs are properly identified and described. Evaluate whether the planned feasibility study will lead to the verification of the R&D results in terms of their exploitation potential or preparation for their commercial use. Evaluate whether the plan for product commercialization and IPR protection is appropriately designed, and the economic or other benefits of the project proposal are described. Evaluate whether the applicant has demonstrated knowledge of the relevant market, target users, competing solutions and has a realistic idea how to exploit the product or service. Evaluate whether the main applicant's business strategy is described in terms of benefits (market opportunities, employment, turnover, return on investment, etc.).*

**Relevant parts of the project proposal:** PROJECT PROPOSAL -> 2. Impact

ISTA -> 5. OUTPUTS/RESULTS

**3. Implementation**

(0; 1; 2; 3; 4; 5 points)

***Evaluate** whether the submitted financial plan and work schedule is realistic. Evaluate whether the project team can guarantee the implementation of the results into practice, has sufficient organizational, technical, and business competencies and experience (e.g. product launch). Evaluate whether the submitted financial plan is in line with the work description and schedule.*

**Relevant parts of the project proposal:** PROJECT PROPOSAL 3. Implementation

ISTA -> 4. PROJECT TEAM

ISTA -> 6. FINANCIAL PLAN

## 2. Experts

To ensure impartiality and objectivity, the TA CR Office will assign through the ISTA information system to each project proposal three experts who are not biased (they are not employees of the same organization or have no other connection to the main applicant or individual researchers).

The system for assigning experts to project proposals is based on the choice of the CEP and FORD fields, which are chosen by the main applicant in the project proposal, and by the expert according to their expertise. The expert is informed by e-mail that a project proposal was assigned to them. The expert is then obliged to confirm within three working days the acceptance of the project proposal for evaluation.

If the evaluator accepts the evaluation, they will have **five working days** to draw up the evaluation report. The preparation of the evaluation report within the 3rd call of GAMA 2 should not take more than **two hours**. If the comments on the individual criteria are too brief and do not correspond with the scored criterion in question or the awarded number of points, the evaluation report may be returned to the expert for completion. The expert then has **three calendar days** for this completion of the evaluation report. Please note that these deadlines may be shortened in exceptional cases.

For each project proposal, the expert:

- evaluate the **factual part** (according to set evaluation criteria). Each criterion is evaluated using a score and the awarded score is accompanied by a written justification;
- summarise **the positives and the negatives** in conclusion of their evaluation report (a system of bullet points is suitable for better clarity and orientation in the text);
- draw up a **final evaluation** of the project proposal with a final opinion to recommend it for funding or not.

Comments on individual scored criteria must clearly correspond to the awarded score. The experts must ensure that the **awarded points and the written comments are consistent** (coherence of the evaluation). If the expert awards the **full number of points**, then the comments should contain the positives of the project proposal. If the evaluator reduces the number of points, he must state the specific negatives so that the list of shortcomings corresponds to the reduced score.

In the justification of their opinion, experts will clearly summarize their views on the project proposal. In the event of a **positive opinion**, they will state the main positives of the project proposal and other reasons relevant for its funding. Even a positive opinion can contain negatives, which should, however, be reflected in the awarded score. On the other hand, in the case of a **negative opinion**, they will state all the arguments why the project proposal should not be recommended for funding.

The expert bears full personal responsibility not only for meeting the deadlines and for good quality of the evaluation, but also for any potential damage. This may arise, for example, as a result of a breach of the conditions of confidentiality or protection of confidential information or due to a misuse of personal data. The information provided in the project proposal, to which the evaluators have access during the evaluation, is strictly confidential and must not be shared with anyone.

## 3. Rapporteur

The rapporteur will draw up the **evaluation summary report** in which they will express opinion on the evaluation of individual experts, will summarise the positives and negatives of the project proposal and will state whether they recommend the project proposal for funding or not.

If the rapporteur accepts the evaluation, they will have **five working days** to draw up the ESR. If the comments on the individual criteria are too brief and do not correspond with the scored criterion in question or the awarded number of points, the report may be returned for completion. The rapporteur then has **three calendar days** for this completion of the ESR. Please note that these deadlines may be shortened in exceptional cases.

The rapporteur, who prepared the ESR for a project proposal that is subsequently funded, automatically becomes the rapporteur for this project during its realization. Once a year, the rapporteur prepares an opinion on the project interim report, will express their views on possible changes and may be asked to cooperate in a check, monitoring visit or an evaluation of the given project.

### Comments on differences in individual experts

In this box, the rapporteur will comment on differences in the evaluation of individual criteria by individual experts. Comments need to be provided in every case when the experts differ by two and more points of the available scale. Rapporteur also comments on any discrepancy in the final opinions of individual experts and the total awarded score. However, at their discretion, the rapporteur may also mention any other discrepancies considered significant for the overall evaluation (the experts, for example, may have awarded very similar scores, while having major differences in the related comments and arguments).

### Comments on the binary criterion

The rapporteur comments on the binary criterion if:

- they have doubts about the fulfilment of the binary criterion (arguments should be provided why they marked the criterion as not met or why, despite doubts, they leaned towards the evaluation "met"); or
- any of the experts marked the binary criterion as not met.

### Positives and negatives of the project proposal and its summary

In this part of the ESR, the rapporteur summarizes positives and negatives of the project proposal. For this summary, they can use the arguments given in the evaluations of individual experts. Positives and negatives of a project proposal should clearly reflect the project proposal relative to the evaluation criteria.

### Rapporteur's recommendation of the project proposal for funding

In this box, the rapporteur will state whether they recommend the project proposal for funding or not.

## Final justification of project proposal evaluation

This is a draft of the final opinion serving as a basis for deliberations of the expert advisory body. The rapporteur writes this justification on behalf of the expert advisory body, in the third person singular, starting with the following sentence: The expert advisory body recommends/does not recommend the project proposal for funding under the GAMA 2 programme.

Subsequently, the rapporteur will state the main positives and negatives of the project proposal from which it must be clear why the project proposal is or is not recommended for funding.

At the end of this justification, the rapporteur may propose a reduction in costs and / or an adjustment of the score according to the conditions set for the expert advisory body. Any proposed changes must be clearly described and carefully justified.

## 4. Expert advisory body

When evaluating a project proposal, the expert advisory body uses as a basis the individual evaluation reports and the ESR.

In its opinion, the expert advisory body may propose:

- **change of score** awarded to the project proposal by a maximum of **5 points**. The score awarded by the expert advisory body may not exceed the maximum possible score of **45 points**;

The expert advisory body may recommend for funding only a project proposal which receives the score of at least **39 points**;

Any change in score must be **duly justified** (by mentioning a particular criterion, evaluation report, number of points and arguments why in the view of the expert advisory body a score was incorrectly awarded);

- **reduction of the costs** of the whole project proposal (only total costs of the main applicant may be reduced, but not individual cost categories).

**It is not** possible, for instance, to propose a reduction of costs for a **single cost category** (e.g. personnel costs by 20%). It is only possible to propose a reduction of the total costs of the project proposal. The proposal to reduce costs must be duly justified, for example by overestimated personnel costs, and by providing specific reasons why and where they are overestimated.

In its opinion, the expert advisory body may diverge from the rapporteur's opinion. In such a case, the divergence must be duly justified.

In the event that a member of the expert advisory body suspects duplication with another project proposal according to the conditions set out in the call documentation, they will inform the administrator of collective bodies who will ensure verification before the meeting of the TA CR Board.

The output from the meeting of the expert advisory body is a ranking list of all evaluated project proposals.

## 5. TA CR Board

Based on the recommendation of the expert advisory body, the TA CR Board will decide which project proposals will be funded and which will not.

The output from the meeting of the TA CR Board is a ranking list of all evaluated project proposals. In the event that project proposals receive the same score and are at the limit of available funds, the TA CR Board will determine the final ranking according to the number of points obtained in the scored criterion No. 2.