



This document details how the Emerging Field Group evaluation process will be organised. Any further questions regarding this process may be directed to info@earli.org.

EVALUATION PANEL

The panel is composed of an international committee consisting of:

Nora McIntyre	EARLI BoD Portfolio Holder for Activities and Awards (Chair)
Armin Weinberger	EARLI President
Rui A. Alves	EARLI President-Elect
TBD	JURE Representative
TBD	External expert

EVALUATION PROCESS

● STAGE 1 - ELIGIBILITY

Each Emerging Field Group application is checked according to the eligibility criteria, as described in the EFG Policy:

- The EFG is led by an EFG facilitator, who is an EARLI member.
- The EFG consists of at least 5 different members, none of which are involved in an already existing EFG.
- Junior Researchers, for whom the relevance of being a part of the EFG is clearly described in the application, are part of the founding team.
- Involvement of researchers working in low-GDP countries and/or researchers identified as “scholars-at-risk” is required and a clear role for these researchers is described in the scope of the EFG.
- A clear and detailed budget is included in the application.

All eligible applications are given a unique identification number for the evaluation process. The full list of eligible applications is then made available to the panel members.



● STAGE 2 - DECLARATION OF INTERESTS

All panel members are asked to look at each eligible application and declare whether they have a conflict of interest in relation to any of them.

This includes:

- an application from the panel members' own institution;
- an application which involves a panel member;
- any other relationship which might constitute a conflict of interest in an application.

Panel members will not be involved in evaluating any application in which they have declared a conflict of interest.

● STAGE 3 - INITIAL CALIBRATION

There will be an initial calibration exercise, where two applications chosen independently by the EARLI Office will be evaluated separately by the panel members. Those judgements will be moderated through an online meeting.

● STAGE 4 - EVALUATION ROUND

The full set of eligible applications is reviewed by the evaluation committee. The number of applications that each panel member will evaluate will depend on the total number of applications. However, each application will be reviewed by at least two committee members. Panel members will use the provided evaluation form, which guides the assessment of each application, to review each eligible application and submit their evaluations to the EARLI Office. The evaluations for each application will then be collated, and an overall ranking of all eligible applications will be compiled.

During a final meeting, the evaluation panel reviews the ranking and the qualitative comments and recommends which EFG(s) should be considered for funding. The EARLI Board of Directors Portfolio Holder for Activities and Awards chairs this process. The panel's recommendation is then submitted to the full EARLI Board of Directors for final approval.

