



This document details how the Emerging Field Groups evaluation process will be organised. Any further questions may be directed to Debra Myhill, Portfolio Holder for EFGs in the EARLI Executive Committee: [d.a.myhill@ex.ac.uk](mailto:d.a.myhill@ex.ac.uk).

## EVALUATION PANEL

The panel is composed of an international committee consisting of:

<b>Sanna Järvelä</b>	EARLI President
<b>Debra Myhill</b>	EARLI President-Elect
<b>Eleni A. Kyza</b>	EARLI Secretary-Treasurer
<b>Rebecca Eliahoo</b>	EAPRIL Board Member
<b>Dirk Van Damme</b>	OECD
<b>Julia Wyss</b>	Jacobs Foundation

## EVALUATION PROCESS

### ● STAGE 1 - ELIGIBILITY

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

- Is the application complete (including all documents and attachments)?
- Does the application meet the seven eligibility requirements requested in the call?
- Is / are the EFG facilitator(s) an EARLI member?

All eligible applications are then 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 application and declare if they have any interest in an application. This includes:

- an application from the Panel Members' own institution;
- an application which involves a Panel Member;
- any other relationship which might constitute a unfair interest in an application



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

### ● STAGE 3 - INITIAL CALIBRATION

There will be an initial calibration exercise, where three applications chosen independently by the EARLI Office will be graded separately by the EC members on the panel (Sanna Järvelä, Debra Myhill, Eleni Kyza). Those judgements will be moderated through a Skype discussion.

### ● STAGE 4 - FIRST EVALUATION ROUND

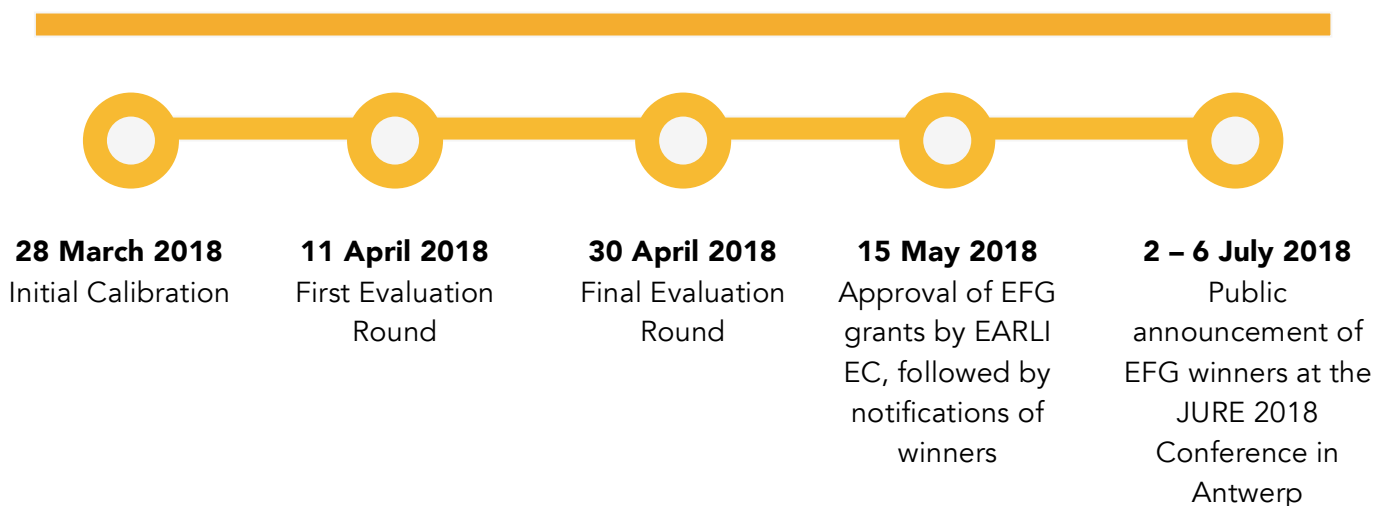
The full set of applications will then be distributed evenly amongst the EC panel members (Sanna Järvelä, Debra Myhill, Eleni Kyza), with every application being evaluated by two panel members. Panel Members will use the Evaluation Grid to make their judgements and submit them to the EARLI Office. The results for each application will be collated. A ranking of grading for the full set of applications will be created.

### ● STAGE 5 - FINAL ROUND OF EVALUATION

A shortlist of 8 – 10 applications will be created, based on the highest ranking scores. These shortlisted applications will be evaluated by all Panel Members using the Evaluation Grid, and submit them to the EARLI Office. The EARLI Office will collate the results in rank order. If the results are clear, the EFG grant will be awarded to the top four of highest scoring applications. If not, a Skype session including all panel members will be held to discuss the results and make a final decision. This would include a decision not to award four EFGs if it was felt that the quality was not sufficiently high.

The final decision for granting the EFG funding will be made by the whole EARLI Executive Committee, who will be presented with the highest scoring applications after the evaluation round.

## TIMELINE



## EVALUATION GRID

APPLICATION ID		
Criterion	Comments	Score out of 5
<b>The EFG scope is novel, timely and relevant</b>		
Evidence of a new innovative activity or way of working		
Timely and relevant in terms of the potential scientific contribution		
Timely and relevant in terms of their societal or practical contribution		
<b>The EFG activities are clearly outlined and purposeful</b>		
There is evidence of a potential purposeful outcome (not necessarily a product/output)		
The proposed budget represents value for money		
The EFG members are from more than one country / institute		
<b>The Involvement of and relevance for Junior Researchers</b>		
Evidence of a clear role for the Junior Researchers in the planned activity		
Evidence of engagement for junior researchers which integrates them into the EARLI scientific community and develops their careers		
<b>The EFG contributes to the visibility of EARLI, and to the qualitative character of the association</b>		
<b>TOTAL SCORE</b>		