



This document details how the Emerging Field Groups evaluation process will be organised. Any further questions may be directed to Eleni Kyza, Portfolio Holder for EFGs in the EARLI Executive Committee: [eleni.kyza@cut.ac.cy](mailto:eleni.kyza@cut.ac.cy).

## EVALUATION PANEL

The panel is composed of an international committee consisting of:

<b>Debra Myhill</b>	EARLI President
<b>Eleni A. Kyza</b>	EARLI President-Elect
<b>Tijs Rotsaert</b>	EARLI Secretary-Treasurer
<b>Crina Damsa</b>	EARLI EC and Frontline Learning Research Editorial Board member
<b>Monique Dijks</b>	JURE Representative
<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:

- 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 for low GDP countries is described, if relevant for the activity.
- The application is complete, including a clear plan of action and budget.

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 application and declare if they have any conflict of interest with 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 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 a Skype discussion.

## ● STAGE 4 - FIRST EVALUATION ROUND

The full set of applications will then be distributed evenly amongst the EC panel members (Debra Myhill, Eleni Kyza, Tijs Rotsaert), 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 10 – 15 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 submitted 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 six 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 six 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. They will also ascertain that the new EFGs are not too closely linked to the existing ones, in terms of topic and/or scope.



## TIMELINE

