How to sign up as an expert H2020 evaluator

General information

Importance of being an expert-evaluator
The European Union Institutions appoint external experts to assist in the evaluation of grant applications, projects and tenders, and to provide opinions and advice in specific cases. In particular, experts assist in the following core activities:

- Evaluation of proposals, prize applications and tenders
- Monitoring of actions, grant agreements, public procurement contracts
- Provide opinion and advice on preparation, implementation and evaluation of EU programmes and design of policies.

There are several benefits of participating in proposal reviewing and projects’ monitoring activities. The most evident one being that experts gain valuable experience of the whole proposal review process and insights into what makes a high quality/competitive proposal. Moreover, it is an excellent opportunity to learn about best practices of managing large collaborative grants, if selected for the grants monitoring activities. In addition, evaluators have the opportunity to meet experts from different backgrounds, countries and sectors which helps in networking at international level. Finally, these activities are remunerated.

Importance of setting up a good profile
It is important to take time to provide a high quality online CV and set up a sufficiently detailed profile e.g. with appropriate keywords, expertise, additional information so that there will be the opportunity for the relevant proposals to be allocated to corresponding area experts.

Conflict of Interest (COI)
Please be aware that a declaration of COI will be required if approached to be an evaluator. The Commission will not appoint you as an expert for proposals if you have a vested interest which could influence the way you evaluate them. Please see more details and examples of COI in p.15-17 of the briefing slides for H2020 experts

Timescales
Registering as an evaluator does not mean you will be immediately and automatically selected to be a reviewer. Subscribing allows you to be included in an experts database that the Commission will use for selecting them for evaluation activities. You will be selected to act as an evaluator according to your expertise match with received proposals, number of proposals and if there is absence of declared Conflict of Interest (which is carefully checked by the European Commission).

In order to sign up as an expert you need to go to the Funding and Tender Opportunities Portal. Ensure you have selected the ‘Work as an Expert’ tab.
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Click on the ‘Register as expert’ button to get started (you will be requested to log in if have not done so already).

You will be taken to ‘My Expert Area’; this area has been recently re-designed to be very user-friendly.

In this area you will find different information categories.

Click on the different categories to fill in the fields corresponding to your personal information. Ensure that you save the details you have entered.
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From the left hand side menu you will be able to enter further details on your legal entity, bank account details as well as check information related to you such as your contracts and payments.

For any clarifications visit the Help section. There you can find FAQs, an Online Manual for working as an expert, help with navigating and filling in your data for the registration as well as a form to contact the IT Helpdesk for any technical issues.
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The Portal should give you an indication of your profile’s completion percentage.

Contact us
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Funding queries and application support

Contacts:
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