Full Proposal Check (FPC) by IDEAL-IST

Information for: Facilitators, Rapporteurs, Silent Observers

16-20 March 2026

Feedback Sessions: Housekeeping

- Always **mute yourself**

- Use a **headset**, if possible

- Be **anonymous** (optional)

- **Add role** to your screen name

Feedback Sessions: Roles

- 2x **Expert** Evaluators

- 1x **Facilitator**   (NCP)

- 1x **Rapporteur**   (NCP)

- Up to 3x **Observers**   (NCP)

- 1x **Coordinator** + 1x Silent **Observer** (optional)

Feedback Sessions: Availability info

Please do us (and yourself) a favour, and arrange your agenda so that you are available at least 10 of the offered slots. This effort of yours is appreciated a lot!

Mon 16 Mar 2026

| ✅ 09:00-11:00 CET | ✅ 11:00-13:00 CET | ✅ 13:00-15:00 CET | ✅ 15:00-17:00 CET |

Tue 17 Mar 2026

| ✅ 09:00-11:00 CET | ✅ 11:00-13:00 CET | ◯ 13:00-15:00 CET | ◯ 15:00-17:00 CET |

Wed 18 Mar 2026

| ◯ 09:00-11:00 CET | ◯ 11:00-13:00 CET | ◯ 13:00-15:00 CET | ✅ 15:00-17:00 CET |

Thu 19 Mar 2026

| ✅ 09:00-11:00 CET | ✅ 11:00-13:00 CET | ✅ 13:00-15:00 CET | ✅ 15:00-17:00 CET |

Fri 20 Mar 2026

| ✅ 09:00-11:00 CET | ✅ 11:00-13:00 CET | ◯ 13:00-15:00 CET | ✅ 15:00-17:00 CET |

Feedback Sessions: Time arrangements

T-10 minutes:
Facilitators make technical tests

T-5 minutes:
Experts join the session

T=0

T+30 minutes:
Coordinator joins

T + 35 minutes:
Feedback start

T+1h15:
Wrap up

Exchange and agreement between experts and facilitator

Coordinator pitch

Feedbacks and discussion

End of session

Total session duration: **2 hours MAX**

time

IDEAL-IST
GA No 101207064
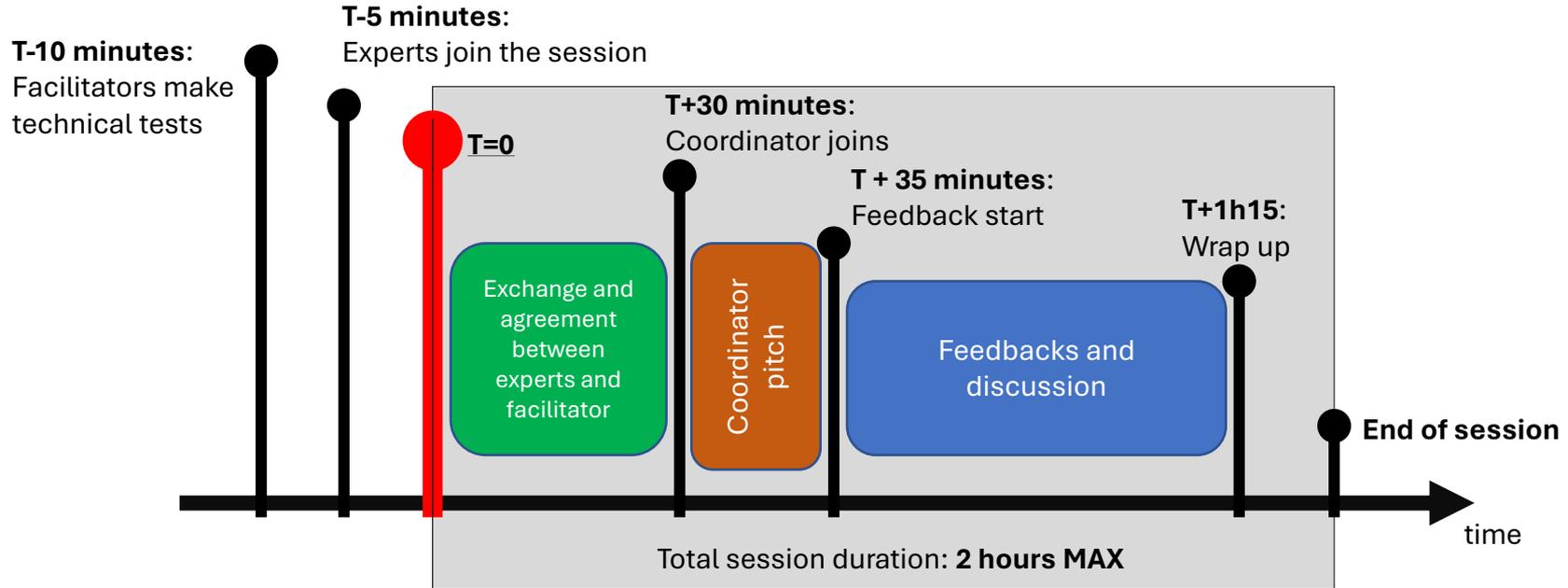
Roles: Facilitator

- Opens the meeting and ensures all works fine
- Phase 1: moderate discussion between experts (consensus)
    - ✓ Overall view of the proposal
    - ✓ Identify common ground
    - ✓ Identify gaps
    - ✓ Examples in how to conduct the sessions (there may be others)
        - ❖ Example 1: Section by section
        - ❖ Example 2: Address main points of each expert
- Call the coordinators to join the session
- Phase 2: Moderate the discussion between experts and coordinators (feedback)
    - ✓ Quick round of intro but keep anonymity for those who chose that!
    - ✓ Make sure everyone gets their points across
    - ✓ **Leave coordinator questions to the end**
- Always: **Watch the time!**
- At the end: Tell coordinators that we **still need their feedback**

Roles: Rapporteur

- Minutes of the session
  - ✓ We will use this for IDEAL-IST reporting
  - ✓ NOT for sharing with coordinators/experts
- Always: **Watch the time!**
- Remind Evaluators we **still need their feedback**

Full Proposal Check: Evaluatios Reports

IDEAL-IST

Full Proposal Check
Evaluator Report

Evaluation Summary Report

Call	HORIZON-CL4-2025-XXXXX

Proposal Acronym	
Proposal Title	
Funding Scheme	**Research and Innovation Action / Innovation Action (DELETE ON**
Total score:	**X of 15**
Evaluator:	**Evaluator initials example: SK**

Evaluation Summary Report

Criterion 1 - Excellence	Score:	X of 5

The following aspects will be taken into account, to the extent that the proposed work corresponds to the description in the work programme:

- Clarity and pertinence of the project's objectives, and the extent to which the proposed work is ambitious and goes beyond the state of the art.
- Soundness of the proposed methodology, including the underlying concepts, models, assumptions, inter-disciplinary approaches, appropriate consideration of the gender dimension in research and innovation content, and the quality of open science practices, including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.

Evaluator's comment:

Roles: Experts/Evaluators

- Be fair, honest and respectful of others. These are drafts and we have newcomers.

- Support coordinators: **be empathetic**!

- What's missing for this to be great and stand a chance?

- Be broad and don't spend much time on a few points

- During the pitch: did you reach the same understanding based on the document?

- It's okay to disagree with coordinators and other experts!

- It can be anonymous. **Feel free to introduce yourself, or not**

Roles: Coordinator

- Coordinator joins the call: **facilitator will ring coordinator cellphone**, after consensus
- Coordinator **gives a 5-minute pitch** on the proposal: one-slider allowed (no template, make it simple)
- Feedback begins: **no questions allowed for the first 45 minutes to 1 hour**
- On the final phase, **questions and clarifications are allowed**
- Final remarks are given: **2 hours strict end!**

- No documents will be shared with coordinators
- Notes taking are allowed: **silent observer** on the coordinator side recommended
- Feedback from coordinators will be asked after the session

Roles: General

- Proposal draft documents are **confidential**
  - ✓ **ALL DOCUMENTS MUST BE DELETED AFTER THE FPC**
- **Moderator must have camera ON**, if possible, **others may say "Hi!"** at the start, but please turn your cameras OFF during the session
- **NEVER share** experts' contacts with coordinators

IDEAL-IST
GA No 101207064

Full Proposal Check (FPC) by IDEAL-IST

Information for: Facilitators, Rapporteurs, Silent Observers

16-20 March 2026