The Proposal Evaluation Interface

Panel Meetings – For Panel Chairs



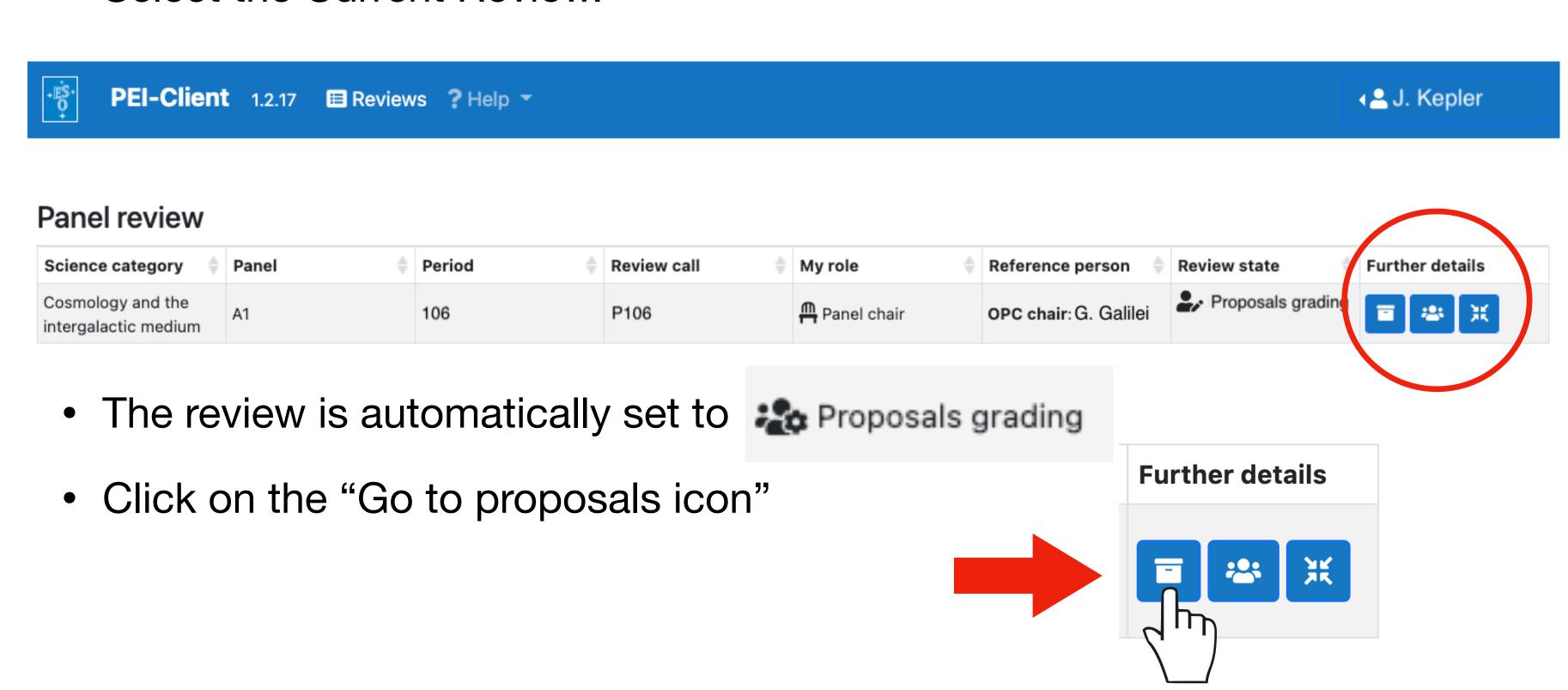
Observing Programmes Office - European Southern Observatory - November 2025

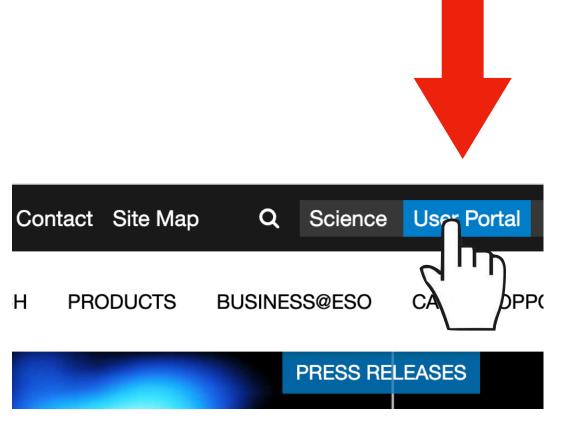
General information

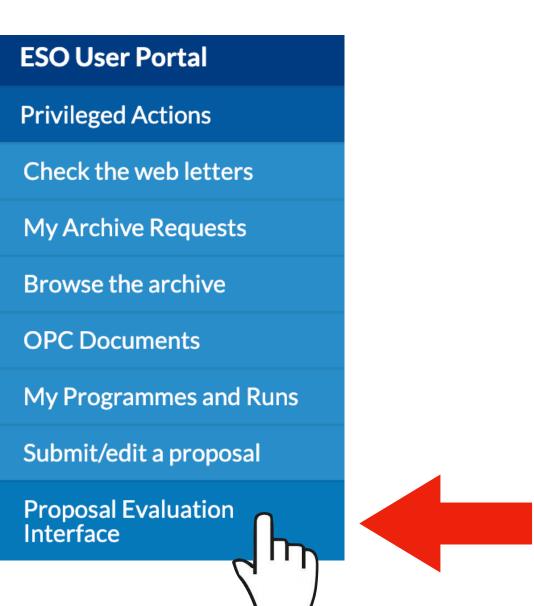
- For a general introduction on the meeting phase, please carefully read these guidelines.
- For general features of the PEI, please look at the presentation for the panel members.
- Make sure you have the link for connecting to the online Panel Meetings via the MS-Team platform. You should have received a message with the relevant information.
- If you have questions and/or doubts, please do not hesitate to contact us at opo@eso.org.

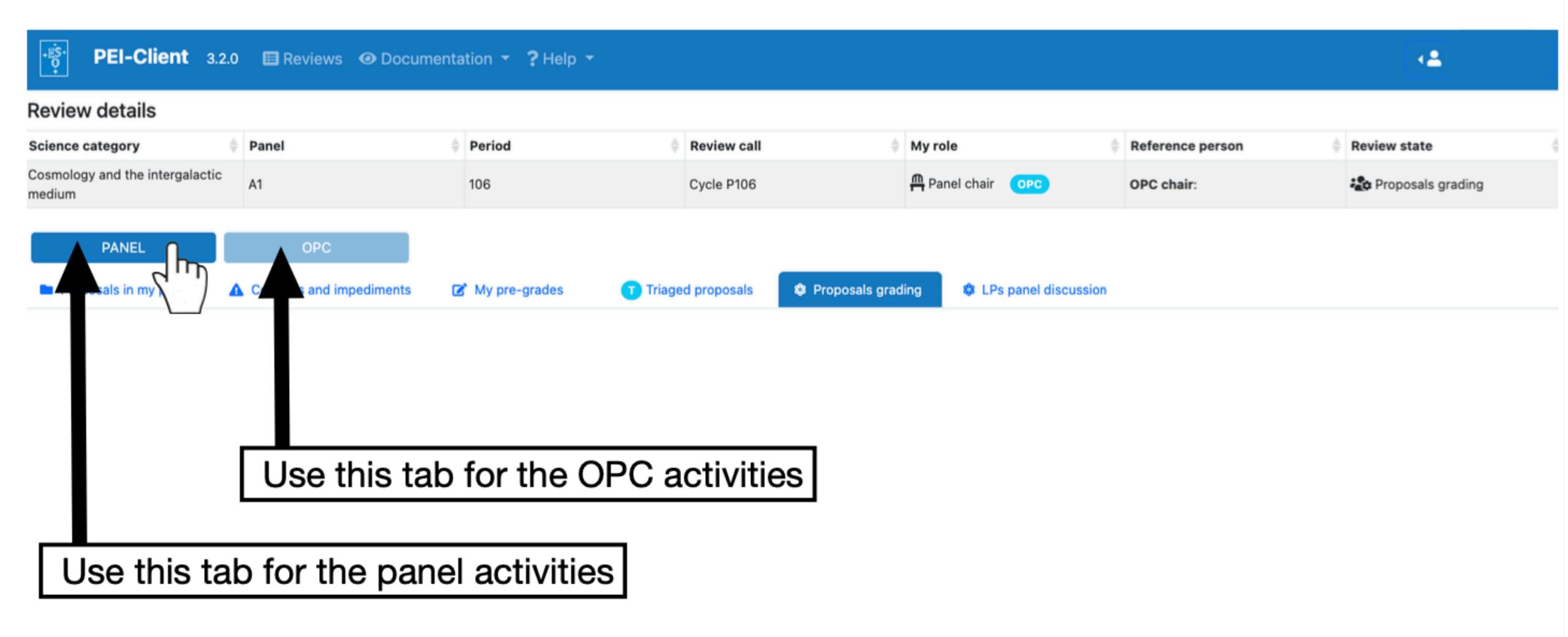
Accessing PEI

- Go to the <u>User Portal</u> and enter your credentials
- Select Proposal Evaluation Interface from the left menu
- Select the Current Review.





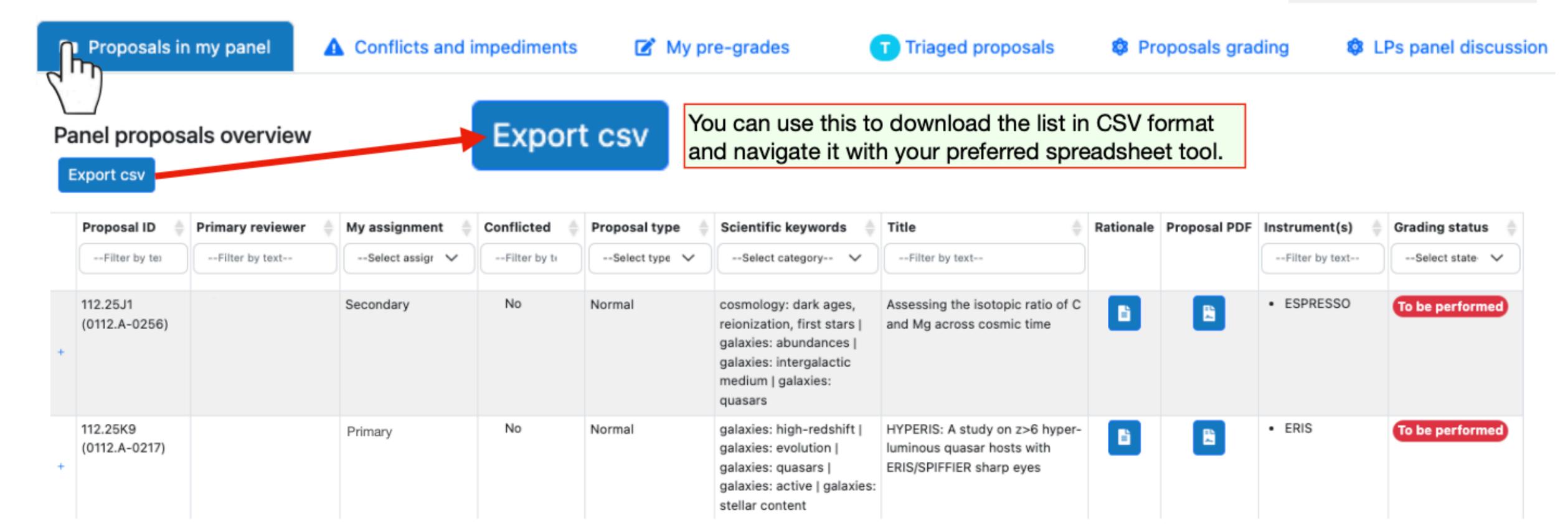






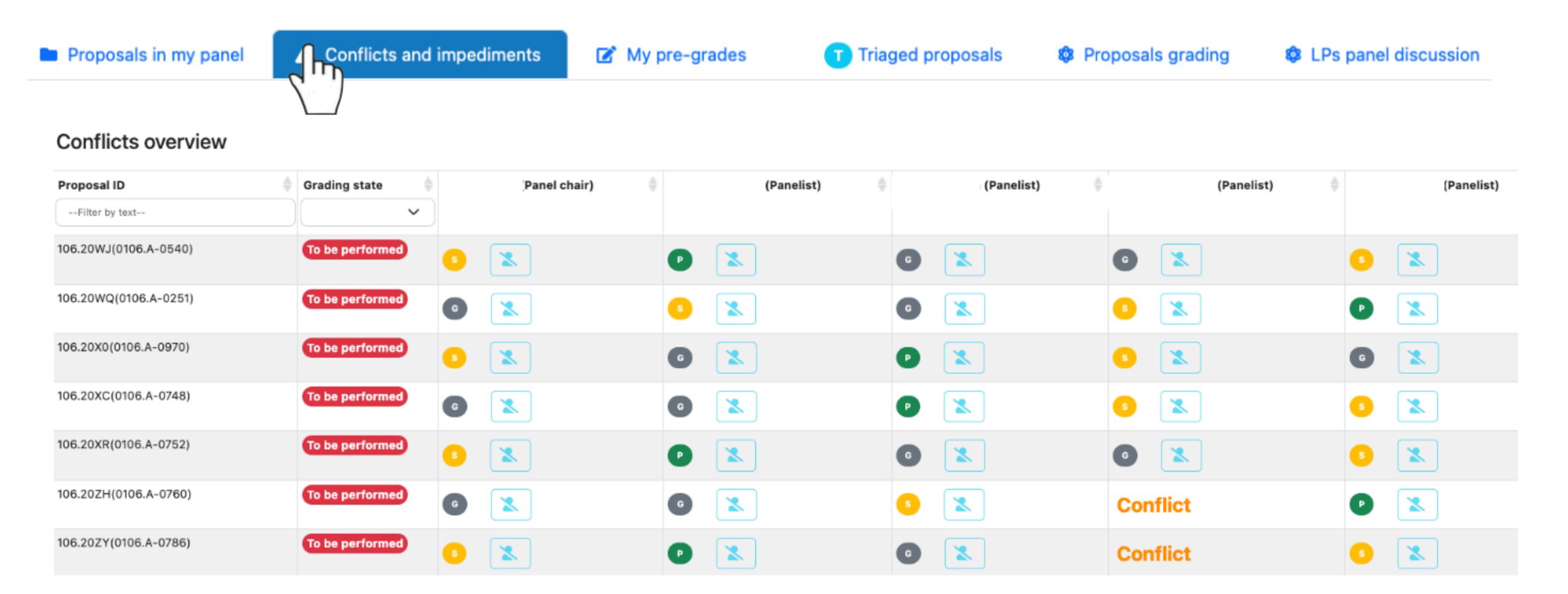
- This tab provides a detailed overview of the proposals assigned to your panel. The list can be refined using various filters
- At the start of the meetings, all programmes will be flagged

To be performed



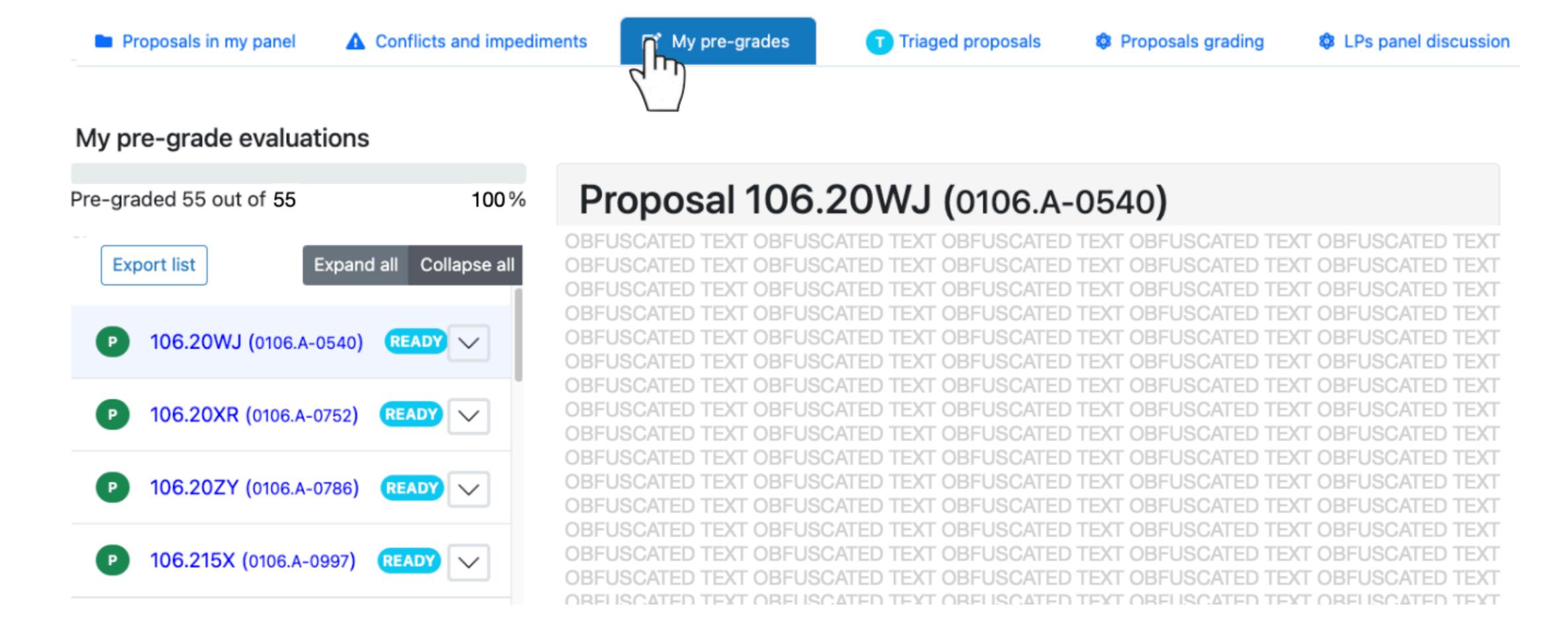
▲ Conflicts and impediments

 This tab allows you to check the existing conflicts, enter new conflicts and mark impediments (see below for more details)



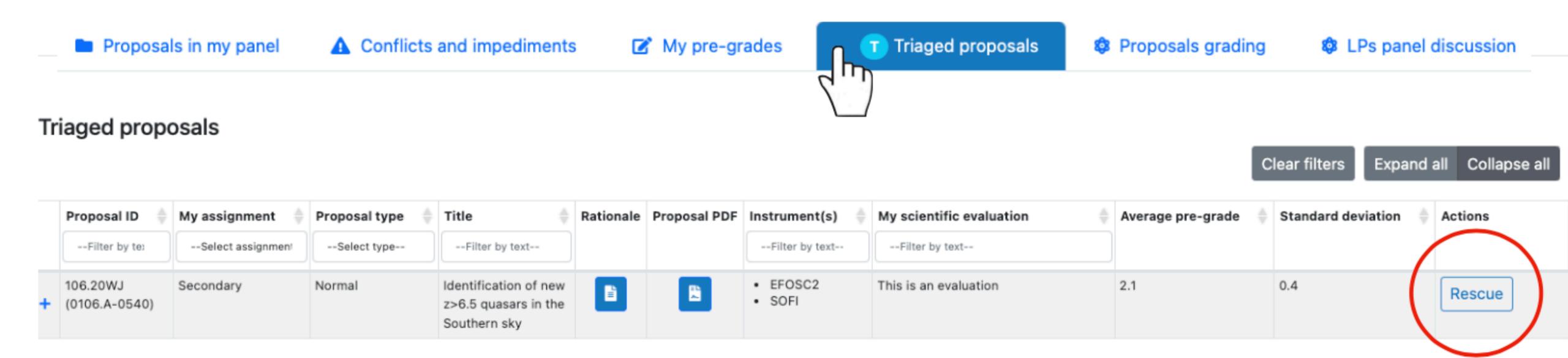


•This tab is reported here only for completeness, as it is the one that you used during the pre-grading phase.



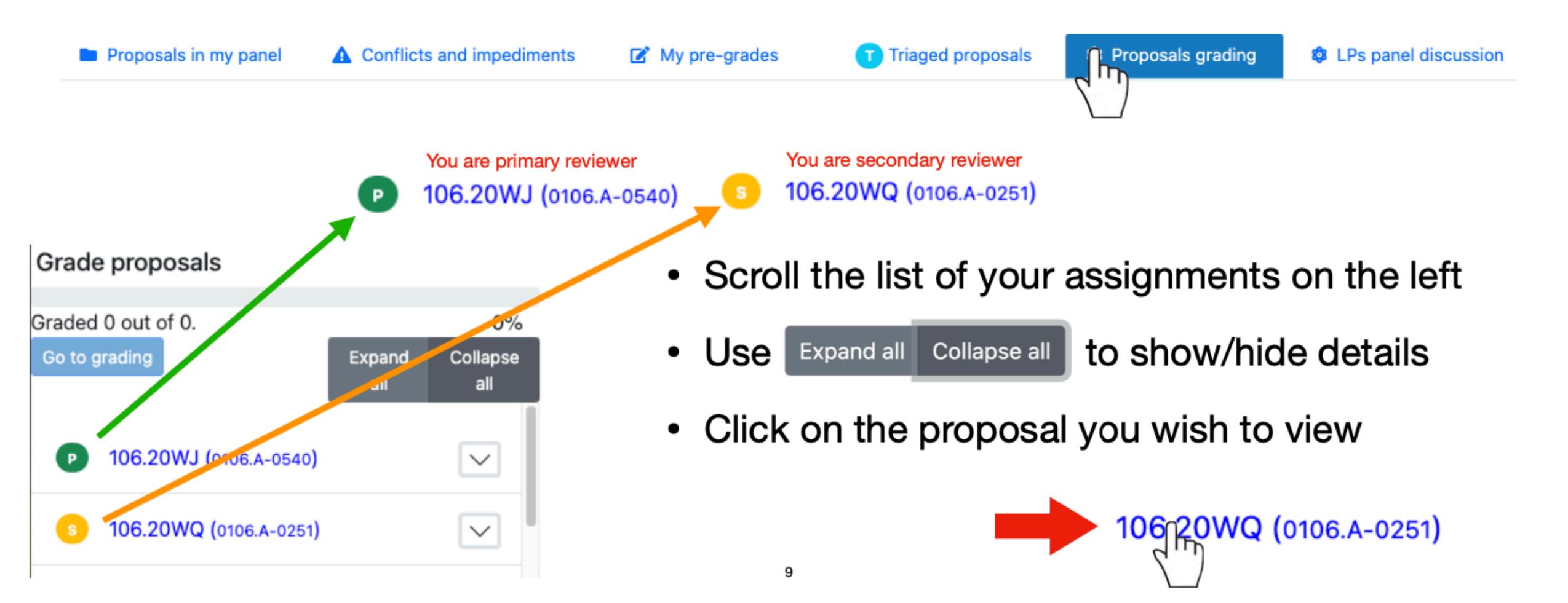


- This tab provides the list of proposals which were triaged based on the pre-meeting grades.
- Use this tab to rescue triaged proposals upon request by any of the panel members (see below for more details)



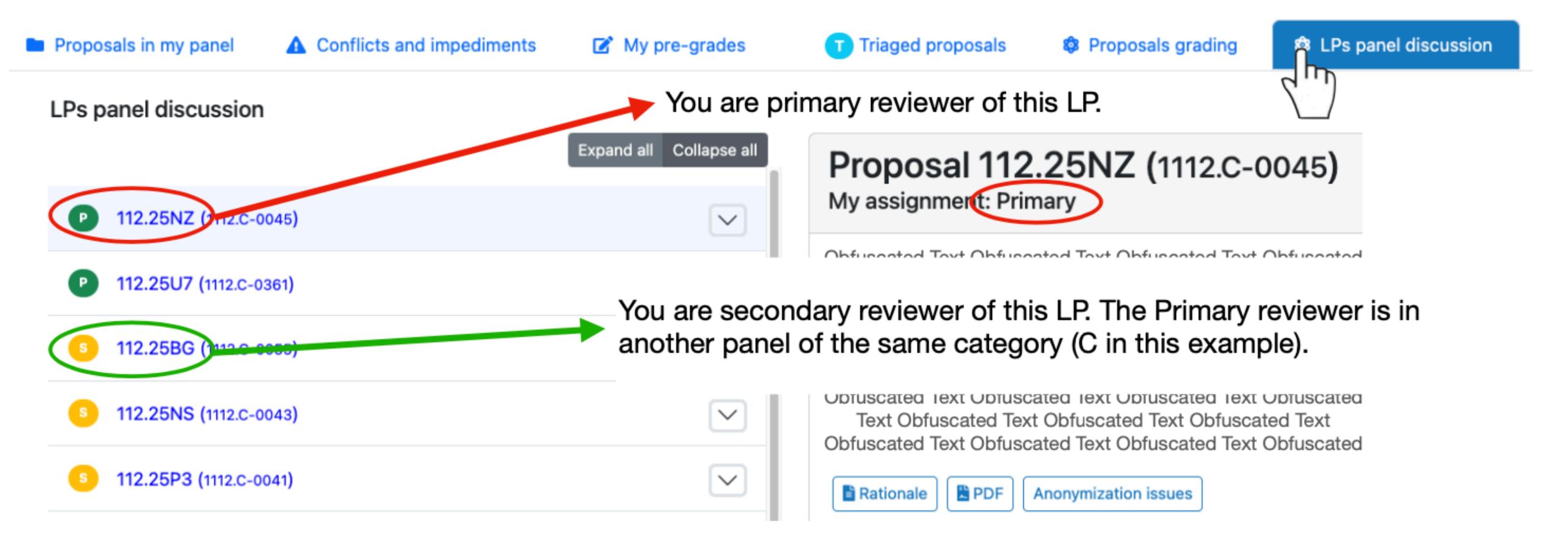


• This is the tab which you will be mostly using during the meetings





 This tab provides the list of Large Programmes submitted for your scientific category (C in the example)



Rescue triaged proposals

- Select the Triaged proposals tab
- Locate the proposal you wish to rescue
- Push the Rescue button
- Check that you have selected the proper proposal and confirm by pushing



- A confirmation message will be displayed





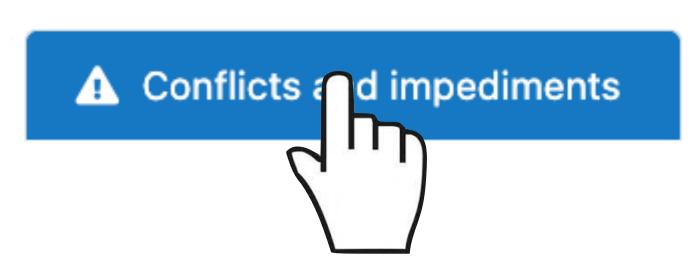
Rescue confirmation

After rescuing proposal **106.20WJ** (**0106.A-0540**) it will be gradable and cannot be set back to Triaged.





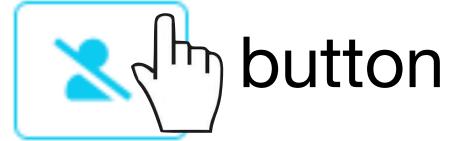
Mark a conflict-impediment/1



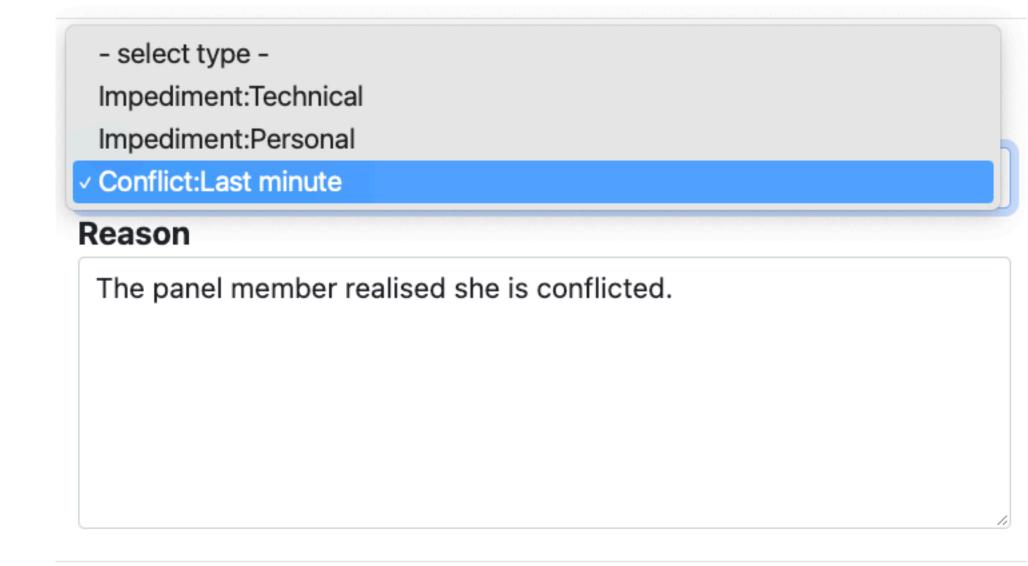
 Last minute conflicts/impediments may be signalled by the panel members during the meeting

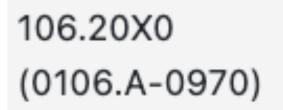
A Impediment/Conflict explanation

- Locate the proposal/person you wish to flag
- Push the



- Select the conflict/impediment type
- If needed add a comment in the text box











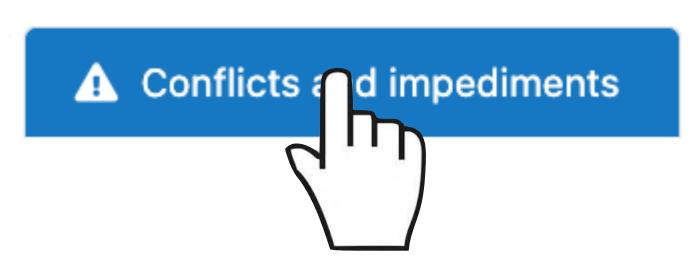




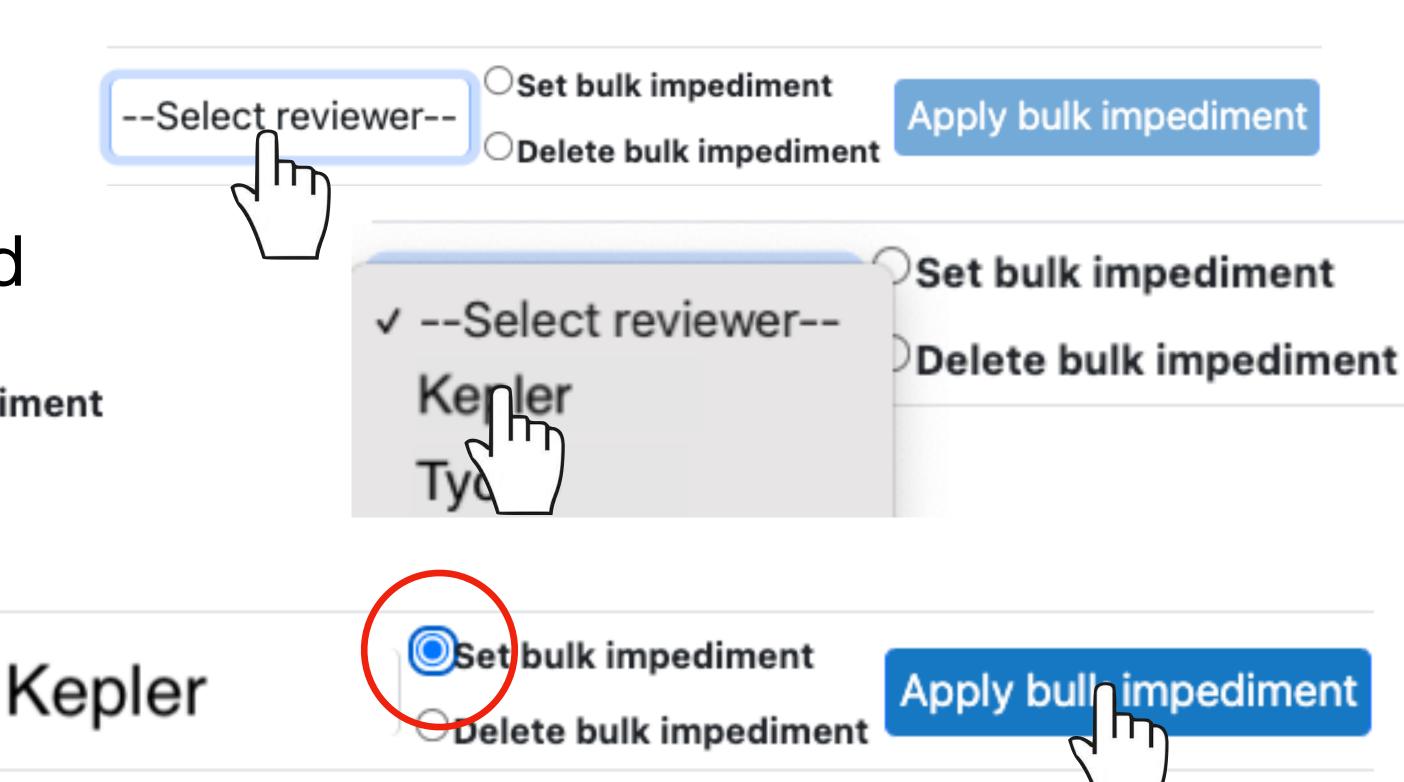


× Cancel

Mark a conflict-impediment/2



- In case a reviewer has multiple impediments, you can use the bulk impediment feature
- Scroll to the bottom of the tab
- Select the reviewer to be flagged
- Set bulk impediment oset bulk impediment
- Push Apply bulk impediment





Mark a conflict-impediment/3

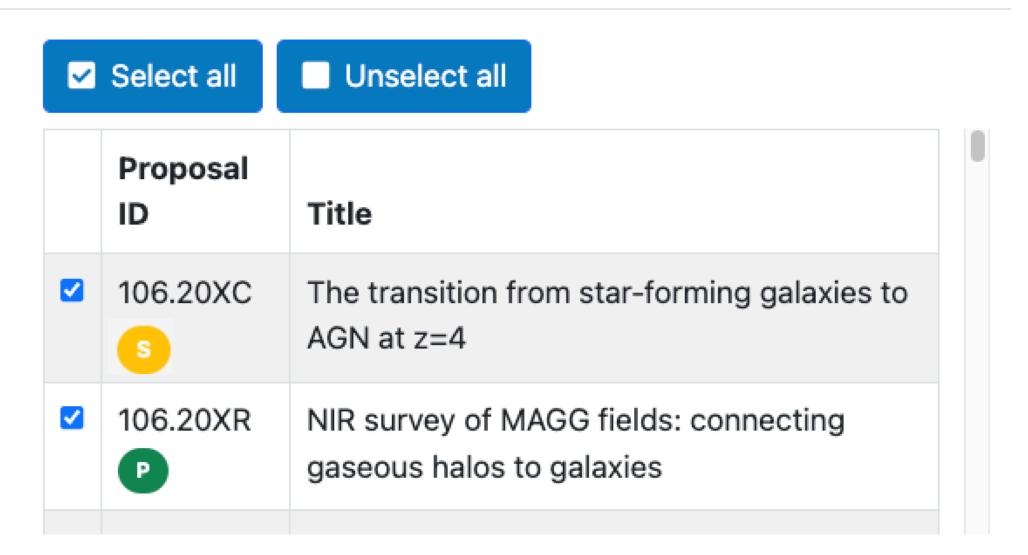
✓ Confirm

× Cancel

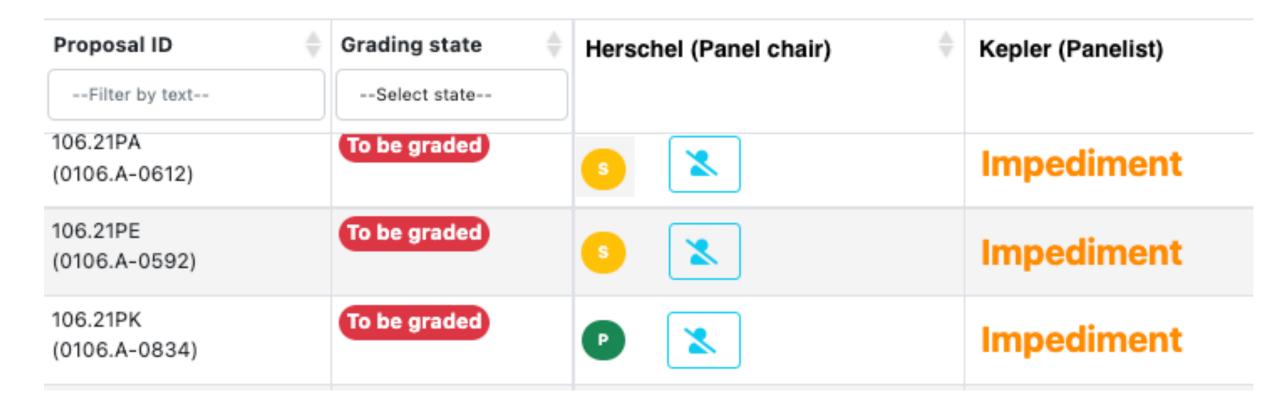
- Select the proposal/s to be flagged
- Select the impediment type
- Add a comment if needed
- Push Confirm

Impediment:Technical Reason Internet connection not working.





Conflicts overview

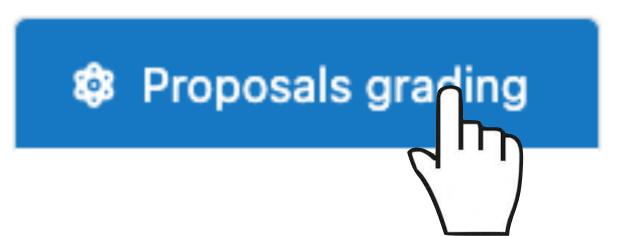


Large Programmes (LP)

- There is no grading/voting of LPs at the panel meetings.
- The LPs within the scientific category of the panel are discussed in preparation for the voting at the OPC meeting.
- A pre-selection of the LPs to be discussed and voted at the OPC (promoted LPs) has been prepared based on the premeeting grades.
- Non-promoted Large Programmes are marked as NP
- Based on the discussions you can propose the promotion of one or more non-promoted LPs. The request needs to be sent to the OPC Chair before the end of the panel meetings.

LPs panel discussion

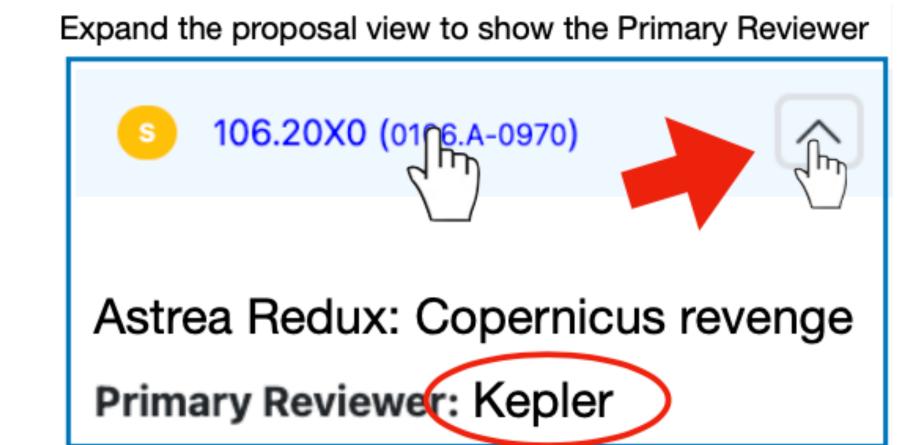
- P 105.ABCD (105.A-0123)
- 105.ABCE (105.A-0124)
- 105.ABCF (105.A-0143)
- 105.ABCG (105.A-0223) NP
- 5 105.ABCK (105.A-0923) NP
- 105.BACH (105.A-0104) NP

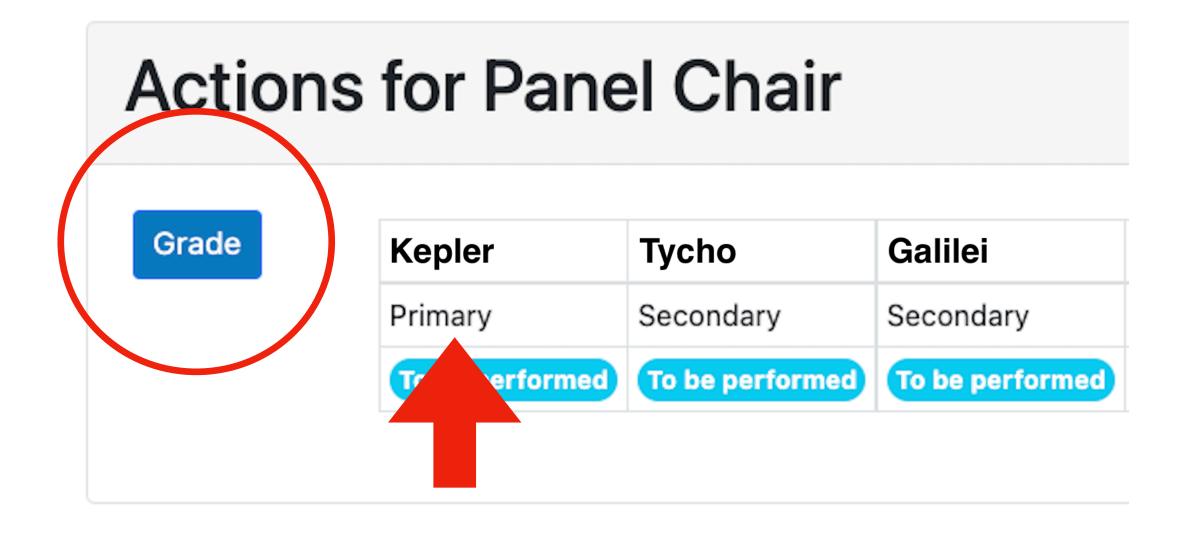


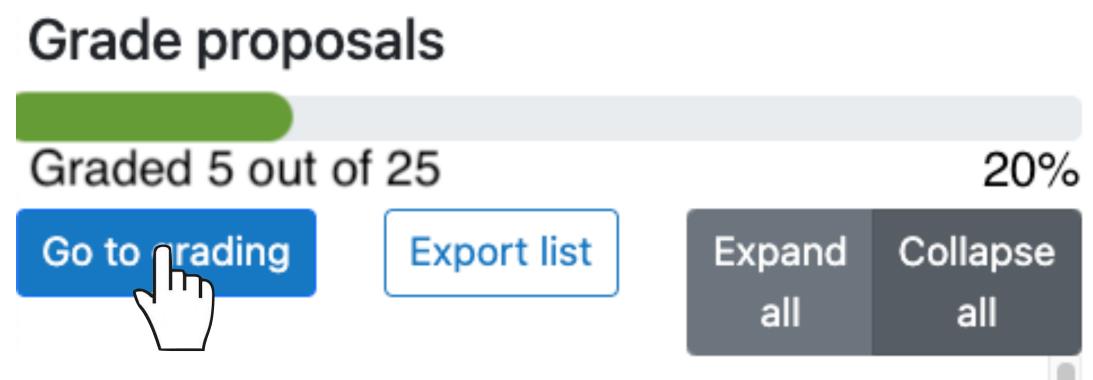
- Select the Proposals grading tab
- Select the proposal you wish to discussed
- Identify the primary reviewer and ask her/him to present the case
- Open the discussion
- Push the Grade button to open the grading session

 The proposal will be flagged and highlighted in light cyan in the list to the left





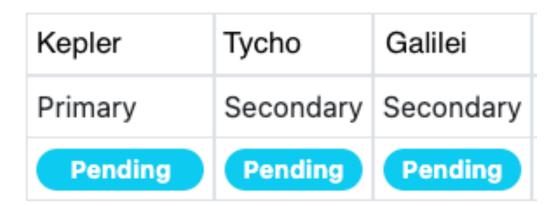


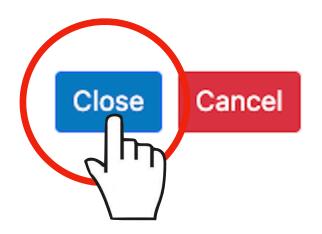


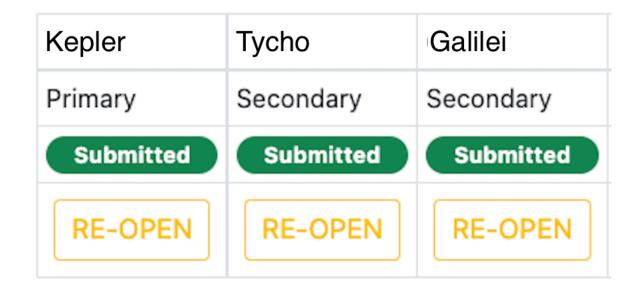
• If you get lost, the button will always bring you to the proposal being graded (the same applies to panelists)







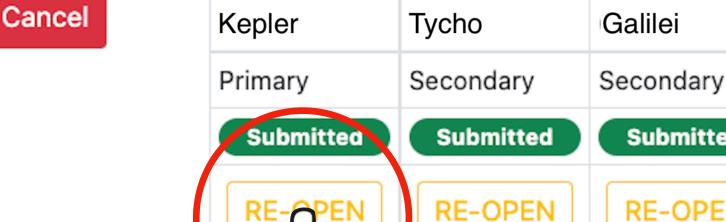




- When the grading is Pending, you can:
 - Enter your grade and wait for the others to complete
 - Cancel in case of problems
 - Put it on Hold and move to a different programme

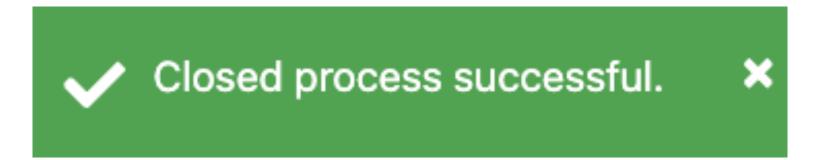
• When all non conflicted members have submitted the grades, you can close

- Closing the grading is a non-reversible action.
- Before closing and in case of problems, you can re-open the grading session for one or more reviewers.
- For this, click the RE-OPEN button for the given reviewer.
- The reviewer will be able to re-enter the grade/s.
- Once this is done, close the grading.



Submitted

RE-OPEN



• Proposals with more than one run can be graded



- Discuss first with your panel how they wish to grade and select the appropriate option before opening the Grade
- Completed reviews are flagged proprious in the list to the left

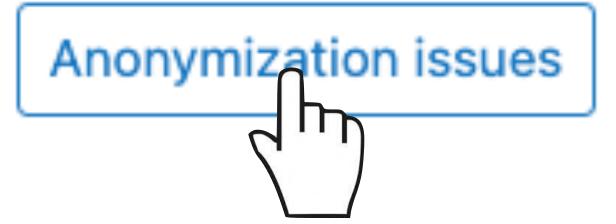
Grade proposals Graded 2 out of 20 Go to grading Export list Expand all Collapse all Collapse all

Reporting anonymisation issues



- Although anonymisation issues should be reported during the premeeting phase, it is possible to do that also during the meeting.
- This can be done by you or by any panel member via the proposal grading tab.
- After selecting the proposal on the left list, push and proceed like in the pre-meeting phase.

Anonymization issue declaration

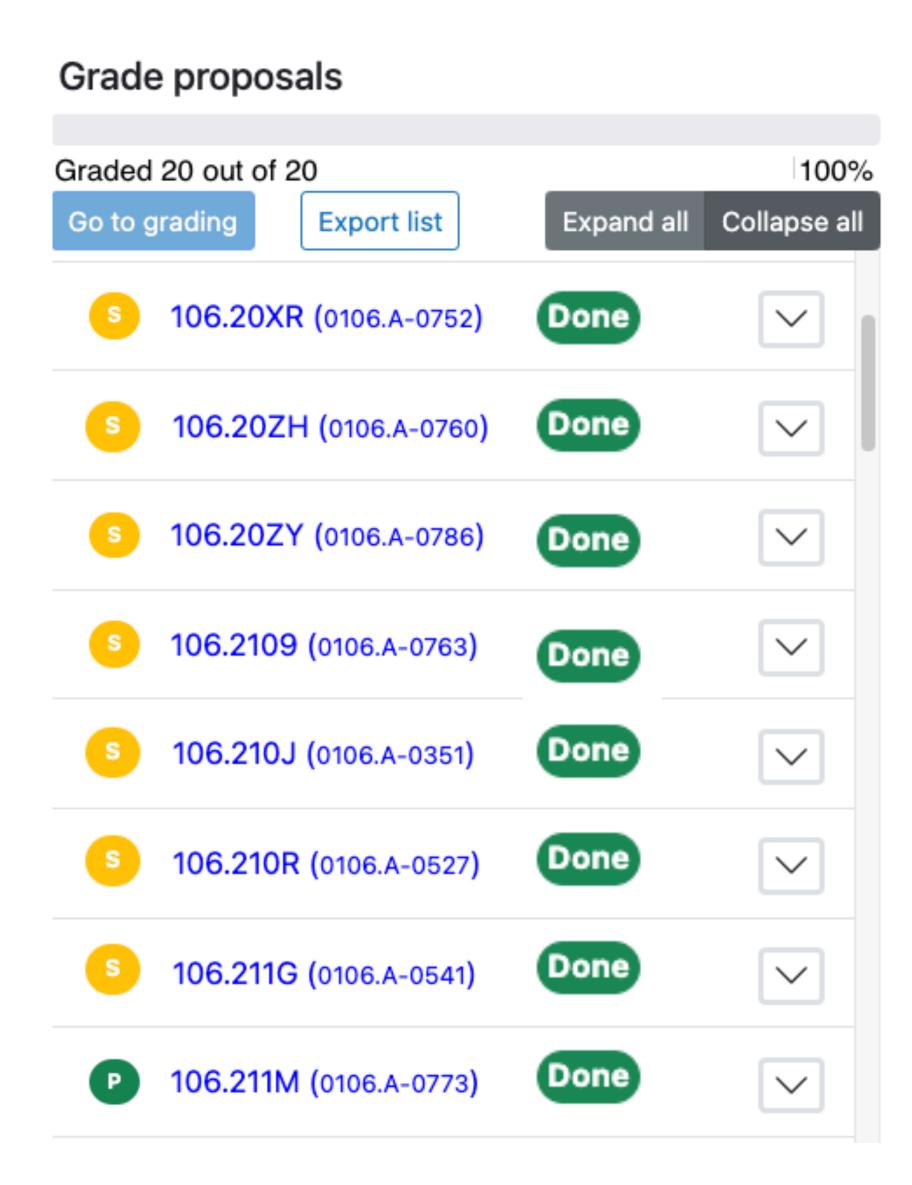


✓ Confirm

× Cancel

| Proposal ID: 106.2 | owq | | | |
|--------------------|------------------------|-------------------------|------------------|--|
| Comment (cut-an | d-paste here the anony | mization violations fro | om the proposal) | |
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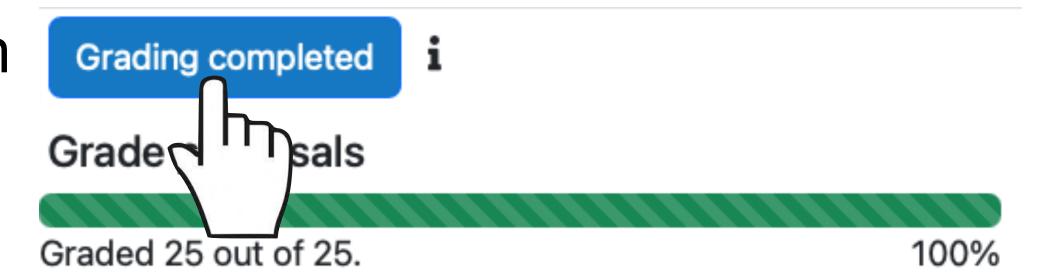
Closing the panel activities



- Once you have graded all proposals you can close the panel activities.
- Go to the top of the tab



Push the button



- The button is enabled only if you have completed the grading of all assigned proposals.
- This will change the status from *Proposals* grading to *Post-panel meeting activities*.

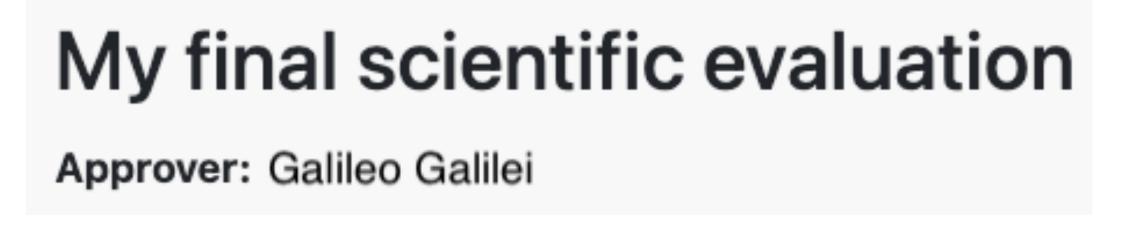
Finalising your comments as Primary/1

(after the end of the panel meetings)

- You have about two weeks after the end of the panel meetings to finalise your comments as primary reviewer (check the timeline!).
- For this enter the PEI and select the tab



- This will produce the list of your primary assignments.
- Select the proposal and refine your comment in the PEI field "My final scientific evaluation".



My proposals as primary

Comments added to 0 proposals out of 5.

Submit all

111.24P2 (01111-0197)

111.24PJ (01111-38)

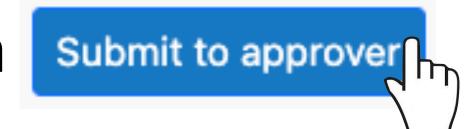
111.24YJ (0111.C-0203)

111.24Z3 (0111.C-0007)

Finalising your comments as Primary/2

(after the end of the panel meetings)

- To reflect the overall opinion of the panel and the discussion at the meetings, refer to the comments provided by the other members. They are reported below yours.
- In writing the comment, remember that this text is what will be passed to the Pl. Use appropriate language and a constructive tone.
- Once you are done with your final scientific evaluation, push submit to approve the



- This will pass your comment to the designated approver in your panel (your vice/co-chair).
- Do this for all your primary assignments.

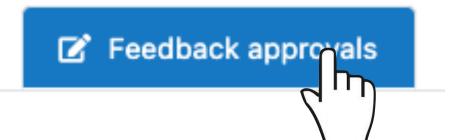
111.254X (0111.C-0277)

Submitted

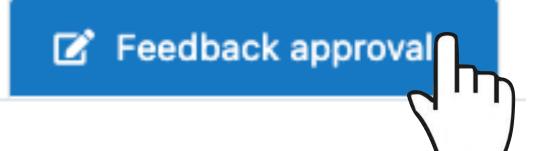
Approve the final feedback



My evaluations as Primary



- As panel chair or vice/co-chair you need to revise and approve the final feedback to be provided to the Pls.
- For this enter PEI and select the tab



- You will be presented with the list of proposals for which you are the designated approver.
- A coloured label will indicate the status of the feedback.
- For the comments marked as Ready to be approved you will be able to edit (if needed) and finally approve them.
- Proceed until all comments are finalised.





In this window you can revise the text finalised by the Primary

The grading scale

The grade scale to be used is defined as follows:

1.0 – outstanding: breakthrough science

- 1.5 excellent: definitely above average
- 2.0 very good: no significant weaknesses
- 2.5 good: minor deficiencies do not detract from strong scientific case
- 3.0 fair: good scientific case, but with definite weaknesses
- 3.5 rather weak: limited science return prospects
- 4.0 weak: little scientific value and/or questionable scientific strategy
- 4.5 very weak: deficiences outweight strengths

5.0 – unsuitable

Please make use of the full grade range. For more advices on how to run the review, visit this page.