

The Proposal Evaluation Interface

Panel Meetings – For Panel members

Observing Programmes Office - European Southern Observatory - November 2025

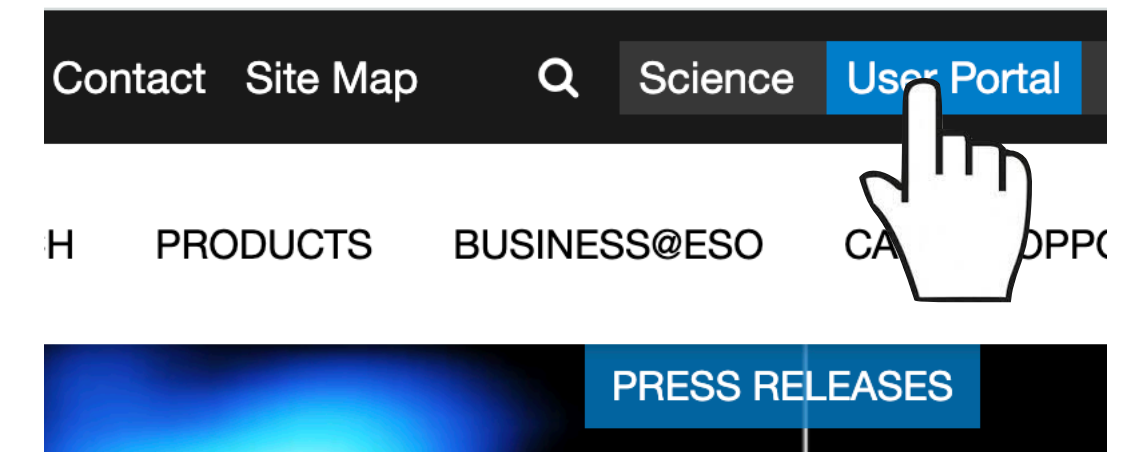


General information

- For a general introduction on the meeting phase, please carefully read [these guidelines](#).
- 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.

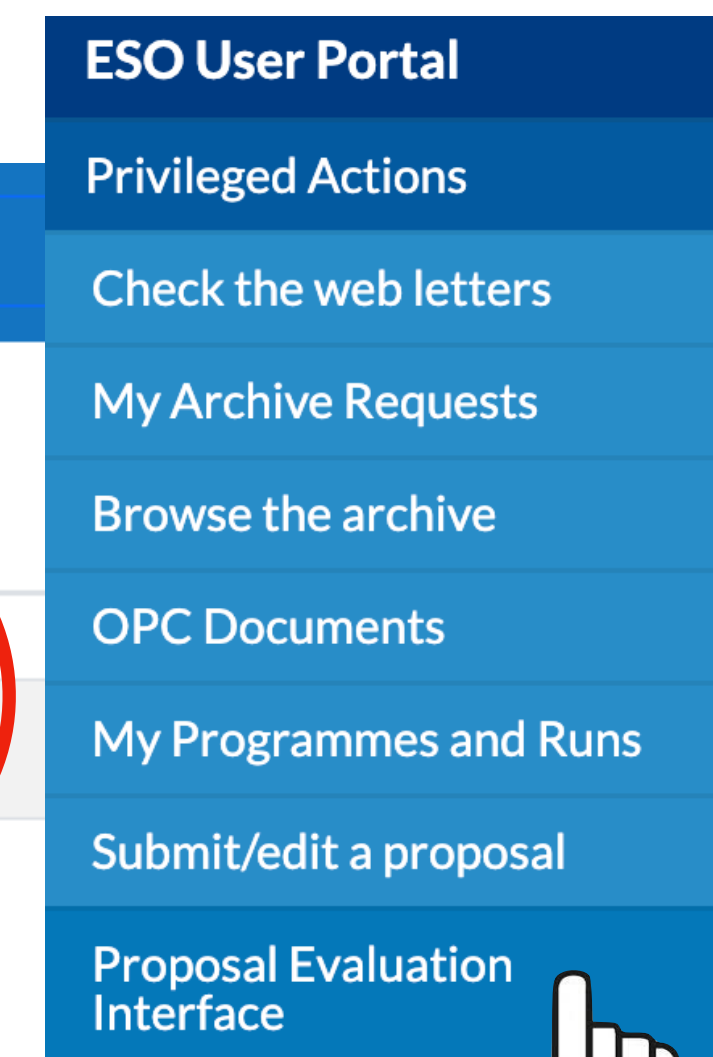
Accessing PEI



- Go to the [User Portal](#) and enter your credentials
- Select [Proposal Evaluation Interface](#) from the left menu
- Select the Current Review.

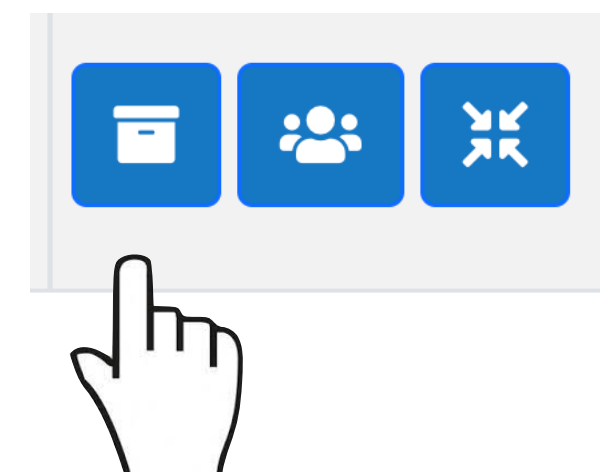


Panel review

| Science category | Panel | Period | Review call | My role | Reference person | Review state | Further details |
|--|-------|--------|-------------|-------------|-----------------------|-------------------|---|
| Cosmology and the intergalactic medium | A1 | 106 | P106 | Panel chair | OPC chair: G. Galilei | Proposals grading |    |



- In this phase, the review state is  Proposals grading
- Click on the “Go to proposals icon” 



Proposal navigation/1



- 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



My pre-grades

Triaged proposals

Proposals grading

LPs panel discussion

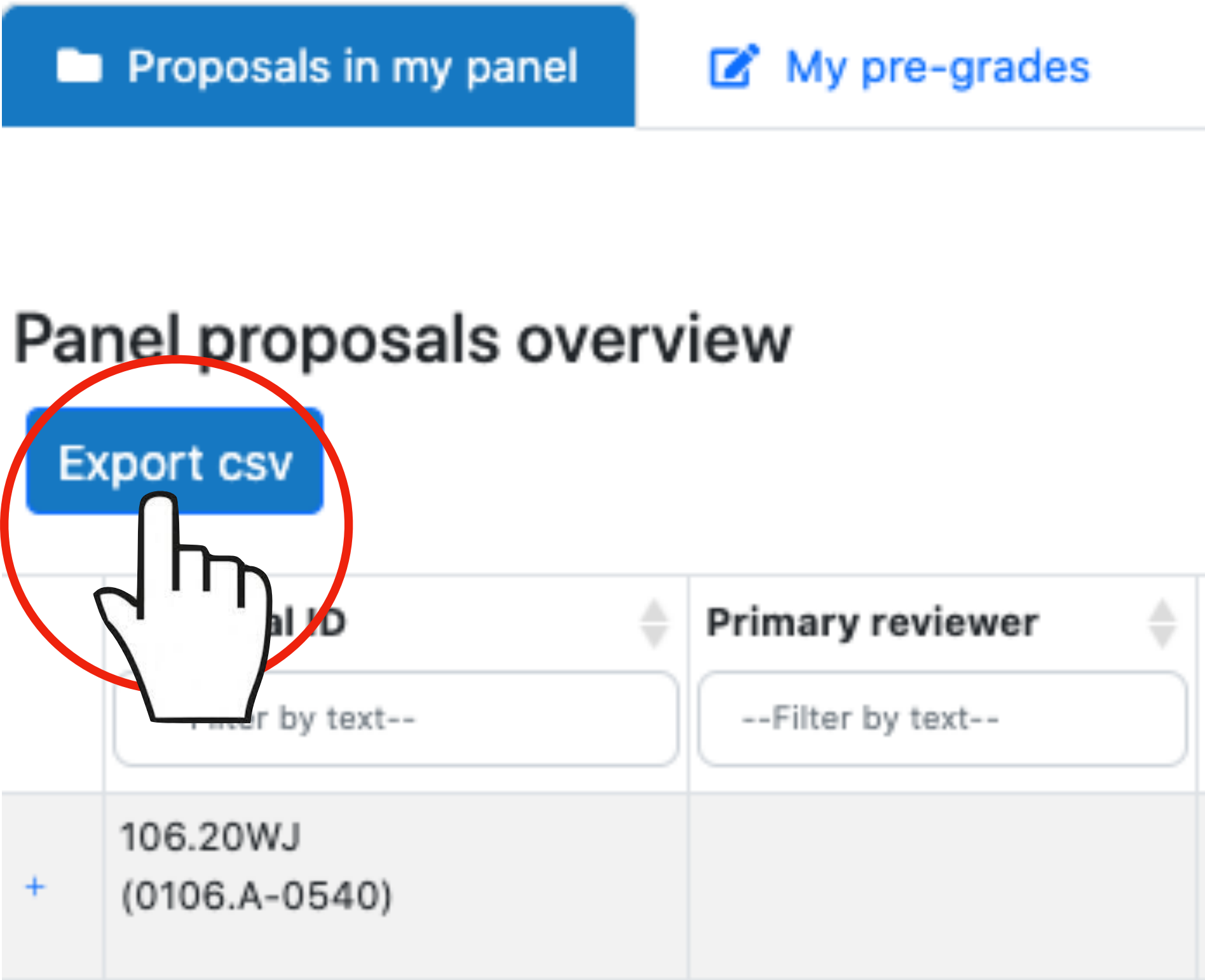
Panel proposals overview

Export csv

| | Proposal ID | Primary reviewer | My assignment | Proposal type | Scientific keywords | Title | Rationale | Proposal PDF | Instrument(s) | Grading status |
|---|---|---|---|--|---|--|-----------|--------------|---|---|
| | <input type="text" value="--Filter by text--"/> | <input type="text" value="--Filter by text--"/> | <input type="text" value="--Select assignm"/> | <input type="text" value="--Select type--"/> | <input type="text" value="--Select category--"/> | <input type="text" value="--Filter by text--"/> | | | <input type="text" value="--Filter by text--"/> | <input type="text" value="--Select state--"/> |
| + | 106.20WJ (0106.A-0540) | | Secondary | Normal | galaxies: evolution galaxies: high-redshift galaxies: ISM | Identification of new z>6.5 quasars in the Southern sky | | | <ul style="list-style-type: none">EFOSC2SOFI | <div>To be performed</div> |
| + | 106.20WQ (0106.A-0251) | | Primary | Normal | galaxies: quasars galaxies: high-redshift cosmology: dark ages, reionization, first stars | FORS2 Confirmation of Quasars in the Epoch of Reionisation | | | <ul style="list-style-type: none">FORS2 | <div>To be performed</div> |

Proposal navigation/2

- If you need this, the list of proposals can be exported (CSV) and worked using your favorite spreadsheet editor.



| Proposal ID | Old style proposal ID | Primary reviewer | My assignment | Conflicted | Proposal Type | Science categories | Title |
|-------------|-----------------------|------------------|---------------|------------|---------------|---|----------------|
| 106.20WJ | 0106.A-0540 | | Secondary | no | Normal | galaxies: evolution,galaxies: high-redshift,galaxies: ISM | Identification |
| 106.20WQ | 0106.A-0251 | | Primary | no | Normal | galaxies: quasars,galaxies: high-redshift,cosmology: dark ages, reionization, first stars | FORS2 Cont |
| 106.20X0 | 0106.A-0970 | | Grader | no | Normal | galaxies: abundances,galaxies: ISM,galaxies: quasars | The gaseous |
| 106.20X6 | 1106.A-1059 | | Secondary | no | Large | galaxies: evolution,galaxies: formation,galaxies: intergalactic medium | Transforming |
| 106.20XC | 0106.A-0748 | | Secondary | no | Normal | galaxies: high-redshift,galaxies: luminosity function, mass function,galaxies: photometry | The transiti |
| 106.20XR | 0106.A-0752 | | Secondary | no | Normal | galaxies: active,galaxies: intergalactic medium,galaxies: ISM | NIR survey c |
| 106.20ZH | 0106.A-0760 | | Primary | no | Normal | galaxies: clusters,galaxies: elliptical and lenticular, cD,galaxies: evolution | Searching fo |
| 106.20ZY | 0106.A-0786 | | Secondary | no | Normal | galaxies: evolution,galaxies: formation,galaxies: high-redshift | Remarkably |
| 106.2109 | 0106.A-0763 | | Grader | no | Normal | galaxies: high-redshift,galaxies: intergalactic medium,galaxies: quasars | Can luminou |

Proposal navigation/3

 My pre-grades

- This tab gives you access to all pre-meeting information

 Proposals in my panel

 My pre-grades

 Triaged proposals

 Proposals grading

 LPs panel discussion

My pre-grade evaluations

Pre-graded 59 out of 59. Conflicted: 0 100%

[Export list](#)

[Download all proposals](#)

[Download all rationales](#)

Expand all

Collapse all

 106.20WQ (0106.A-0251)



 106.20ZH (0106.A-0760)



 106.211G (0106.A-0541)



Proposal 106.20WQ (0106.A-0251)

My assignment: Primary

OBFUSCATED TEXT OBFUSCATED TEXT OBFUSCATED TEXT OBF
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My pre-grade(s)

Proposal navigation/4

T Triaged proposals

- This tab provides the list of proposals which were triaged based on the pre-meeting grades.
- In case you wish one or more of these to be rescued, please take note and ask you Panel Chair at the Panel meeting.

Proposals in my panel

My pre-grades

T Triaged proposals

Proposals grading

LPs panel discussion

Triaged proposals

Expand all

Collapse all

S 112.25

T



Proposal 112.25

My assignment: Secondary

Proposal navigation/5

Proposals grading

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

Proposals in my panel My pre-grades Triaged proposals **Proposals grading** LPs panel discussion



You are primary reviewer



106.20WJ (0106.A-0540)

You are secondary reviewer



106.20WQ (0106.A-0251)

Grade proposals

Graded 0 out of 0.

0%

Go to grading

Expand all

Collapse all

- Scroll the list of your assignments on the left
- Use Expand/Collapse to show/hide details
- Click on the proposal you wish to view

Expand all

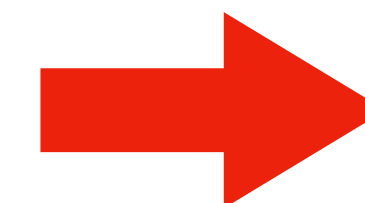
Collapse all



106.20WJ (0106.A-0540)



106.20WQ (0106.A-0251)



106.20WQ (0106.A-0251)



Proposal navigation/6

⚙️ LPs panel discussion

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

[Proposals in my panel](#) [My pre-grades](#) [Triaged proposals](#) [Proposals grading](#) [LPs panel discussion](#)

LPs panel discussion

Expand all Collapse all

s

106.20X6 (1106.A-1059)

▼

s

106.210U (1106.A-0404)

▼

s

106.218W (1106.A-0306)

▼

s

106.219R (1106.A-0719)

▼

s

106.21AT (1106.A-0566)

▼

You are a secondary reviewer of this LP. The Primary reviewer is either in your panel or in another panel of the same category



Proposal 106.20X6 (1106.A-1059)

My assignment: Secondary

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[Rationale](#) [PDF](#) [Anonymization issues](#)


Rescuing triaged proposals

- Triaged proposals are marked with a  in the list to the left.
- They can be rescued only by your Panel Chair.
- Any panel member can request the rescuing of a proposal, should this be reckoned to deserve a discussion by the panel.
- Once the proposal is rescued, it is flagged with a 

 106.20WJ (0106.A-0540) 

- The  flag indicates that the programme was rescued by ESO for operational reasons.

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 pre-meeting grades.
- Non-Promoted LPs are marked as  NP
- Your Panel Chair can propose the promotion of one or more non-promoted LPs, also based on the discussions within your Panel.

Proposal discussion and grading/1


- Your Panel Chair will select the proposal to be discussed. This will automatically pop-up in your list, highlighted with a light cyan color and flagged as **Grading** in the list.
- If you get lost, the button **Go to grading** will always bring you to the proposal being graded

Grade proposals

Graded 0 out of 0. 100 %

[Go to grading](#)

[Expand all](#) [Collapse all](#)

| | | |
|----------|------------------------|---|
| P | 106.20WJ (0106.A-0540) |  |
|----------|------------------------|---|

Proposal 106.20WJ (0106.A-0540)

My assignment: Primary

Proposal discussion and grading/2

- You can/should take notes in the *My scientific evaluation* field. Once the discussion is over, you can provide your final grade.

My grade(s) Submit grades

Proposal grade

1.5

| Run ID | My pre-grade | My grade | Final panel grade | Standard deviation | Instrument |
|--------|--------------|----------|-------------------|--------------------|------------|
| 105.20 | 2.5 | - | - | - | MUSE |

My scientific evaluation

Last updated on 15:15:53

Write your final comments here.

My pre-grade evaluation

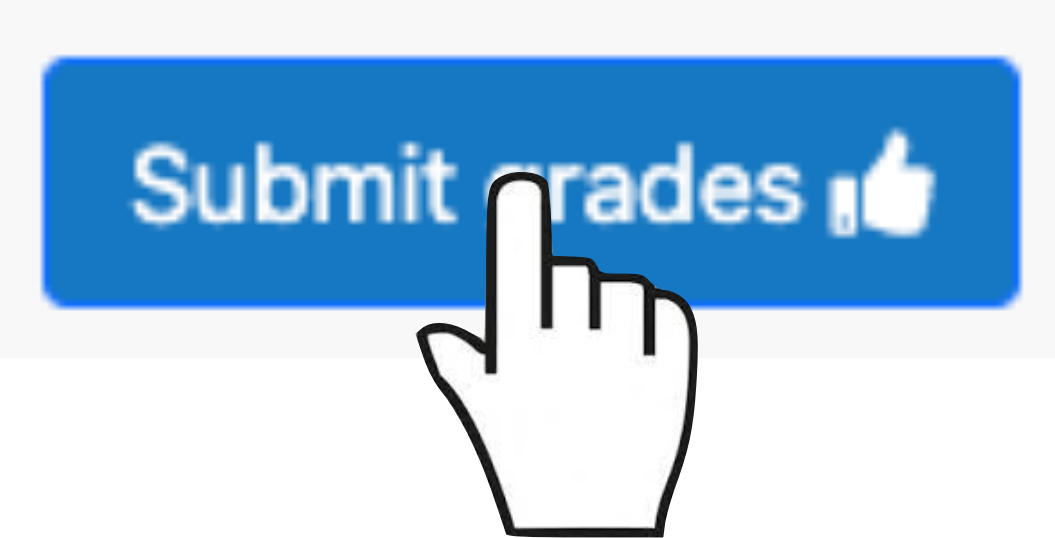
My grade(s) Submit grades

Proposal grade

1.5

| Run ID | My pre-grade | My grade | Final panel grade | Standard deviation | Instrument |
|--------|--------------|----------|-------------------|--------------------|------------|
| 106.20 | 2.5 | - | - | - | MUSE |

Once you are done, push the Submit grades button



Proposal grading/3

Grade proposals

Graded 2 out of 20. 10%

[Go to grading](#) [Export list](#) [Expand all](#) [Collapse all](#)

| | | | |
|---|------------------------|---------|---|
| P | 106.20WJ (0106.A-0540) | R | ⌵ |
| S | 106.20WQ (0106.A-0251) | Done | ⌵ |
| G | 106.20X0 (0106.A-0970) | On hold | ⌵ |
| G | 106.20XC (0106.A-0748) | | ⌵ |
| P | 106.20XR (0106.A-0752) | | ⌵ |
| G | 106.20ZH (0106.A-0760) | | ⌵ |
| P | 106.20ZY (0106.A-0786) | | ⌵ |

- In case of problems you can ask the Panel Chair to reopen the grading.
- This has to be done **BEFORE** s/he closes the grading.
- Successfully graded proposals are flagged as **Done** in the list to the left.
- Your job will be completed when all proposals will have the status **Done**

Grade proposals

Graded 20 out of 20. 100%

[Go to grading](#) [Export list](#) [Expand all](#) [Collapse all](#)

| | | | |
|---|------------------------|------|---|
| P | 106.211M (0106.A-0773) | Done | ⌵ |
| S | 106.211Y (0106.A-0543) | Done | ⌵ |
| S | 106.2122 (0106.A-0816) | Done | ⌵ |

Reporting anonymisation issues

 Proposals grading

- Although anonymisation issues should be reported during the pre-meeting phase, it is possible to do that also during the meeting.
- You can do this via the *Proposal grading* tab.
- After selecting the proposal on the left list, push and proceed like in the pre-meeting phase.

Anonymization issues



Anonymization issue declaration

Proposal ID: 106.20WQ

Comment (cut-and-paste here the anonymization violations from the proposal)

✓ Reset

✓ Confirm

✗ Cancel



Reporting last minute conflicts

- If you realise you have a conflict which went unnoticed during the pre-meeting phase, you must signal it to your Panel Chair immediately.
- The Panel Chair will insert the conflict in the system, via the *Conflicts and Impediments* tab.
- From that point on you will not have access to the given proposal and you will be asked to leave the meeting.

| | | | | | |
|---|--------------|----------|-------------------|--------------------|------------|
| Proposal 106.210R (0106.A-0527) | | | | | |
| My assignment: - | | | | | |
| Title: Dust, molecules and host galaxy properties of an overlooked population of dusty DLAs | | | | | |
| My grade(s) | | | | | |
| Run ID | My pre-grade | My grade | Final panel grade | Standard deviation | Instrument |
| 106.210R.001 | Conflict | Conflict | Conflict | Conflict | XSHOOTER |
| | | | | | |

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  **My Panel evaluations as Primary**
- 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 final scientific evaluation

Approver: Galileo Galilei

My proposals as primary

Comments added to 0 proposals out of 5.

Submit all

111.24P2 (0111.C-0197)

111.24PJ (0111.C-0138)



111.24YJ (0111.C-0203)

111.24Z3 (0111.C-0007)

111.252C (0111.C-0146)

Finalising your comments as Primary/1

(after the end of the panel meetings)

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- 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 final scientific evaluation

Approver: Galileo Galilei

My proposals as primary

Comments added to 0 proposals out of 5.

Submit all

111.24P2 (0111.C-0197)

111.24PJ (0111.C-0138)

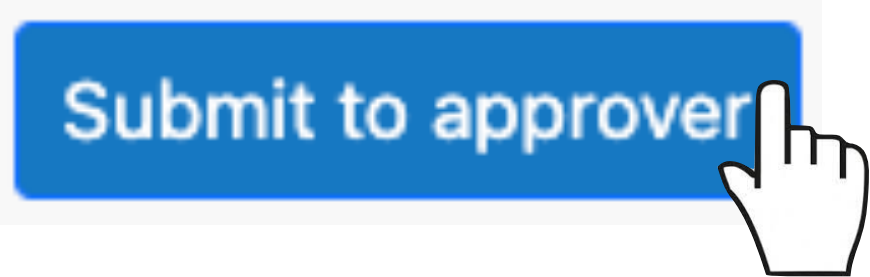
111.24YJ (0111.C-0203)

111.24Z3 (0111.C-0007)

111.252C (0111.C-0146)

Finalising your comments as Primary/2

(after the end of the panel meetings)

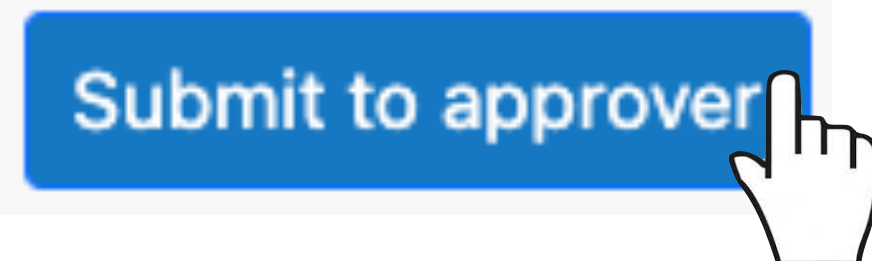
- To reflect the overall opinion of the panel and the discussion at the meetings, refer to the comments provided by the other members. They are reported below yours.
- In writing the comment, remember that this text is what will be passed to the PI. Use appropriate language and a constructive tone.
- Once you are done with your final scientific evaluation, push 
- This will pass your comment to the designated approver in your panel (either the panel chair or the vice/co-chair).
- Do this for all your primary assignments.

111.254X (0111.C-0277)

Submitted

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.
- Primary reviewers have the responsibility to take notes during the panel discussions for their Primary proposals, as the others may not update their pre-grades notes. The Primary will see the non-anonymised comments by other reviewers and may contact them for clarifications.
- In writing the comment, remember that this text is what will be passed to the PI. Use appropriate language and a constructive tone.
- Once you are done with your final scientific evaluation, push 
- This will pass your comment to the designated approver in your panel (either the panel chair or the vice/co-chair).
- Do this for all your primary assignments.

111.254X (0111.C-0277)

Submitted

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: deficiencies outweigh strengths

5.0 – unsuitable

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