The Proposal Evaluation Interface

Grading for Distributed Peer Review (DPR)

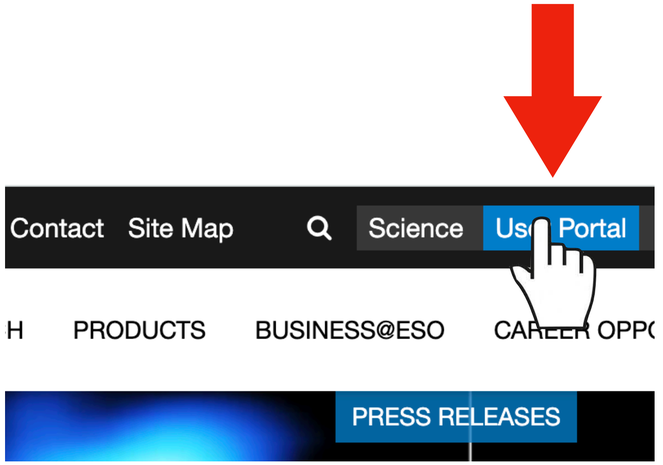
Observing Programmes Office - European Southern Observatory

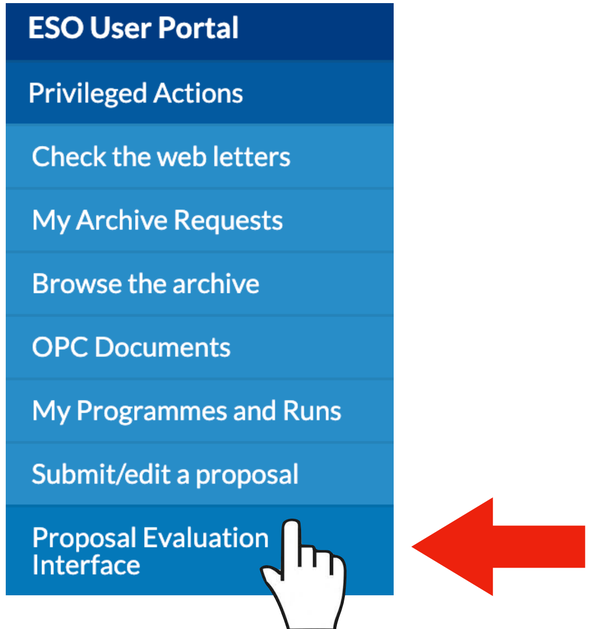
General information

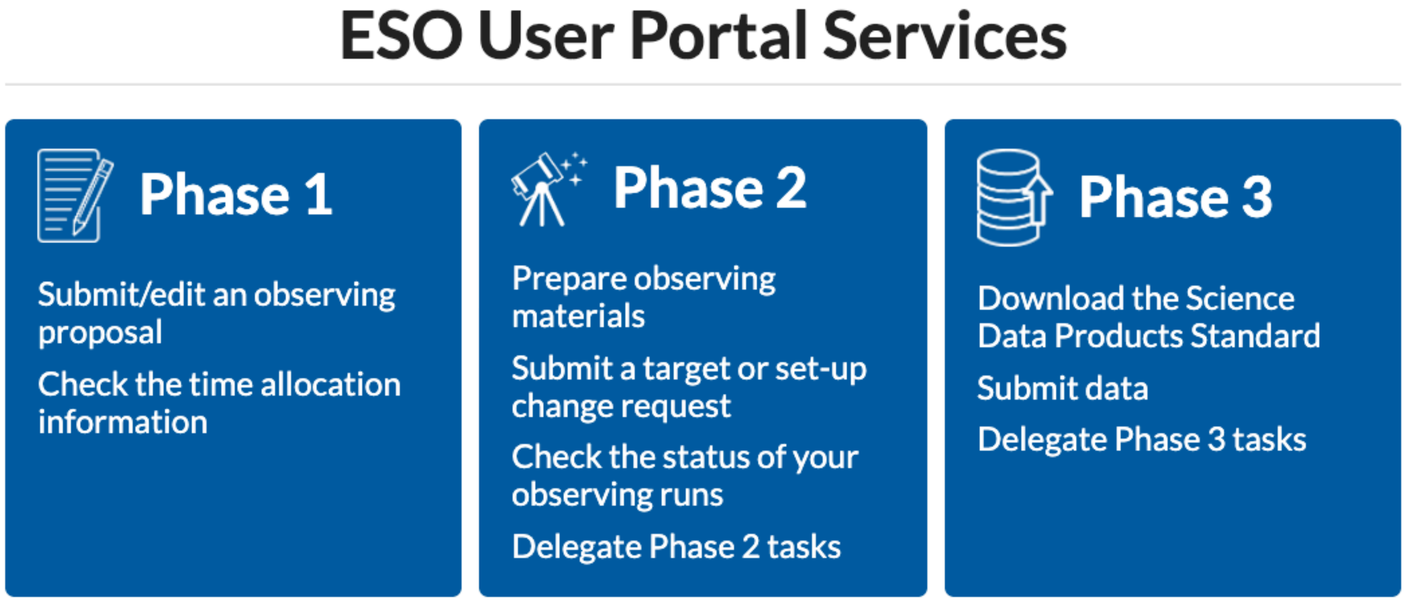
- For a general introduction on the Distributed Peer Review (DPR) grading, please carefully read these guidelines.
- Make sure you mark on your calendar the deadline for delivering the grades and comments. For this please check the deadline.
- Please remember that failing to deliver the reviews in due time **will lead to the rejection** of the DPR proposals for which you are PI/dPI and/or for which you have been delegated as reviewer.
- If you have questions and/or doubts, please do not hesitate to contact us.

Accessing PEI

- Click on this link: www.eso.org/pei for direct access.
- Alternatively, go to the main ESO web-page.
- Go to the User Portal and enter your credentials.
- Select Proposal Evaluation Interface from the left menu.

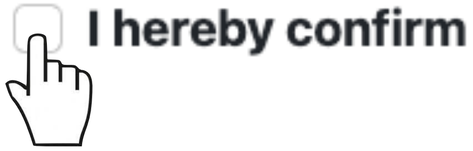




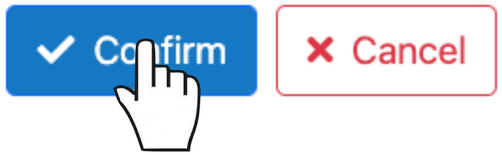


Sign the ESO Confidentiality Agreement

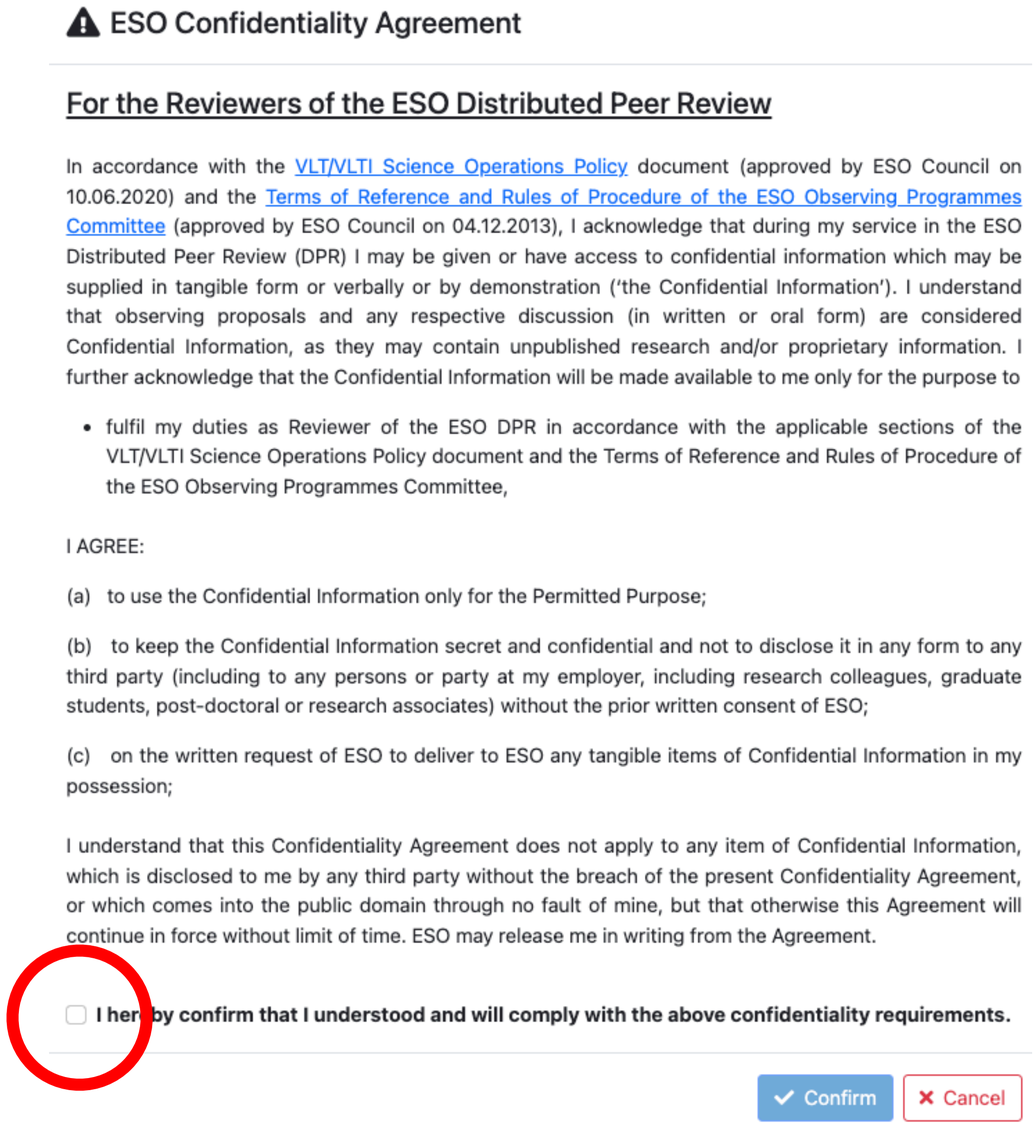
- You will first be presented with the ESO Confidentiality Agreement.
- Read it carefully.
- Sign it by ticking the checkbox at the bottom of the window.



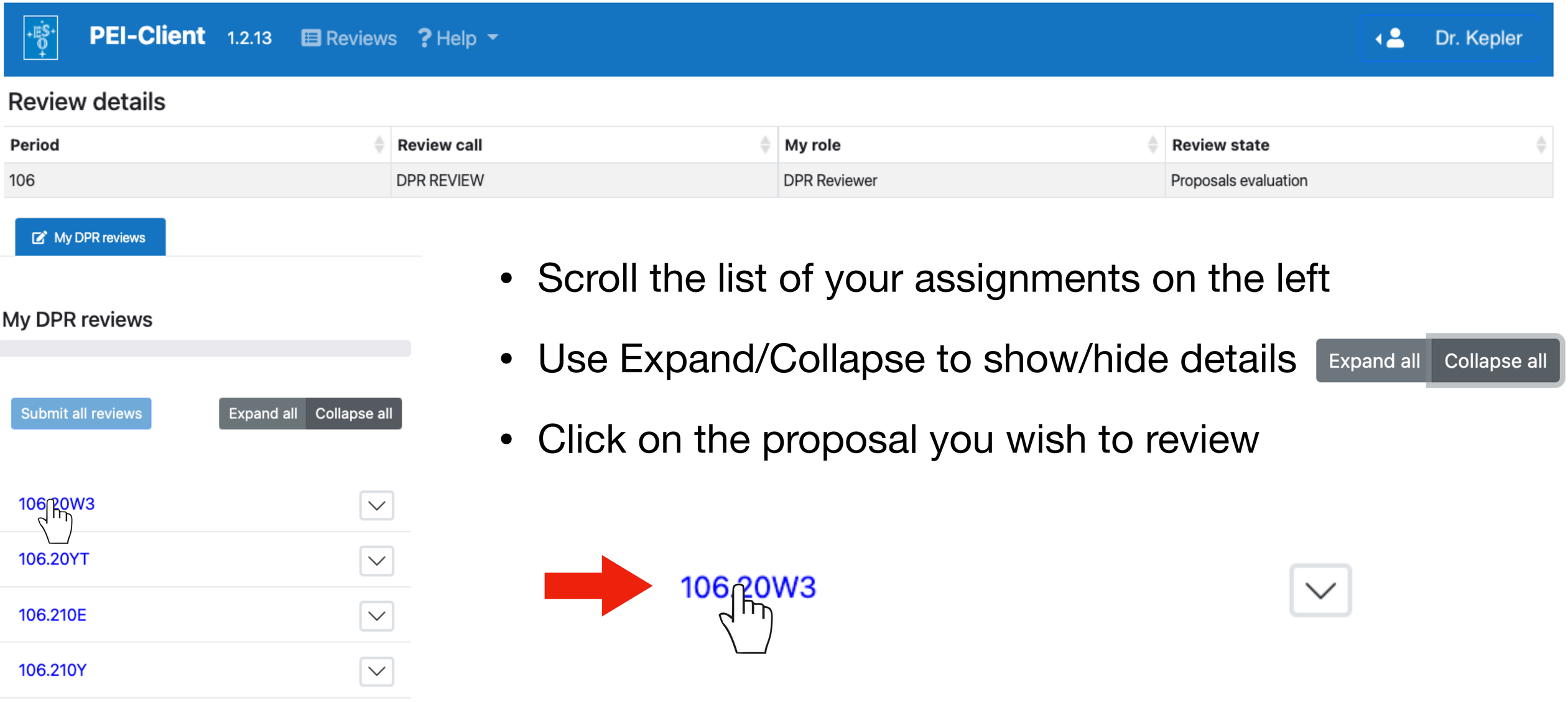
- Submit the signed agreement by clicking on the “Confirm” button.



- You will be given access to your DPR area.

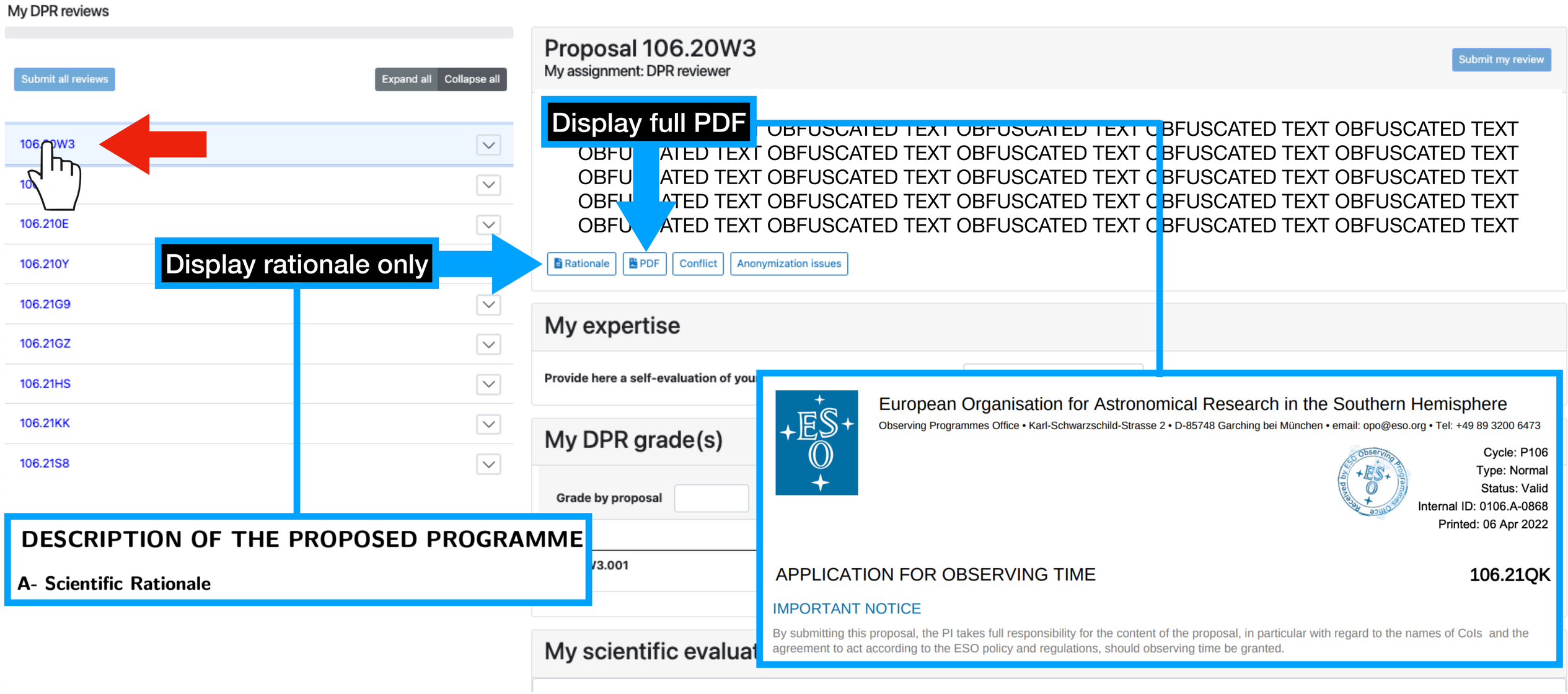


Proposal navigation

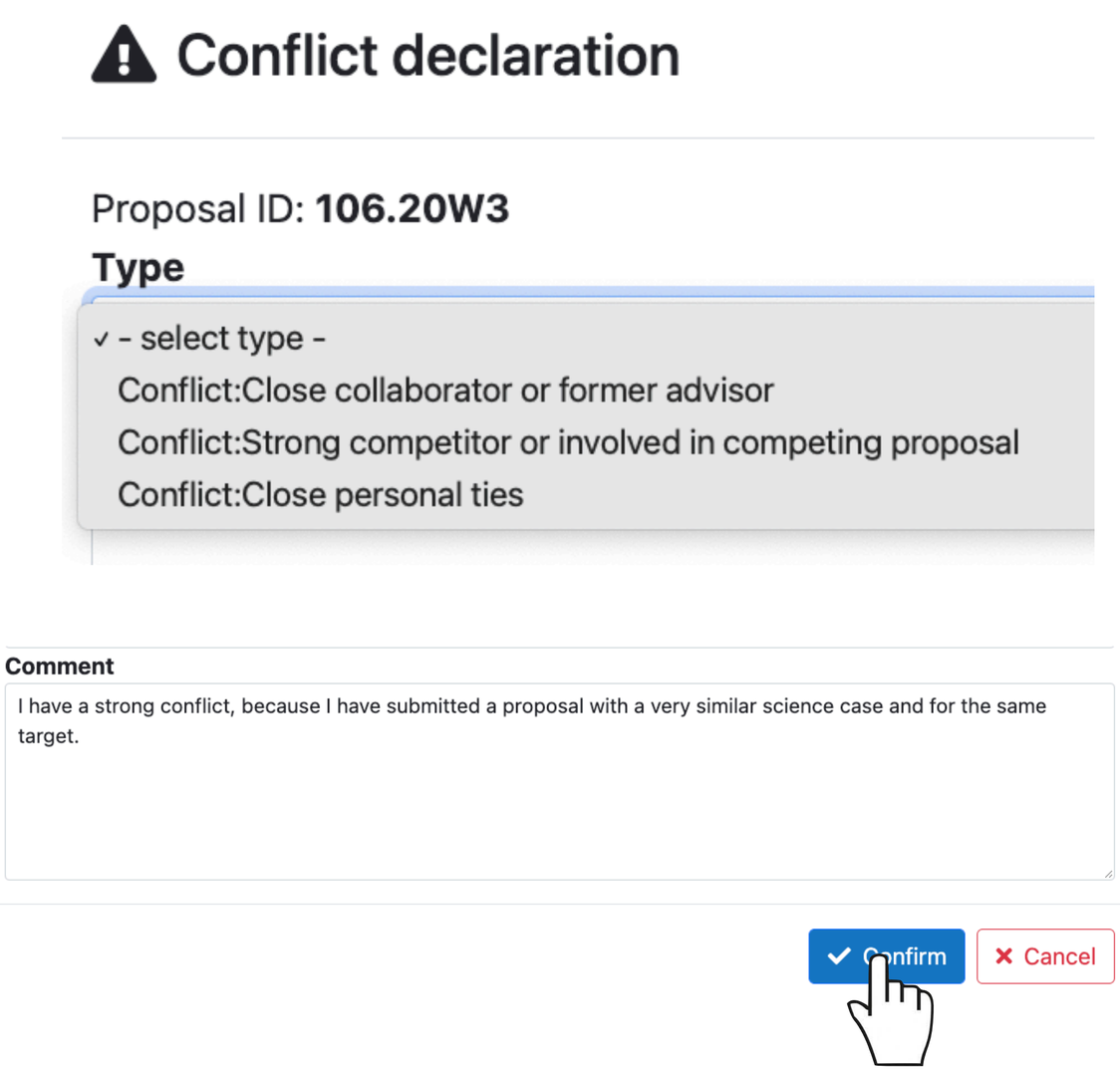


- Scroll the list of your assignments on the left
- Use Expand/Collapse to show/hide details
- Click on the proposal you wish to review

Proposal review



Report a conflict/1



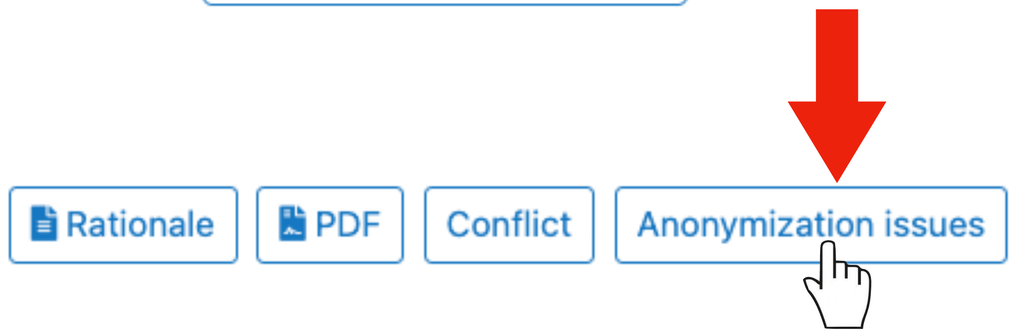
- Despite of the text anonymisation, you may encounter possible conflicts.
- We recommend you check **all proposals** for conflicts **before starting the scientific review**.
- To report a conflict, click on the “Conflict” button. This will pop-up the conflict declaration window.
- Select one of the three types of conflicts.
- If you wish to provide more details on the conflict, use the text box “Comment”.
- When done, push the “Confirm” button.

Report a conflict/2

- A conflict must be flagged only under **exceptional** and **well justified** circumstances.
- The action is **not reversible**. Please make sure you have checked that all is correct before confirming.
- The corresponding proposal will get a flag in the list to the left. From that point on you will not be able to view the flagged proposal.
- Note that you can report a **maximum of two** conflicts.
- The proposals for which you report a conflict will not be replaced by new assignments.

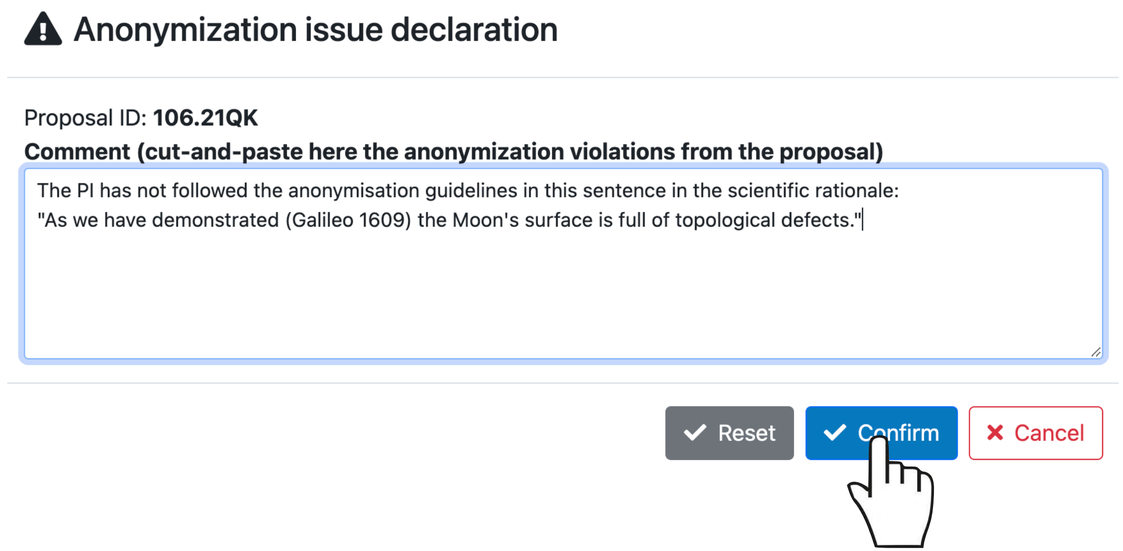
Report anonymisation issues/1

- Please carefully read the anonymisation guidelines for reviewers.
- If you notice anonymisation violations, we kindly ask you to flag them in PEI.
- Anonymisation violations can be reported at any time during the process, but only **before** you submit your reviews.
- Once you have reported the problem, just ignore it and proceed reviewing the proposal. The report/s will only be seen by the Observing Programmes Office.
- To report an anonymisation issue, click on the button Anonymization issues

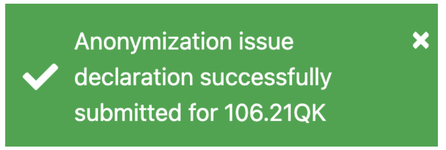


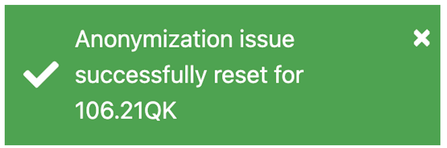
Report anonymisation issues/2

- You will be presented with a dedicated text box.
- Cut-and-paste from the proposal the sentences violating the anonymisation guidelines.
- Add any comments you may have.



- Click “Confirm” when done.
- Click “Reset” if you wish to remove the comment (in case of mistakes) after submitting it.
- Click “Cancel” to exit without saving the comment.



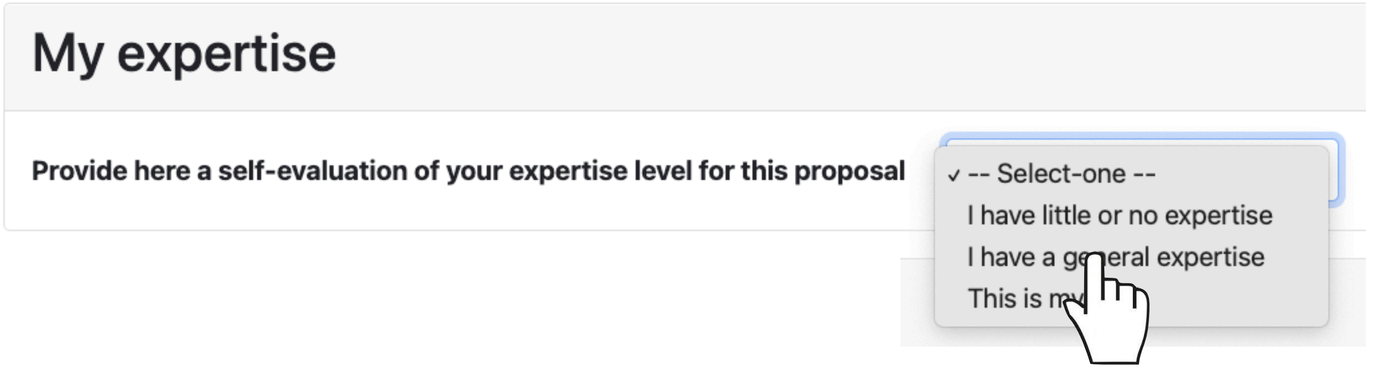


Report other issues

- During the review you may encounter other issues in the proposal.
- These may be related to the formatting of figures, captions, references, etc.
- You can use the Anonymisation textbox to report these as well.

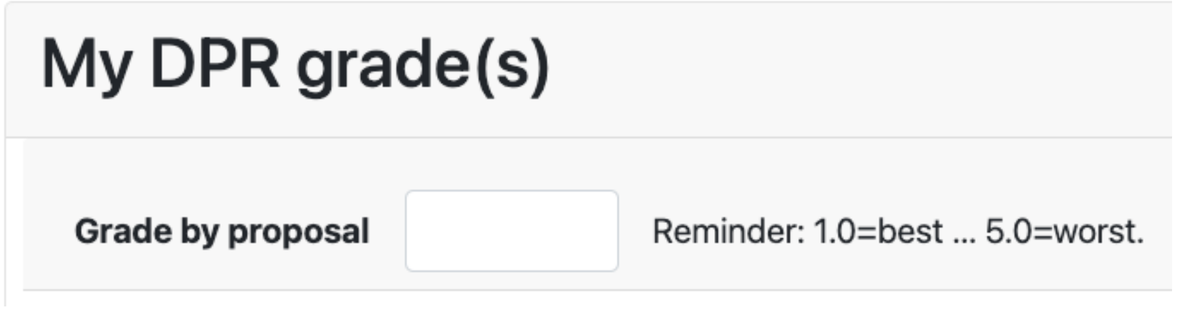
Declare your expertise level

- For each proposal you are asked to provide a self-evaluation of your expertise level for the science case under review.

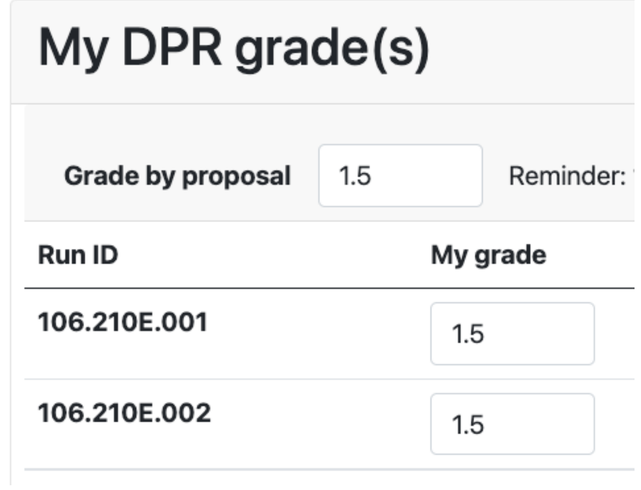


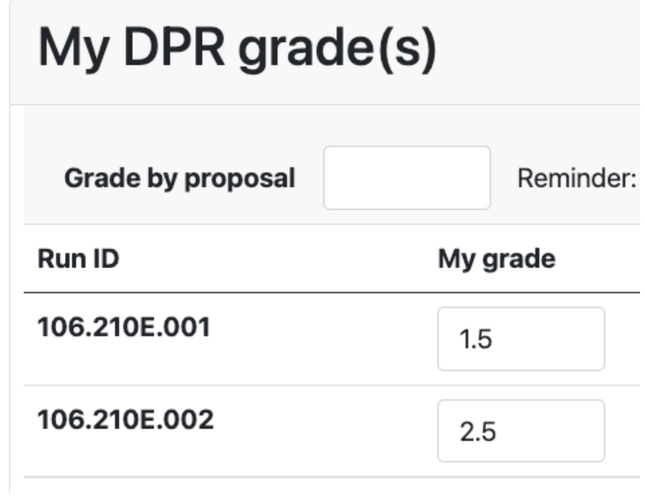
- **After** having reviewed the proposal, select one of the three available options.
- This information will be used for pure statistical purposes (e.g. to compare the self-perception with the scores attributed by the proposal distribution algorithm).
- This information will not be shared with the PIs.
- The expertise level can be changed at any time **before** submitting the evaluations.

Proposal grading



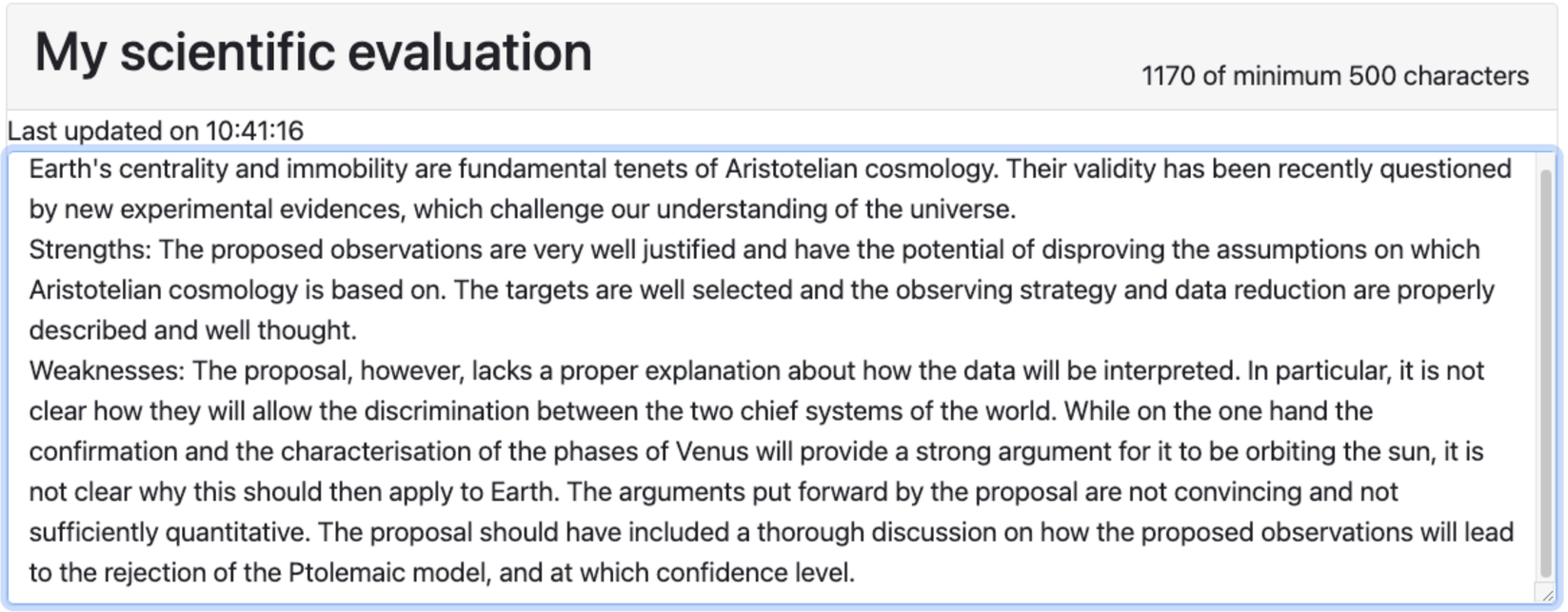
- Enter the grades: **1=best**, 5=worst.
  See this for more details on the grading scale.
- For proposals containing more than one run you can chose one of the two options:
- a) grade by proposal: all runs will automatically get the same grade;
- b) grade by run: runs can have different grades. The proposal pre-grade field will remain empty.





Scientific evaluation/1

- Enter any comment you may have in the text field “My scientific evaluation”.
- The comments are saved automatically as you type. A red asterisk * will appear when saving.

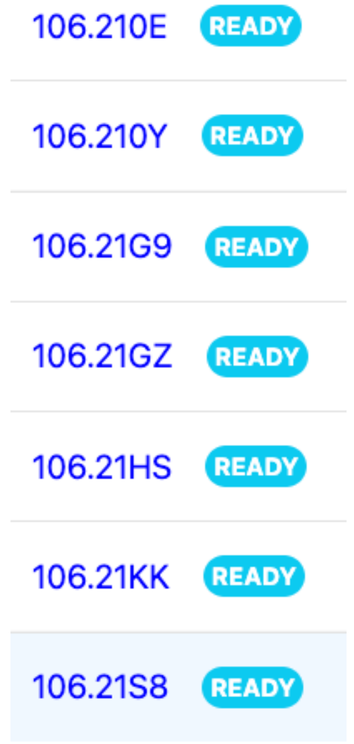


Scientific evaluation/2

- The comments you enter will be passed to the PI verbatim. Please carefully read the guidelines for formulating a proper feedback.
- The feedback you provide to the PI is a very important aspect of the review process. You should formulate it in the way you would like to receive it for your own proposal/s. The criticism (if any), should be constructive and helpful.
- Note that you need to provide a minimum number of characters (500).
- Once you have filled in all the required fields, the corresponding proposal will get the flag READY on the list to the left.
- This means that the review of that proposal is ready for submission.

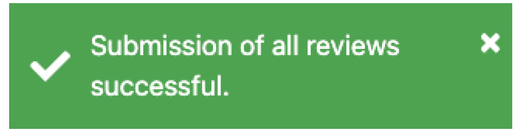
Submission of reviews/1

- Once you have completed the review of all proposals assigned to you, they will all be flagged as READY.



- If you are sure about the completeness of the reviews, you can submit them **all in one go** by clicking on the button “Submit all reviews”.

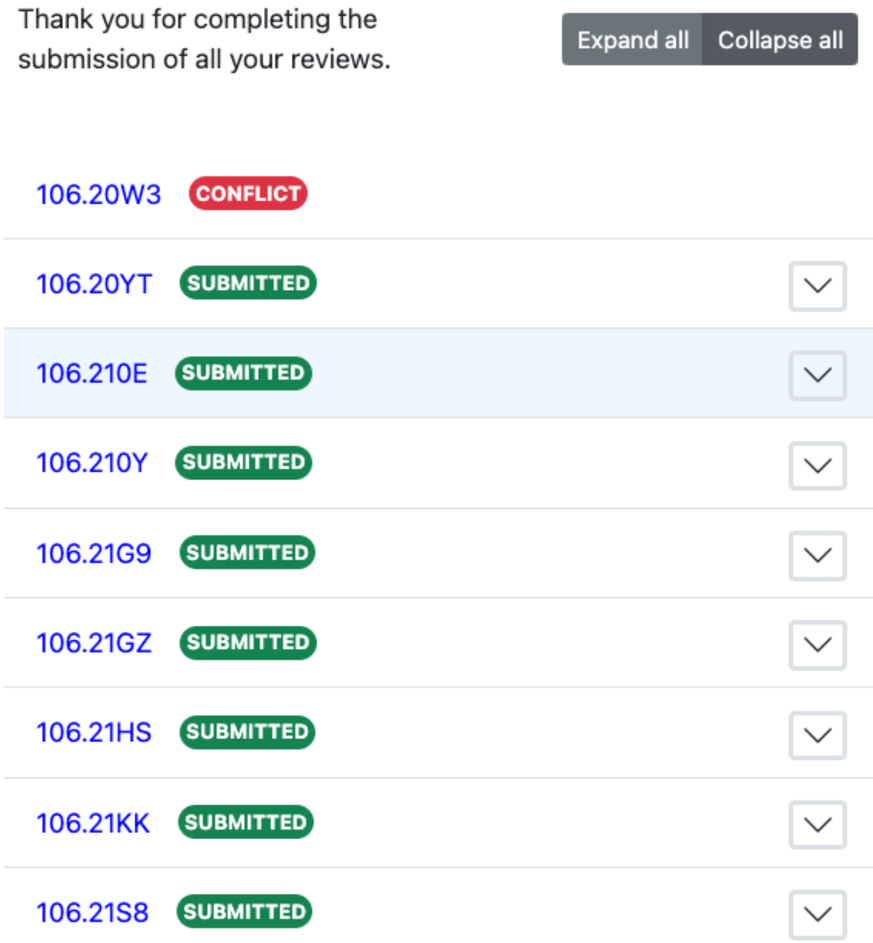
- **WARNING! This action is not reversible!**
- You will **not** be able to make **any** change after you have submitted a given review. Therefore, before submitting, **make sure all reviews are final!**



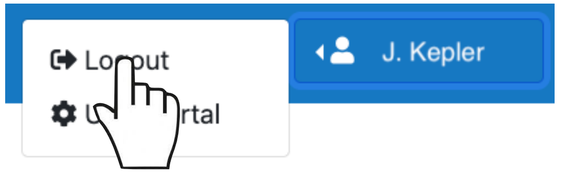
- The submission will be followed by a confirmation pop-up message.

Submission of reviews/2

- A final confirmation message will be displayed, signalling that your work has been completed.



- You can now logout from your User Portal account. Thanks!



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

Grades can and should be specified with one decimal digit (e.g. 2.7)

Please **make use of the full grade range** and **use also intermediate values** (e.g. 1.3, 2.7, …). For more advices on how to run the review, visit this page.