

# **The Proposal Evaluation Interface**

**Grading for Distributed Peer Review (DPR)**

**Observing Programmes Office - European Southern Observatory - October 2025**





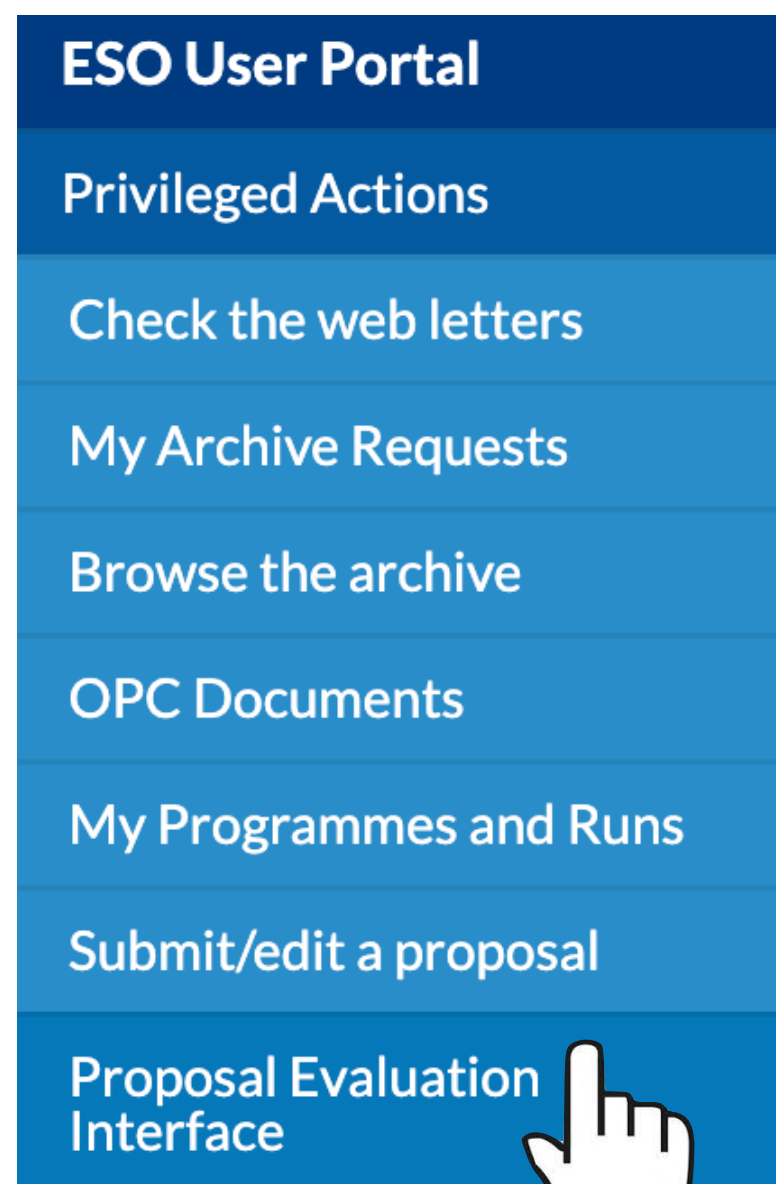
# General information

- 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](http://www.eso.org/pei) for direct access.
- Alternatively, go to the main [ESO web-page](http://www.eso.org).
- Go to the [User Portal](#) and enter your credentials.
- Select [Proposal Evaluation Interface](#) from the left menu.




## ESO User Portal Services




### Phase 1

Submit/edit an observing proposal  
Check the time allocation information



### Phase 2

Prepare observing materials  
Submit a target or set-up change request  
Check the status of your observing runs  
Delegate Phase 2 tasks



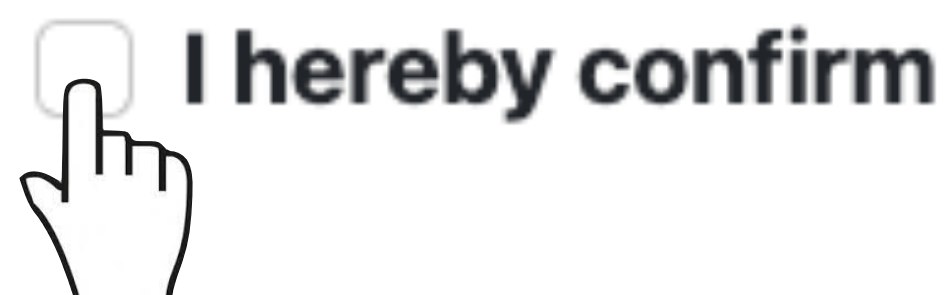
### Phase 3

Download the Science Data Products Standard  
Submit data  
Delegate Phase 3 tasks

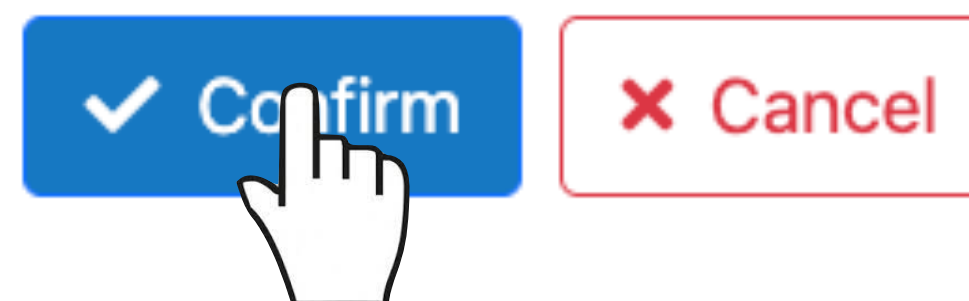


# Sign the ESO Confidentiality Agreement

- 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.



## ⚠ ESO Confidentiality Agreement

### For the Reviewers of the ESO Distributed Peer Review

In accordance with the [VLT/VTI Science Operations Policy](#) document (approved by ESO Council on 10.06.2020) and the [Terms of Reference and Rules of Procedure of the ESO Observing Programmes Committee](#) (approved by ESO Council on 04.12.2013), I acknowledge that during my service in the ESO Distributed Peer Review (DPR) I may be given or have access to confidential information which may be supplied in tangible form or verbally or by demonstration ('the Confidential Information'). I understand that observing proposals and any respective discussion (in written or oral form) are considered Confidential Information, as they may contain unpublished research and/or proprietary information. I further acknowledge that the Confidential Information will be made available to me only for the purpose to

- fulfil my duties as Reviewer of the ESO DPR in accordance with the applicable sections of the VLT/VTI Science Operations Policy document and the Terms of Reference and Rules of Procedure of the ESO Observing Programmes Committee,

I AGREE:

- (a) to use the Confidential Information only for the Permitted Purpose;
- (b) to keep the Confidential Information secret and confidential and not to disclose it in any form to any third party (including to any persons or party at my employer, including research colleagues, graduate students, post-doctoral or research associates) without the prior written consent of ESO;
- (c) on the written request of ESO to deliver to ESO any tangible items of Confidential Information in my possession;





I understand that this Confidentiality Agreement does not apply to any item of Confidential Information, which is disclosed to me by any third party without the breach of the present Confidentiality Agreement, or which comes into the public domain through no fault of mine, but that otherwise this Agreement will continue in force without limit of time. ESO may release me in writing from the Agreement.

☐ I hereby confirm that I understood and will comply with the above confidentiality requirements.






# Proposal navigation

 **PEI-Client** 1.2.13  Reviews  Help  Dr. Kepler

Review details

Period	Review call	My role	Review state
106	DPR REVIEW	DPR Reviewer	Proposals evaluation

 My DPR reviews

My DPR reviews

Submit all reviews


Expand all Collapse all


106.20W3


106.20YT


106.210E

106.210Y










106.20W3

106.20YT

106.210E

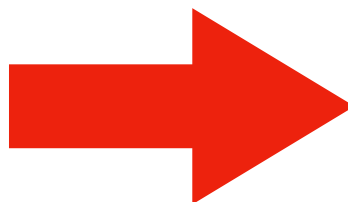
106.210Y




• Scroll the list of your assignments on the left

• Use Expand/Collapse to show/hide details

• Click on the proposal you wish to review



106.20W3





## My DPR reviews

[Submit all reviews](#)

Expand all

**Collapse all**

106.80W3

10

106.210E

106.210Y

106.21G9

106.21GZ

106.21HS

106.21KK

106.2158

## DESCRIPTION OF THE PROPOSED PROGRAMME

## A- Scientific Rationale

## Proposal 106.20W3

My assignment: DPR reviewer

[Submit my review](#)

[Display full PDF](#)

## Display rationale only

Rationale



Conflict

## Anonymization issues

## My expertise

**Provide here a self-evaluation of you**

My DPR grade(s)

### Grade by proposal

13.001

### My scientific evaluation

OBFUSCATED TEXT OBFUSCATED TEXT OBFUSCATED TEXT OBFUSCATED TEXT  
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European Organisation for Astronomical Research in the Southern Hemisphere

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Cycle: P106

Type: Normal

Status: Valid

Internal ID: 0106.A-0868

Printed: 06 Apr 2022

## APPLICATION FOR OBSERVING TIME

106.21QK

## IMPORTANT NOTICE

By submitting this proposal, the PI takes full responsibility for the content of the proposal, in particular with regard to the names of CoIs and the agreement to act according to the ESO policy and regulations, should observing time be granted.



# Report a conflict/1

## ⚠ Conflict declaration

Proposal ID: 106.20W3

### Type

✓ - select type -

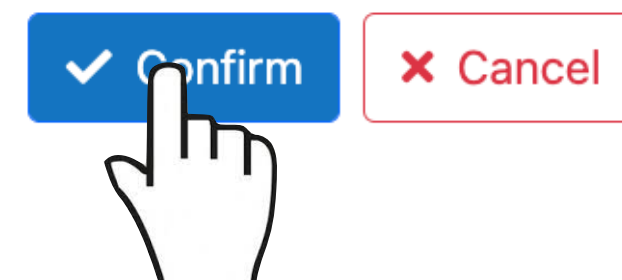
Conflict:Close collaborator or former advisor

Conflict:Strong competitor or involved in competing proposal

Conflict:Close personal ties

### Comment

I have a strong conflict, because I have submitted a proposal with a very similar science case and for the same target.



- **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

106.20W3	CONFLICT
106.20YT	<input type="checkbox"/>
106.210E	<input type="checkbox"/>
106.210Y	<input type="checkbox"/>

- 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.

## ⚠ Anonymization issue declaration

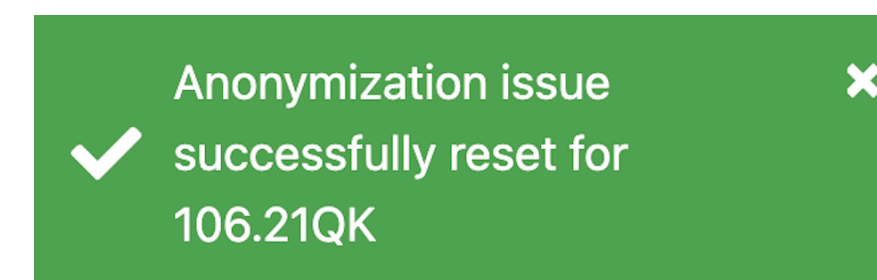
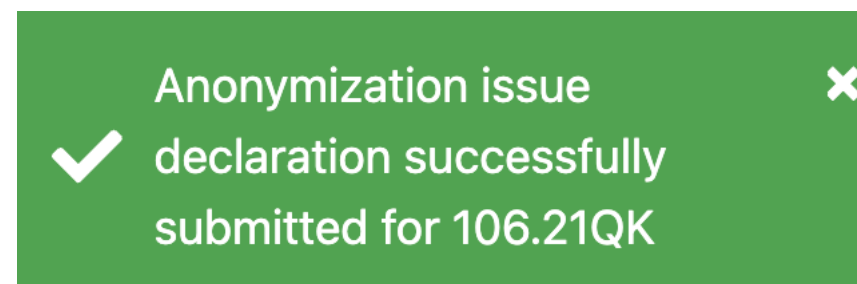
Proposal ID: 106.21QK

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

The PI has not followed the anonymisation guidelines in this sentence in the scientific rationale:  
"As we have demonstrated (Galileo 1609) the Moon's surface is full of topological defects."



- 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.

## My expertise

Provide here a self-evaluation of your expertise level for this proposal

✓ -- Select-one --  
I have little or no expertise  
I have a general expertise  
This is my

- **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 choose 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.

## My DPR grade(s)

Grade by proposal

Reminder: 1.0=best ... 5.0=worst.

## My DPR grade(s)

Grade by proposal

1.5

Reminder:

Run ID

My grade

106.210E.001

1.5

106.210E.002

1.5

## My DPR grade(s)

Grade by proposal

Reminder:

Run ID

My grade

106.210E.001

1.5

106.210E.002

2.5



# 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.

## My scientific evaluation

1170 of minimum 500 characters

Last updated on 10:41:16


Earth's centrality and immobility are fundamental tenets of Aristotelian cosmology. Their validity has been recently questioned by new experimental evidences, which challenge our understanding of the universe.

Strengths: The proposed observations are very well justified and have the potential of disproving the assumptions on which Aristotelian cosmology is based on. The targets are well selected and the observing strategy and data reduction are properly described and well thought.

Weaknesses: The proposal, however, lacks a proper explanation about how the data will be interpreted. In particular, it is not clear how they will allow the discrimination between the two chief systems of the world. While on the one hand the confirmation and the characterisation of the phases of Venus will provide a strong argument for it to be orbiting the sun, it is not clear why this should then apply to Earth. The arguments put forward by the proposal are not convincing and not sufficiently quantitative. The proposal should have included a thorough discussion on how the proposed observations will lead to the rejection of the Ptolemaic model, and at which confidence level.



# Scientific evaluation/2

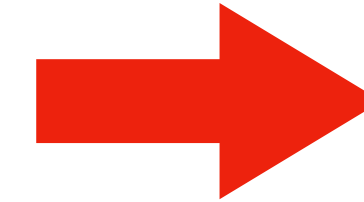
- The comments you enter will be passed to the PI verbatim. Please carefully read the [guidelines](#) for formulating a proper feedback.
- The feedback you provide to the PI is a very important aspect of the review process. You should formulate it in the way you would like to receive it for your own 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  on the list to the left.
- This means that the review of that proposal is ready for submission.

106.210E

READY



# Submission of reviews/1



Submit all reviews

- 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”.

Submit all reviews



106.210E **READY**

106.210Y **READY**

106.21G9 **READY**

106.21GZ **READY**

106.21HS **READY**

106.21KK **READY**

106.21S8 **READY**

- **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 all reviews  
successful.





# Submission of reviews/2

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

Thank you for completing the submission of all your reviews.

Expand all Collapse all

Thank you for completing the submission of all your reviews.

Expand all Collapse all

106.20W3 CONFLICT

106.20YT SUBMITTED

106.210E SUBMITTED

106.210Y SUBMITTED

106.21G9 SUBMITTED

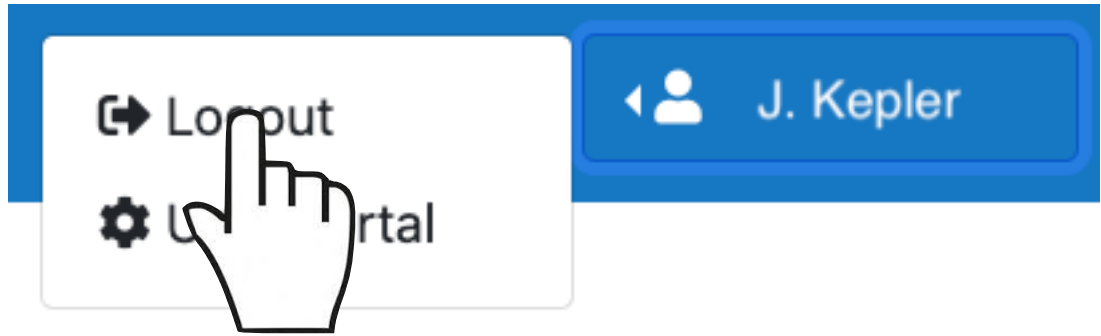
106.21GZ SUBMITTED

106.21HS SUBMITTED

106.21KK SUBMITTED

106.21S8 SUBMITTED

- 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: deficiencies outweigh 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](#).