

Guidelines for Redress Procedure

This document provides a guideline on the redress procedure for the Human Brain Project (HBP) Call for Expression of Interest (CEoI).

Request for redress

Applicants have received an official letter, together with the Evaluation Summary Report (ESR), showing the result of the admissibility/eligibility check or the outcome of the evaluation by independent expert evaluators of their proposal.

Within one month from the receipt of the official letter, applicants may submit a request for redress if they consider that there has been a shortcoming in the way their proposal was evaluated that may have affected the final decision on whether to fund it or not, or if they believe the result of the admissibility/eligibility check is incorrect.

Requests for redress can only be based on procedural grounds¹, with clear evidence of the reasons for complaint.

Requests have to comply with the following requirements:

- The request for redress can only be related to the evaluation process, admissibility or eligibility checks;
- It clearly states the proposal name and acronym, and a clear description of the grounds for complaint;
- It must be received within one month from the receipt of the official letter;
- It must be sent by the coordinator.

Only one request for redress per application will be considered.

Requests for redress will not be considered if they do not comply with the above requirements.

The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

Review by the redress committee

All requests for redress will be treated confidentially.

An internal Redress Committee will examine requests for redress and recommend an appropriate course of action to the HBP Consortium.

- The Redress Committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants.
- The Redress Committee will not evaluate the application. If the Committee considers that there has been a shortcoming during the eligibility check or evaluation processes that is likely to have jeopardized the outcome of the evaluation of the proposal, it may suggest a further evaluation of the proposal by independent expert evaluators.
- A re-evaluation will be carried out only if there is evidence of a shortcoming that affects the final decision on whether to fund the proposal or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on the other criteria.

¹ Procedural Grounds refers to only a deficiency in the way the eligibility check and/or evaluation processes were conducted. The assessment performed by independent expert evaluators cannot be appealed.

- The Redress Committee will not judge the scientific or technical assessment of the independent expert evaluators, nor will it take into consideration any new information or explanations not included in the original proposal.

Communication of conclusions

Possible conclusions of the Redress Committee:

- Inadequate evidence to support the complaint;
- Evidence to support the complaint but no further action required;
- Evidence to support the complaint, with a follow-up recommended such as the re-evaluation of the application.

A response will be sent by the HBP Consortium within one month of the deadline for receiving the request for redress. If a definitive response cannot be given at that stage, this reply will indicate when a definitive response will be provided.