Call for proposals for applied clinical and biomedical research 2019

Review Procedures Manual

Italian Ministry of Health
General Directorate for Health and Innovation Research
USING THE WEB-BASED EVALUATION SYSTEM
(RESEARCH WORK FLOW MANAGEMENT SYSTEM)

http://ricerca.cbim.it/index_en.html

The evaluation process will be carried out through a WEB-BASED EVALUATION SYSTEM named Biomedical Research Work Flow Management System, the web-based information system is used by the Italian Ministry of Health to support the management all the activities related to National Biomedical Research Projects.

The slides that follow will guide you through the System.

For technical assistance please contact IT HELP DESK SERVICE
by email: ricerca@cbim.it
by phone: +39 0382 528559 (from Monday to Friday - 9.00am to 6.00pm GMT+1)

For any other assistance type or queries please contact the Ministry of Health General Directorate for Health and Innovation Research
by email: ricercasanitaria@sanita.it
by phone: please send us an email with your phone and availability and we recall you ASAP (Remember that our regular working time is: from Monday to Friday - 9.00am to 6.00pm GMT+1)
ACCESSING THE SYSTEM AND LOGIN

To access the evaluation system please go to the URL:
http://ricerca.cbim.it/index_en.html

Click on RESERVED AREA to login
ACCESSING THE SYSTEM AND LOGIN

Your User name is your email address where we sent the invitation letter. To obtain your password please select 'Forgot your password?'s Option to receive the password by email.

Insert your username and password, then click Login
After logging in, the image on the lee will appear. Access to the Reserved Area will be enabled by clicking on the Reviewer’s menu on the top right of the screen.

Click here to download the manual and other documents.
Reviewer Area – Accounting data

Verify and modify your data in case of omissions/mistakes. Fields marked with * are compulsory.

You are requested to insert your curriculum and to specify your H index (format: xx.xx). You can find it on SCOPUS or WEB OF SCIENCE web site.

Select «Accounting data» to access the personal section.
Here you can select your areas of expertise (max 5 IRG + SS). The System will automatically propose a list of projects that match your expertise.

At the end click “Confirm”

It is possible to add up to a maximum of 5 IRG + SS. You are not able to delete your previous choice. In case you need to remove some IRG/SS profile please send an email to ricerca@cbim.it

For any queries please contact our Technical Assistance.

At the end click “Save”

Our Web-Based Evaluation System use an expertise classification system derivate by IRG/SS US-NIH in automatic allocation procedure of the projects to evaluate to the reviewers.
In order to avoid delays in payment, please thoroughly check your payment data.

**REMEMBER:** You can use this option in case you don’t intend reported it at this time. You can do it in a second time, before the end of the evaluation procedure. You have also another specific field for the same option.

Click here if you choose not to be paid....

Verify and, if necessary, modify your payment data. The fields highlighted in red are mandatory. FYI: Only US residents are allowed to request payment by check. This option does not apply to any other Country.
The System proposes you a list of maximum 30 project proposals to evaluate, you can select a maximum of 10 at a time. After having completed the evaluations of the selected projects (max 10 at a time), you will be able to go on to select others, if they are available.

Please note that, due to technical reasons, different project proposals may appear in different login sessions.

In case you select a proposal that you can’t evaluate, please send an email with the related project code to ricercasanitaria@sanita.it with a request to remove it from your evaluation list.
Click here «To evaluate/evaluated proposals» to access the projects previously chosen for evaluation.

“Status” indicates the stage of the individual evaluation:
- Red = to be evaluated
- Yellow = evaluated but not yet sent
- Green = evaluated and sent

“F2F” indicates the stage of the Face-to-Face evaluation:
- Gray = F2F not yet active
- Yellow = final evaluation sent by the Team Leader
- Green = final evaluation sent by the Team Leader and accepted by the second reviewer
- Dark gray = final evaluation sent by the Team Leader and refused by the second reviewer

Click on the pencil icon to access the evaluation of the project.
For each evaluation criterion it is necessary to insert your critique in the field “Note” and to insert the corresponding score (please see the Guidelines for the Evaluation of Project Proposals).

To save your evaluation click on “Confirm” at the bottom of the page. When you are sure that your evaluation is complete, click on “Send and make the final assessment”.

ONCE SENT, THE EVALUATION CANNOT BE MODIFIED
• After the 2 Reviewers that evaluated a specific project submit the individual evaluation, it’ll started the face to Face (F2F) Phase.
• In this phase the reviewers try to find a third agreement evaluation on the same application
• In this phase every reviewer can read the evaluation performed from the other reviewer
• In this phase the 2 reviewers have 2 different position

TEAM LEADER (the IT System assign this position)

• Aeer read the 2 evaluation critique propose of the other reviewer a complete proposal agreed evaluation

SECOND REVIEWER

• Aeer read the proposal can accept it or send specific observation to the team leader to permit to find and agreement

In this phase the 2 reviewers have a specific forum for the discussion to try to find an agreement
• When the 2° reviewer accept the proposal the evaluation is end
• In case the 2 reviewer refuse the agreement (please try to found it in the form, before to refuse) or in case the agreement it’s not performed the critique for the specific application will be submitted to the Final Study Session that will act as Third reviewer
Once both the Reviewers’ evaluations have been submitted, the Forum can be accessed by clicking on “F2F” to exchange information and comments with the other reviewer. The Team Leader is responsible for entering the final assessment.

Click here to begin the comparison of the submitted evaluations.

Click here to download submitted individual evaluations in PDF.
During the F2F phase you can use the FORUM space to discuss with the other reviewer and try to find an evaluation agreement.
At the end of the Face-to-Face comparison, the Team Leader will enter the F2F assessment and submit it by clicking on “Confirm the final assessment”.
The second reviewer will either accept or refuse the final assessment by clicking on the corresponding buon.

At this point the Peer Review of the Project Proposal will be closed.