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Appeal Procedure/Redress Mechanism

Call for Proposals 2023

Leuven, Belgium
June 2022

eitfood.eu

Redress Mechanism

In case applicants have concerns that there have been procedural shortcomings and/or factual errors in the evaluation of their proposal, they can seek a review of the evaluation procedure through the redress mechanism.

Ground for Redress

It should be noted that this mechanism is not meant to call into question the judgement made by the expert review panel.

Upon receipt of the outcome of the application, the Activity Leader of the proposal (or a representative of their organisation) may request an evaluation review, if:

1. There is an indication that the results of the eligibility checks were incorrect
2. The evaluation of their proposal has not been carried out in accordance with the procedures set out in this document.

Submission of the Complaint

The deadline to launch a complaint is 5 days from receipt of the outcome of the application.

Complaints must be:

- related to the evaluation process, or eligibility checks, for the proposal in question;
- set out a clear description of the grounds for complaint;
- received within the time limit specified above;
- sent by the Activity Leader or a representative of their organisation;
- sent to the attention of EIT Food's COO, to: Redress@eitfood.eu

Process for Complaint Review

An acknowledgment of receipt will be sent to complainant with an estimated date of a definitive reply.

After a review of the complaint, a redress committee may be convened to examine the eligibility or evaluation process in question. The redress committee will be composed of relevant EIT Food staff and will be chaired by the EIT Food CEO. The committee's role is to ensure a coherent interpretation of requests, and fair and equal treatment of applicants.

During the evaluation review procedure, the committee itself, will not re-evaluate the proposal.

Depending on the nature of the complaint, the committee may review the evaluation results and examine the CVs of the experts. The committee will not call into question the judgement of appropriately qualified panels of experts.

In the light of its review, the committee will recommend a course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated.

Please note:

- A re-evaluation (redress committee) will only be carried out if there is evidence of a shortcoming that affects the quality assessment of a proposal. 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 other criteria;
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score;
- Only one request for evaluation review per proposal will be considered by the committee;
- All requests for evaluation review will be treated in confidence