Application System Guidance for Expert

Hello! Thank you for your interest in EIT Health opportunities. Please follow the step-by-step instructions detailed in this document to evaluate the applications in an acceleration programme or our Flagships Call.

If you have questions along the way, we're here to help. Please contact the corresponding programme manager according to the programme you are evaluation. We look forward to supporting you.

Version	Name	Position	Date
1.0	Ruth Meißner	Experience Manager	23.04.2023

Terminology

Term	Explanation
Activity	This is an umbrella term for any type of element/data set, e.g. **scorecards** and **reviews**, but also any other form you might be asked to support for example in the role of a mentor.
Application	Each activity is related to an application. You can access the applications always from within an activity.
Panel	Event/Meeting that is taking place to review a group of applications. The application portal allows you to see applications and scorecards grouped by panels.

Step-by-Step Instructions

1. Logging in

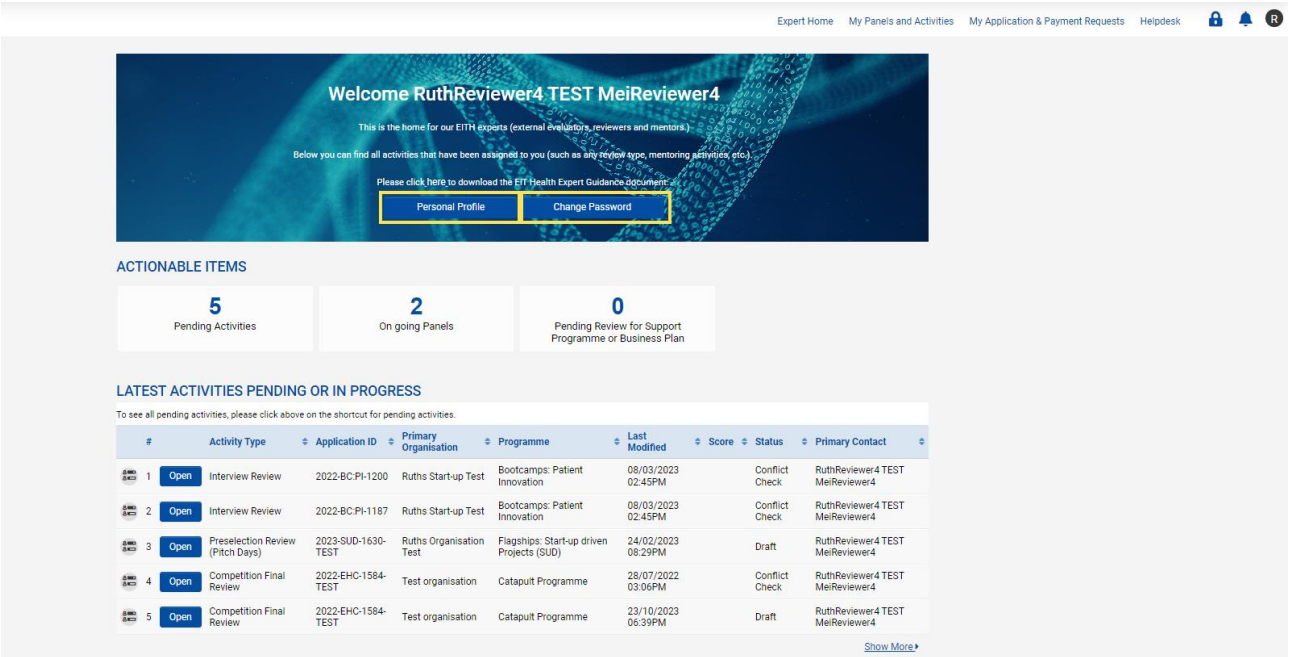
1. Go to https://apply.eithealth.eu
2. Log into the application system using your email and password
   You can update your profile and password from the main page (see Expert Home)

2. Structure of the portal

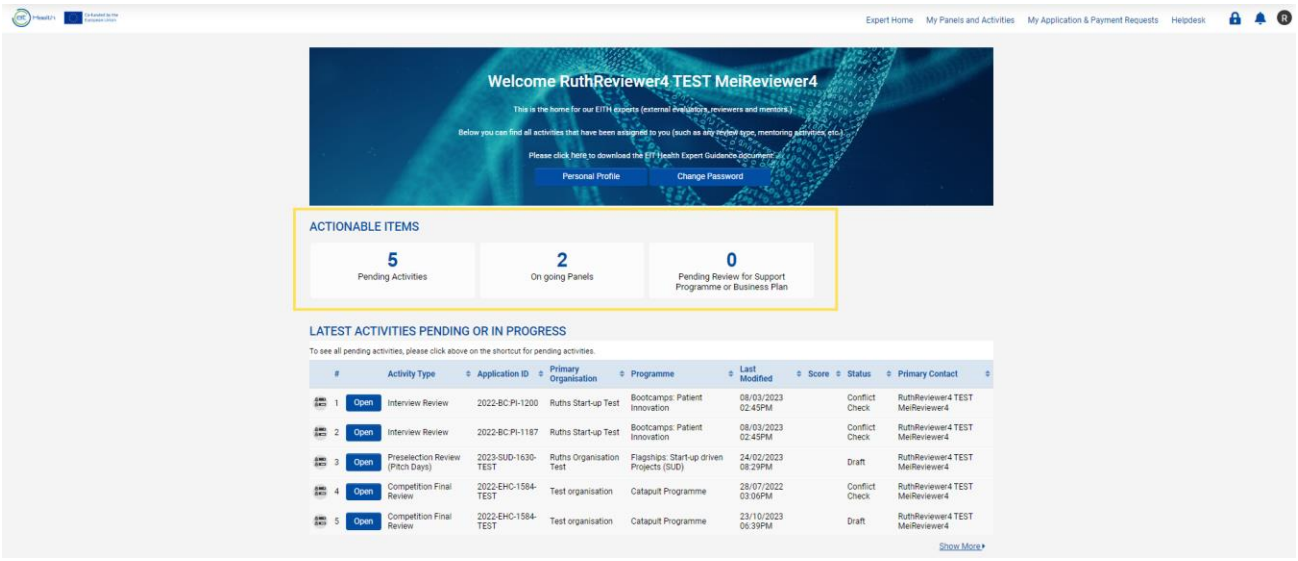
a) Expert Home

This is your homepage and main view that appears upon log-in. It shows you an overview of all your pending items.

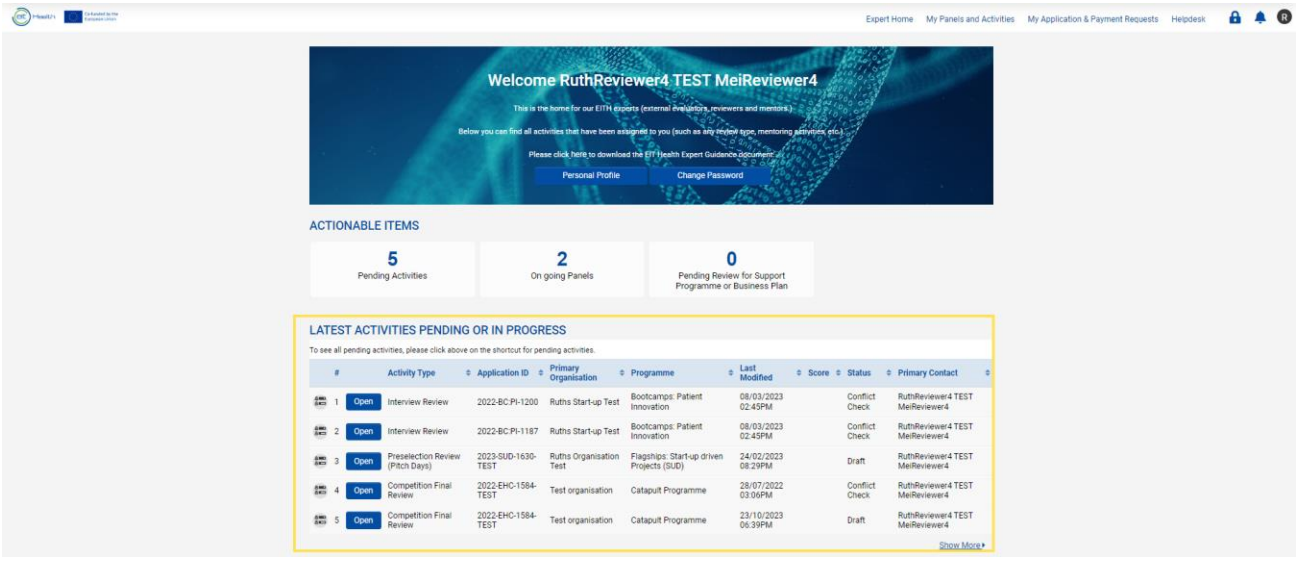
1. On your homepage, you can update your personal profile by clicking the button “Personal Profile”.



2. The section “ACTIONABLE ITEMS” presents you shortcuts to different views:
   - You cold click the shortcut ‘Pending Activities’ to see all the scorecards and other activities that are in a status that needs input from your side (e.g. Conflict Check, Draft).

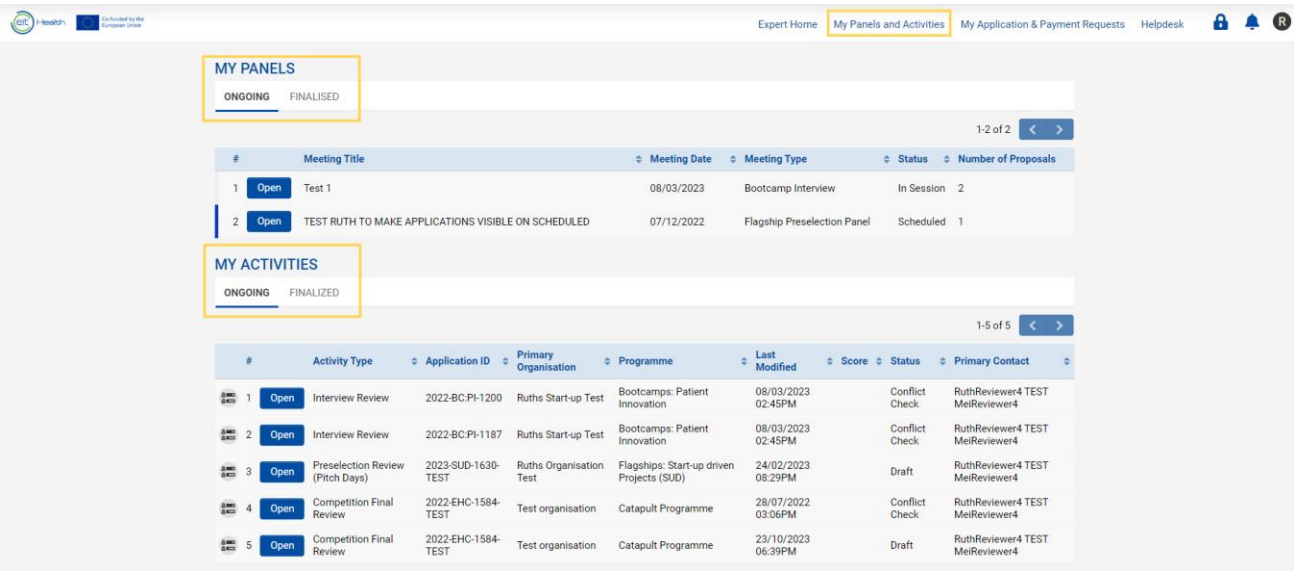


3. The section ‘LATEST ACTIVITIES PENDING OR IN PROGRESS’ shows you only the newest five activities.
   If you want to see all pending scorecards and other activities, please click on “pending activities” in the section above.



b) My Activities & Panels

Click on the upper right corner to go to this portal view.



This view is separated in two sections:

1. My Panels
2. My activities

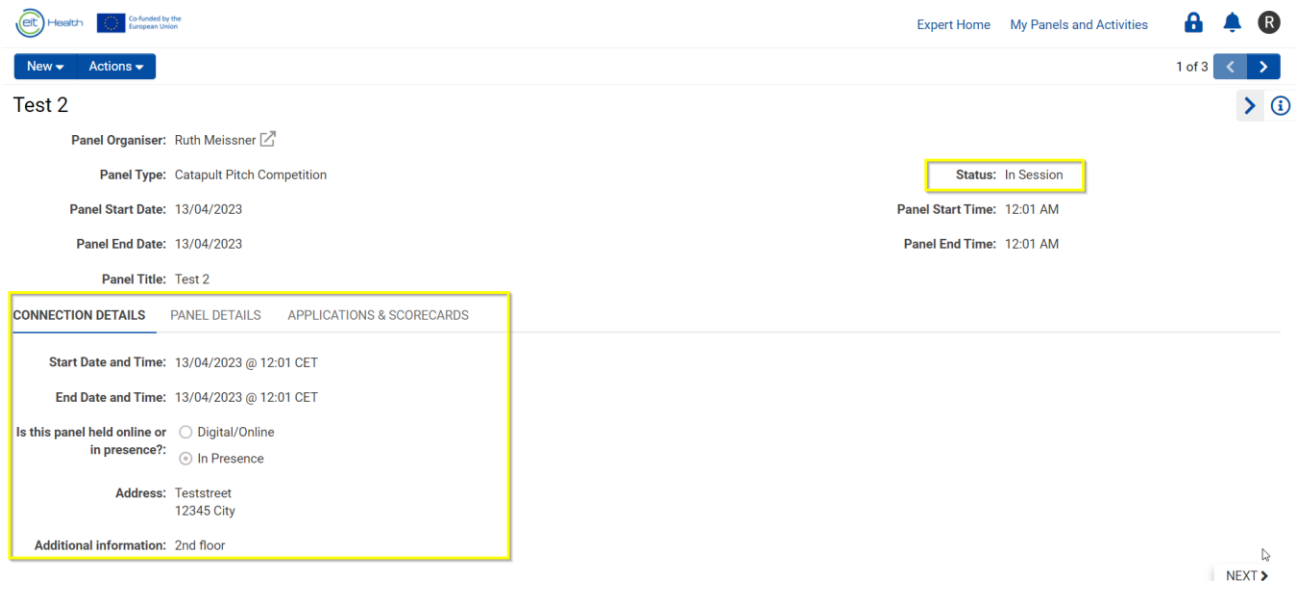
Both views are separated in ongoing (pending/in progress) and finalised items.

2. Panels

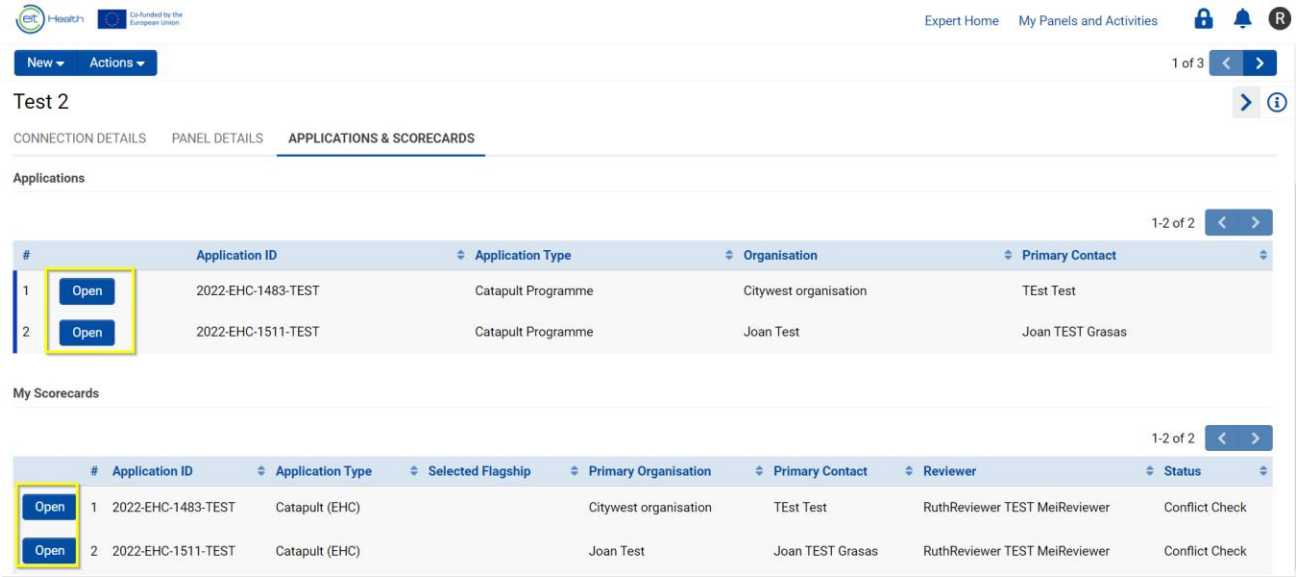
When you click on “open” on your list of panels, you can access the panel detail view.

This view shows you main information on the panel taking place, e.g.

- Date & place or online links to the zoom meeting
- Additional material that might have been shared by the programme managers
- Access to the applications that are part of this panel for review
- Access to the corresponding scorecards



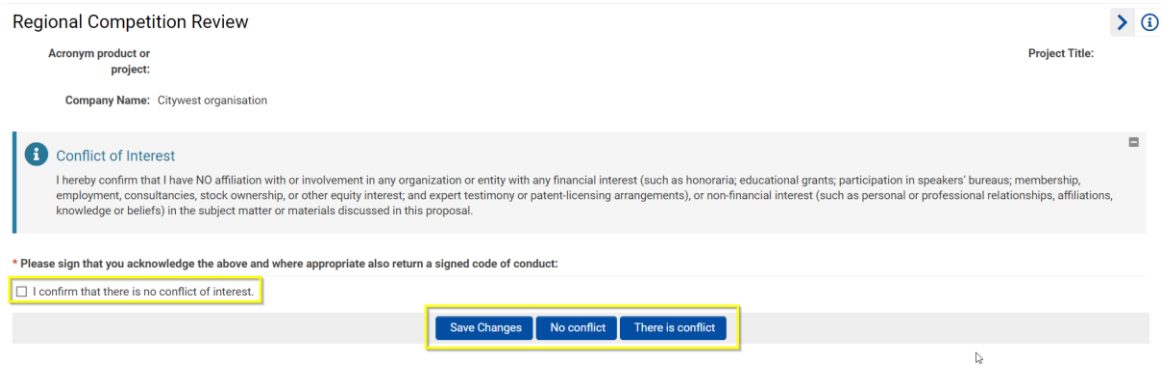
You can directly see in the scorecard table how you rated the different applications, even though you might not have completed all of them. This allows you to switch between scores and adapt when needed.



3. Scorecards and other activities

You can access the scorecards and other activities either from the expert home or from the panel by clicking on “open”.

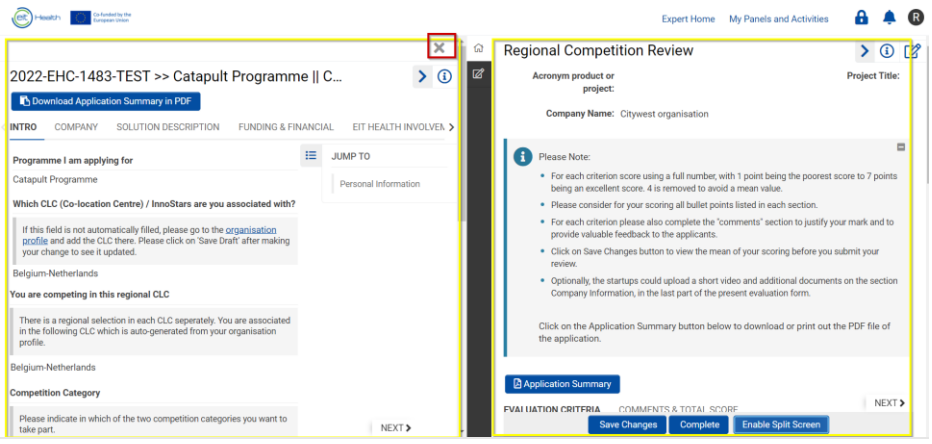
1. For the majority of our programmes, you need to confirm that you don’t have any conflict of interest with any of the parties involved.
    - Please click ‘no conflict’ to indicate there is no conflict of interest.
    - If you do have a conflict of interest, please indicate this by clicking on “there is conflict”. The system will automatically send out an email to the programme managers to inform them that another expert needs to take over your evaluation.



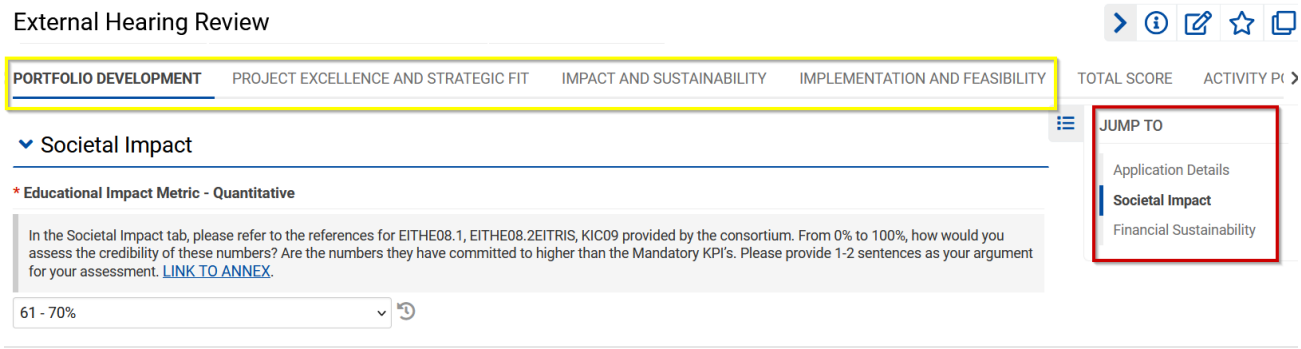
2. Once you selected “no conflict” or if there is no conflict check stage, you will directly see the scorecard / questionnaire.
    - To view the application that belongs to this scorecard, please click on the button “Enable Split screen” at the bottom. The system will then show you the application on the left-hand side.

    The screen splits and shows you the application on the left-hand side and the scorecard on the right-hand side of the screen.

    To close the split screen, please click on the “X” on the upper right corner of the right half of the screen (red box in the screenshot).



- The number of criteria and their content as well as the rating system may change between different scorecards. Select the score from the dropdowns.
- Scorecards are structured by tabs (yellow) and by headers (red in the screenshot below). You can use these tabs & headers to easily jump to different sections by clicking on them.



- There might be mandatory comment sections

Buttons at the bottom of the activity:

- You need to actively click on “Save Changes” for the system to calculate your current score.
- You can interrupt your scoring/ review at any point by clicking on “save Changes” and going back to the main view or the panel.
- Once you are finished, click “complete”. Please make sure you have input all data and comments you wanted, before doing so, because you cannot flip your activity back to draft to edit it.
- “Enable split Screen” allows you to view application and scorecard at the same time (see above)

