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.

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

We recommend using our platform on a laptop/PC as you have a bigger screen to see the full portal. This is especially important when using the split screen to view an application and its scorecard at the same time (see section about Scorecards and other activities).
In some few scenarios it might be convenient to log in the system from the phone (e.g. to fill out scorecards at pitch competitions) – you can find screenshots in the annex.

Whenever possible, we highly recommend not using the phone, but a laptop / PC.

1. Logging in

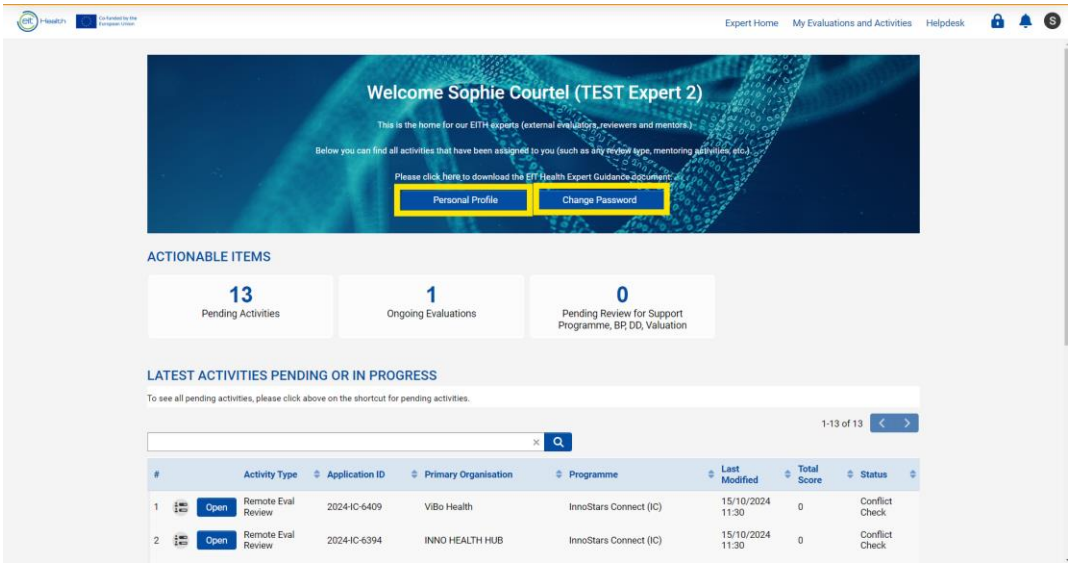
1. Go to https://apply.eithealth.eu
2. Log into the application system using your email and password
   You can update your profile and password from the main page (see Expert Home)

2. Structure of the portal

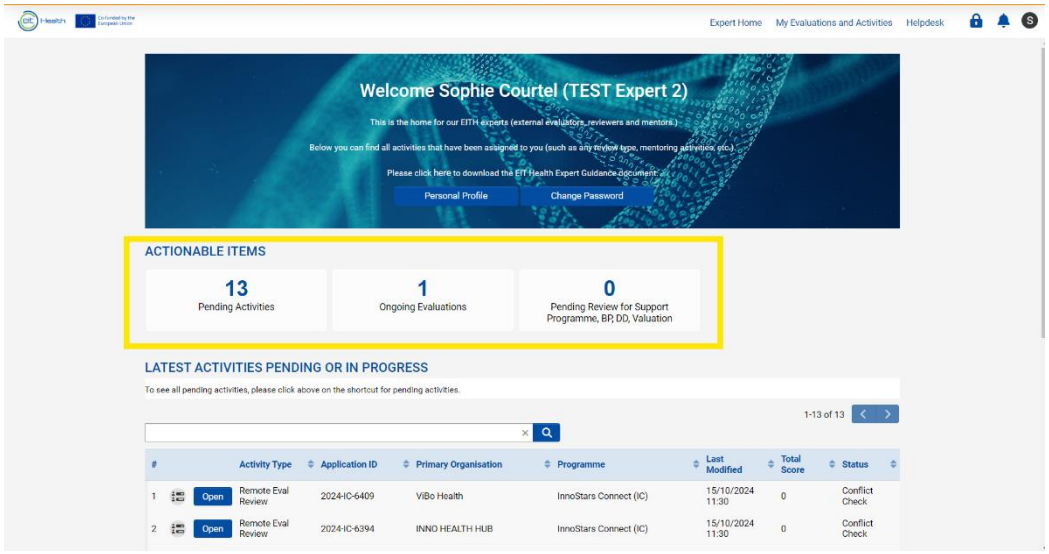
a) Expert Home

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

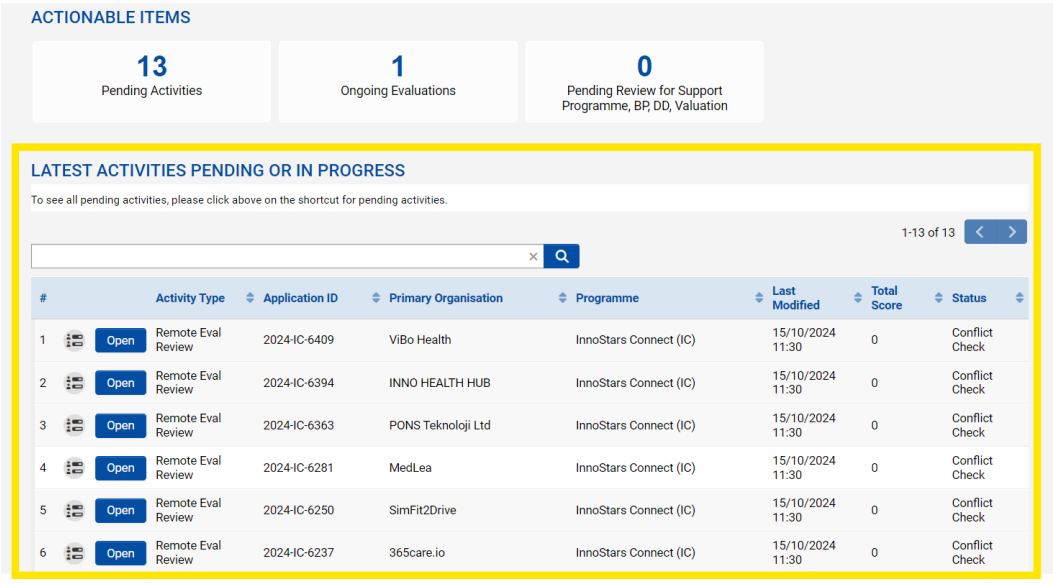
1. On your homepage, you can update your personal profile by clicking the button “Personal Profile”.



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).

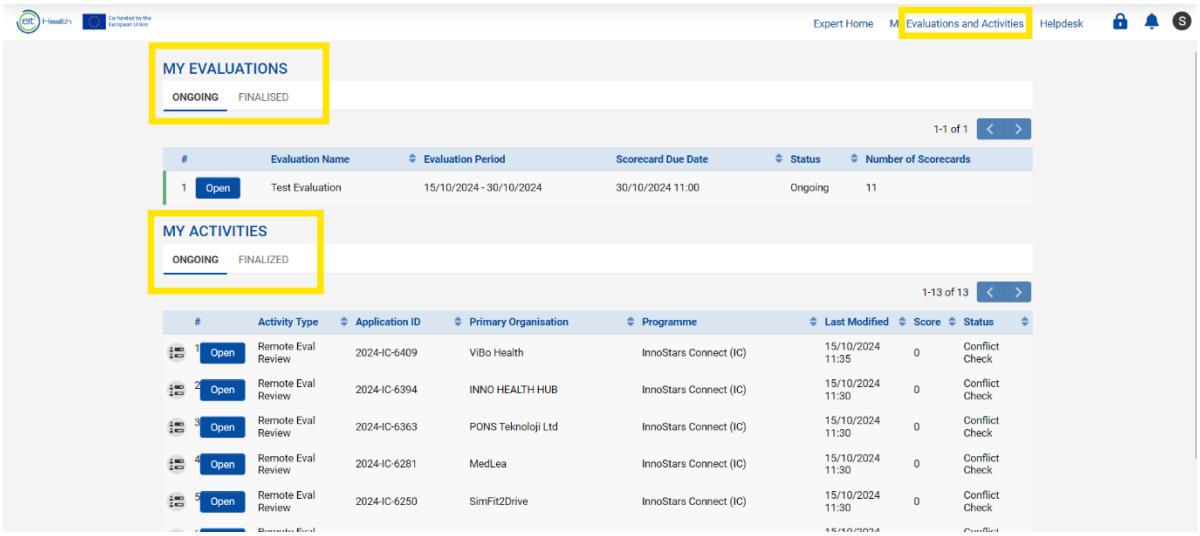


3. The section ‘LATEST ACTIVITIES PENDING OR IN PROGRESS’ shows you only the newest five activities.
   If you want to see all pending scorecards and other activities, please click on “pending activities” in the section above.



b) My Activities & Evaluations

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



This view is separated in two sections:

1. My Evaluations
2. My Activities

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

2. Evaluations

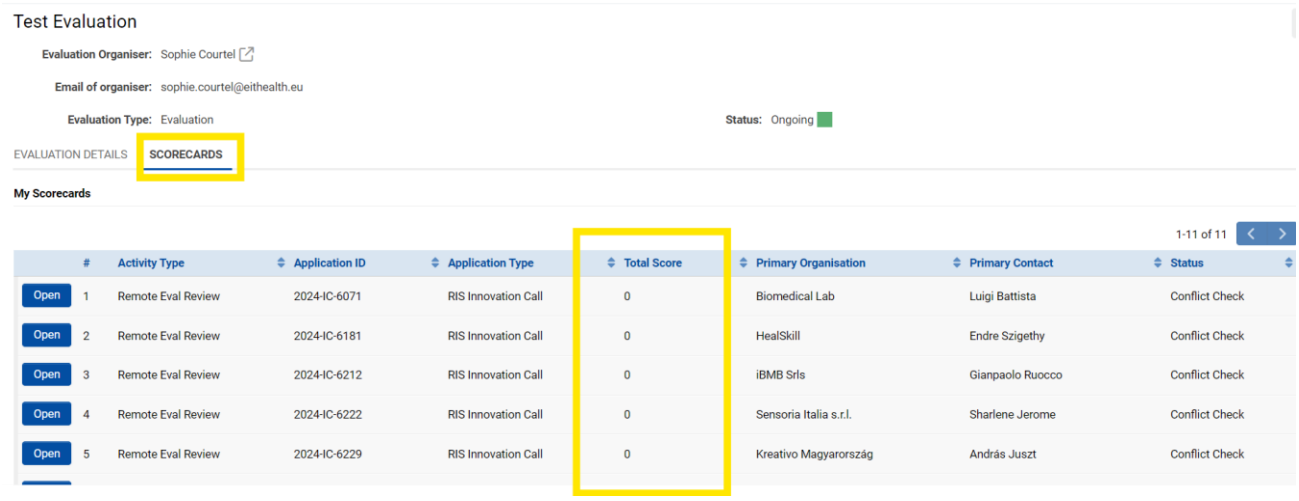
When you click on “open” on your list of panels, you can access the panel detail view.

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 evaluation for review
- Access to the corresponding scorecards



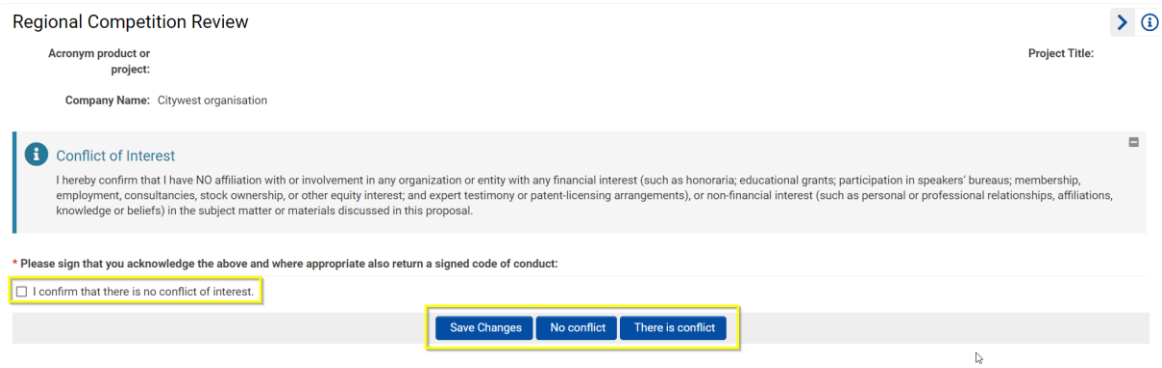
You can directly see in the scorecard table how you rated the different applications, even though you might not have completed all of them. This allows you to switch between scores and adapt when needed.



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”.

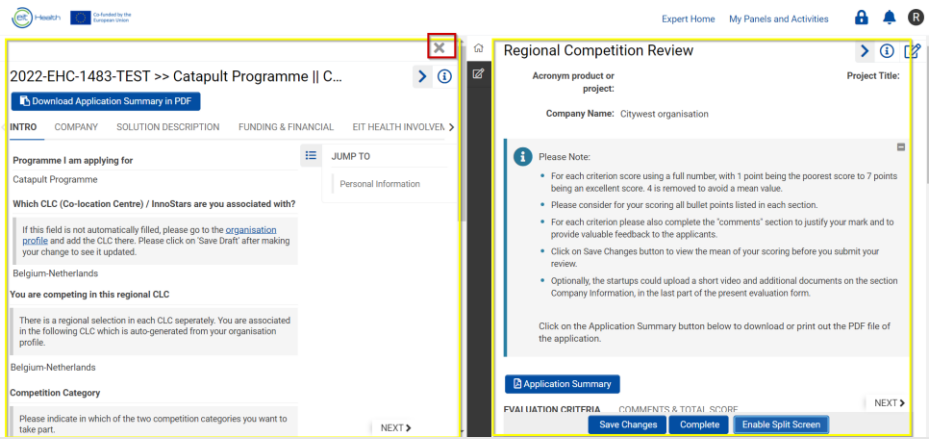
1. For the majority of our programmes, you need to confirm that you don’t have any conflict of interest with any of the parties involved.
    - Please click ‘no conflict’ to indicate there is no conflict of interest.
    - If you do have a conflict of interest, please indicate this by clicking on “there 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.



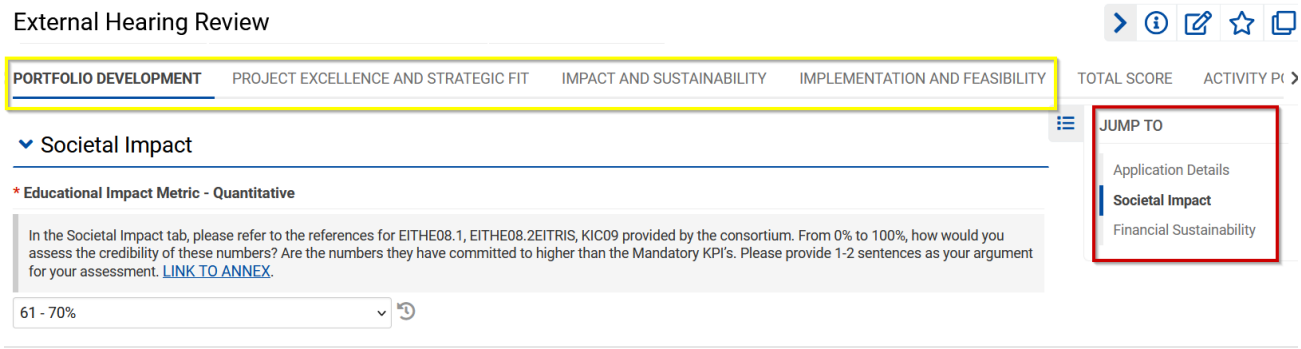
2. Once you selected “no conflict” or if there is no conflict check stage, you will directly see the scorecard / questionnaire.
    - To view the application that belongs to this scorecard, please click on the button “Enable Split screen” at the bottom. The system will then show you the application on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



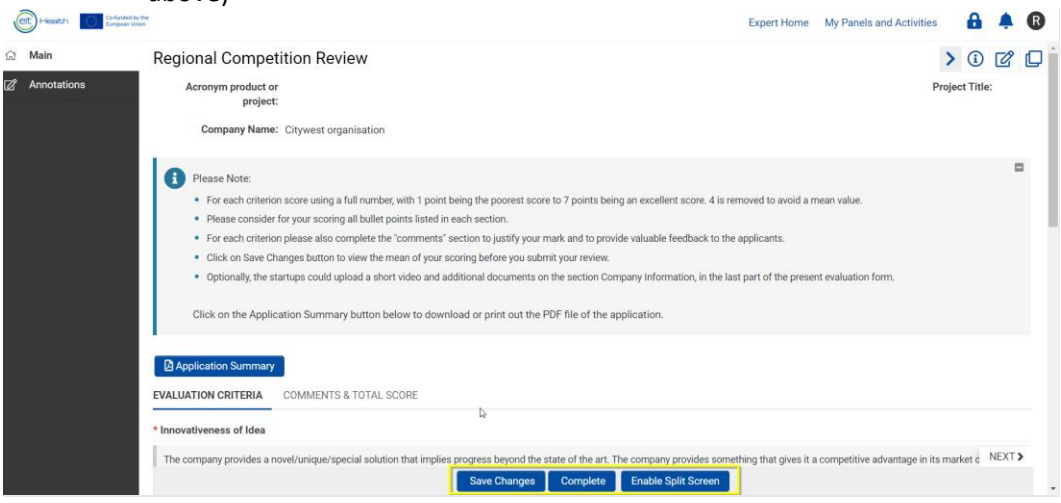
- The number of criteria and their content as well as the rating system may change between different scorecards. Select the score from the dropdowns.
- Scorecards are structured by tabs (yellow) and by headers (red in the screenshot below). You can use these tabs & headers to easily jump to different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



- There might be mandatory comment sections

Buttons at the bottom of the activity:

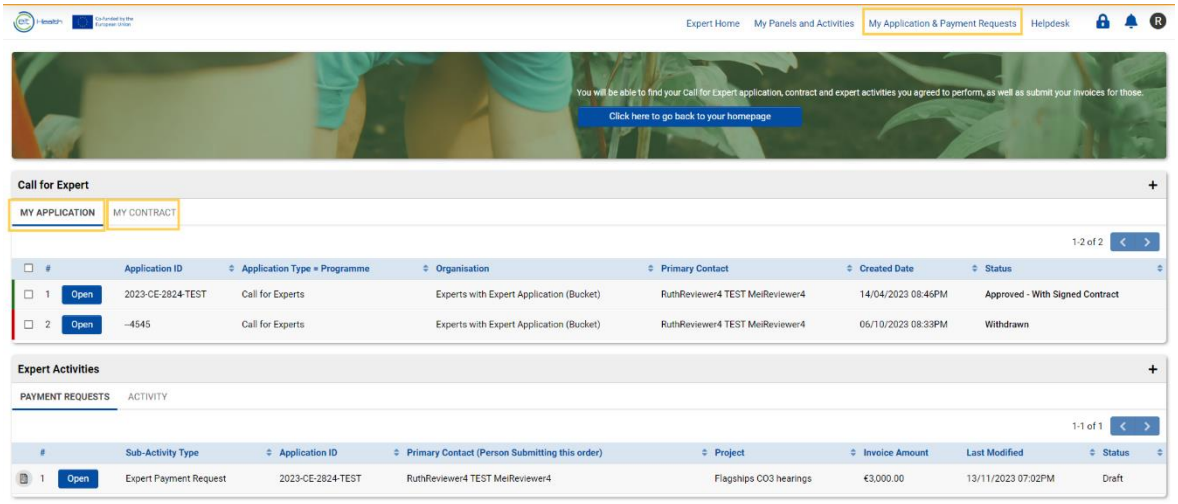
- You need to actively click on “Save Changes” for the system to calculate your current score.
- You can interrupt your scoring/ review at any point by clicking on “save Changes” and going back to the main view or the panel.
- Once you are finished, click “complete”. Please make sure you have input all 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)



4. My Application & payments requests

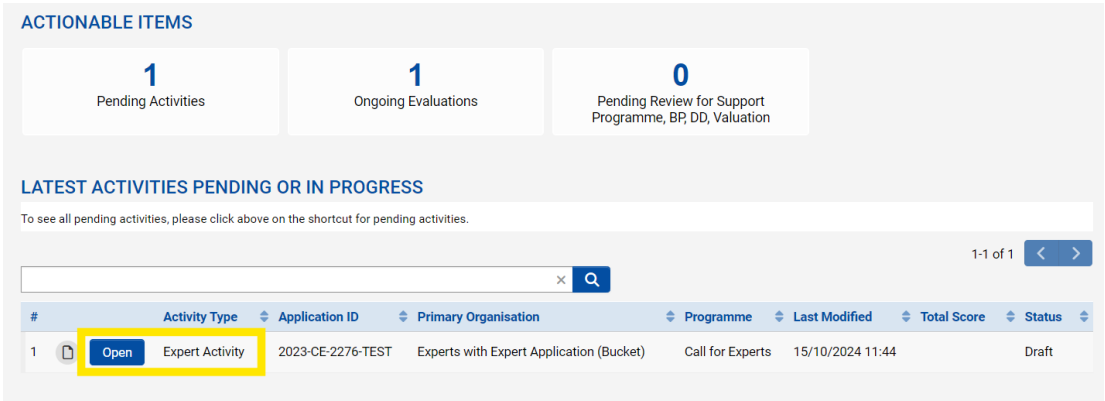
a) Call for Expert application and contract

You can access your application to the Call for Experts and to your “Universal Expert Contract” via the tab “My Application & Payments requests, in the first section named “Call for Expert”, by clicking on the “open” button.

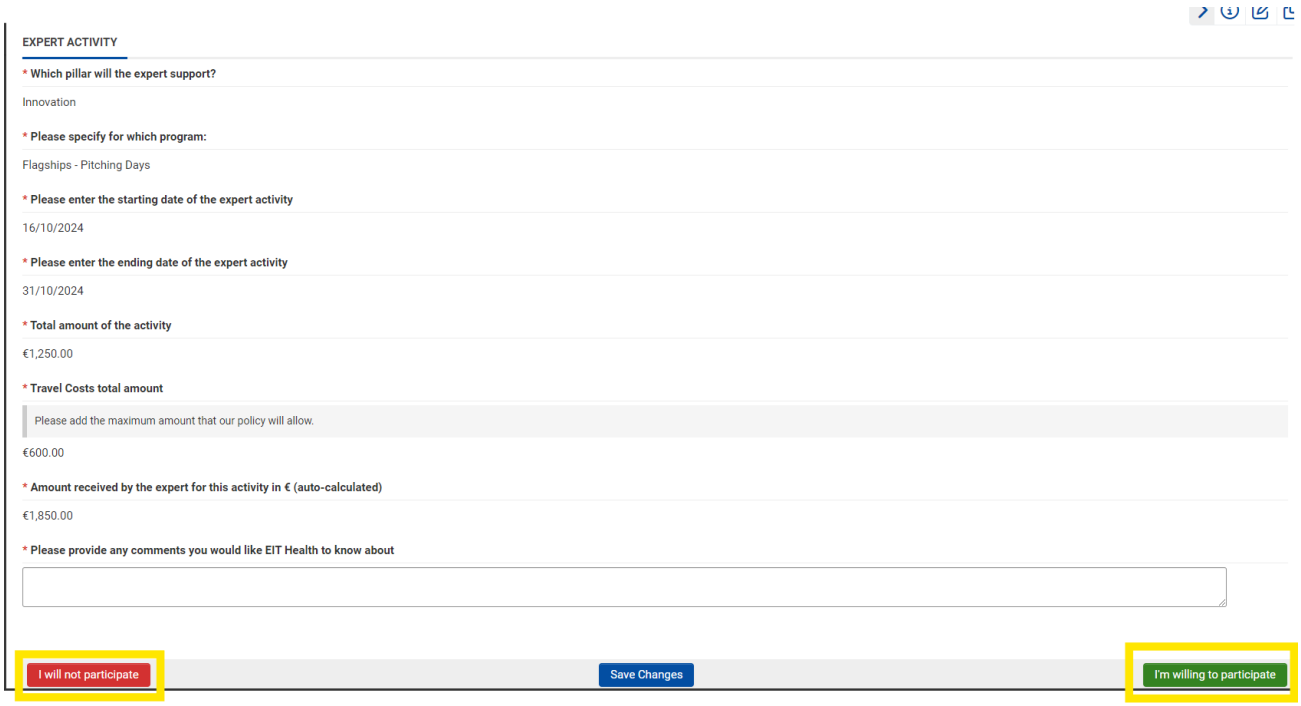


b) Expert Activity

Once a programme manager has chosen your profile to participate in his programme, you will receive an Expert Activity request from the platform.
You will be able to find this expert activity in your homepage in the pending activities:



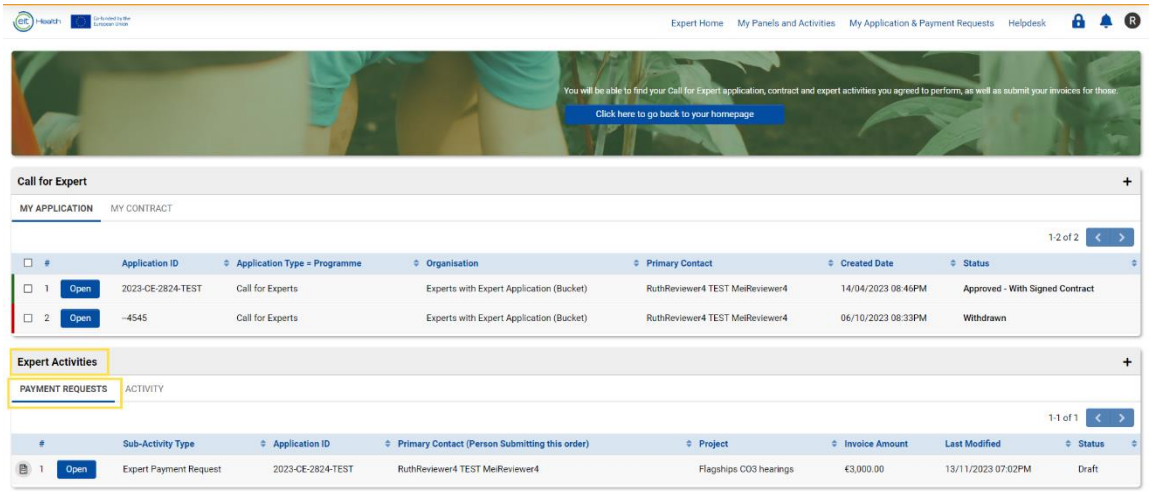
With this expert activity request, you will have access to the information regarding the activity, and you will be able to indicate whether you want to participate or not:



c) Payment Request

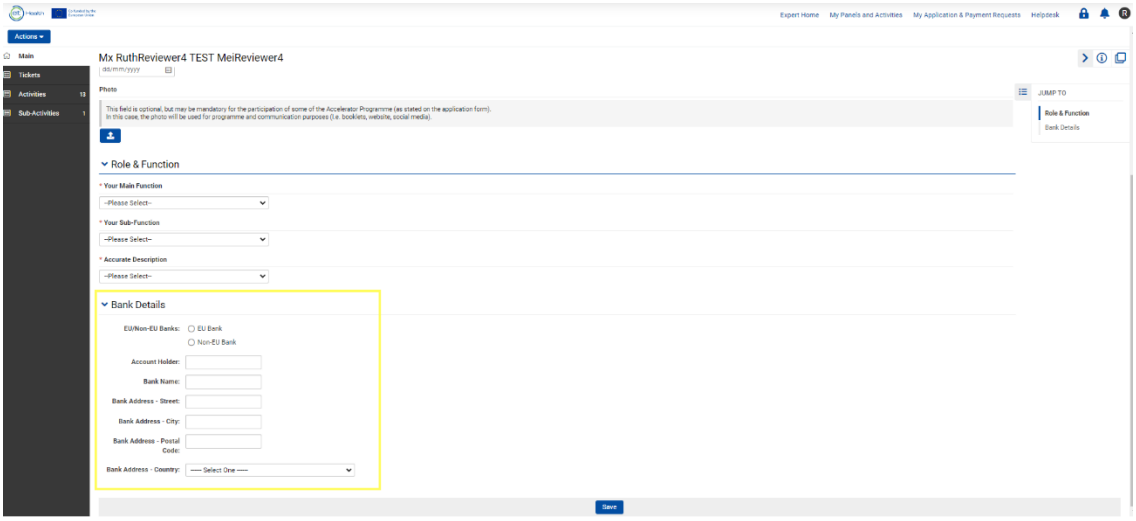
If you have agreed to participate to the programme and once your work has been completed, the programme manager will complete the “Expert Activity”. The creation of your payment request will then be automatic, and you will be informed via email of its creation.

You can open your payment request in the second section named “Expert Activities”, then clicking on the “open” button.

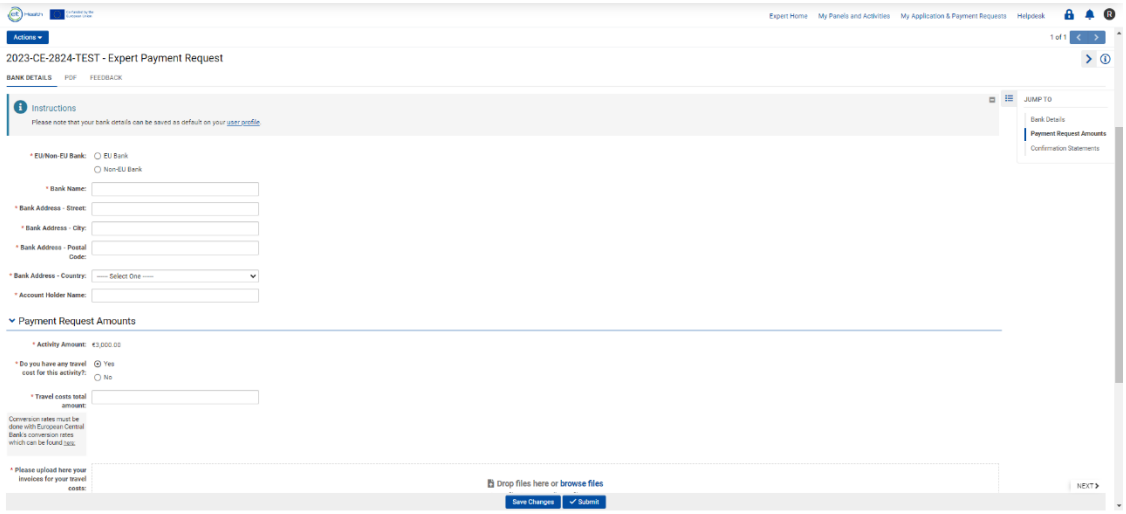


In the Payment request, you will need to provide your bank account details, as well as upload any invoices in case you had any travel costs associated with this activity. Note that the conversion rates for your travel

costs must be done with the European Central Bank's conversion rates (which can be found with this link). Please note that you can also save your bank details on your personal profile, so the section can automatically be filled out for the following payment request.



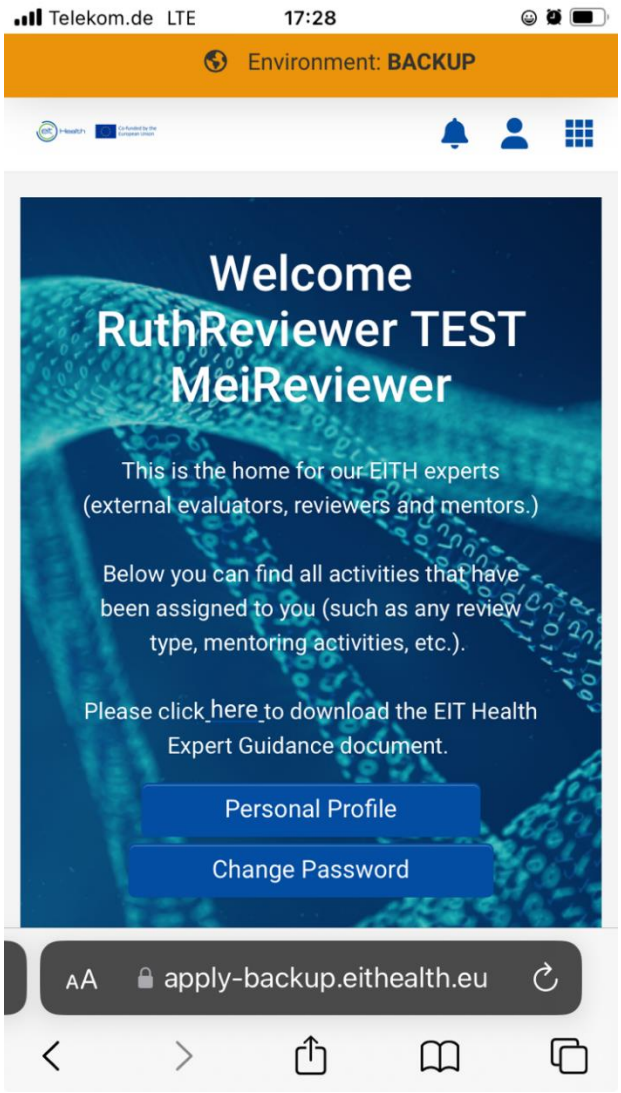
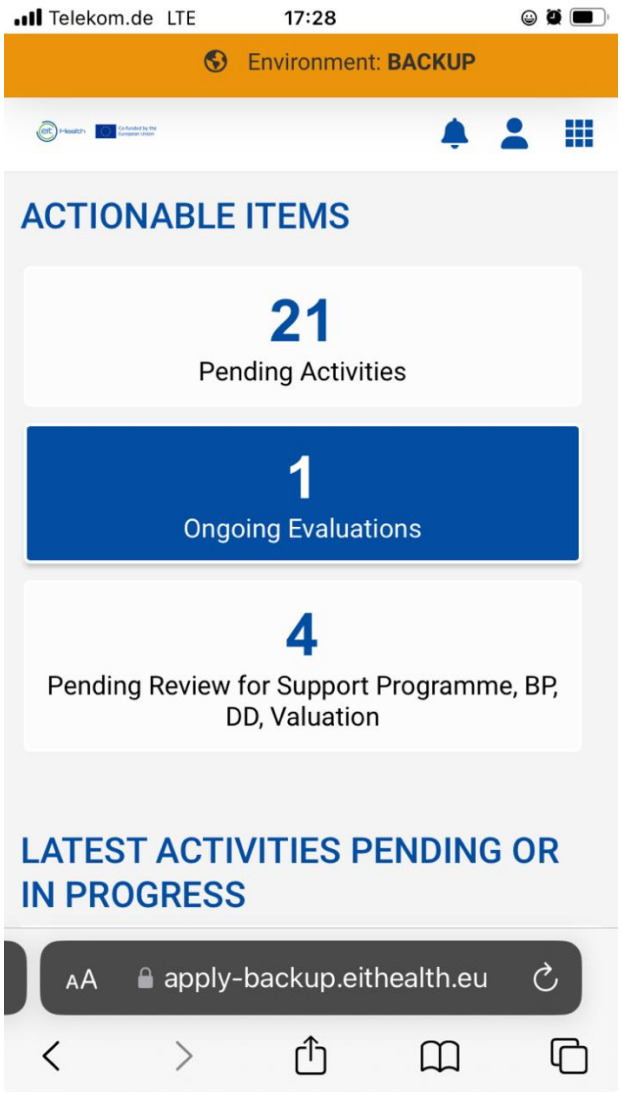
Once you have filled out all of the information, you can submit your payment request by clicking on the "Submit" button at the bottom of the page, so EIT Health's Finance Team can process it.



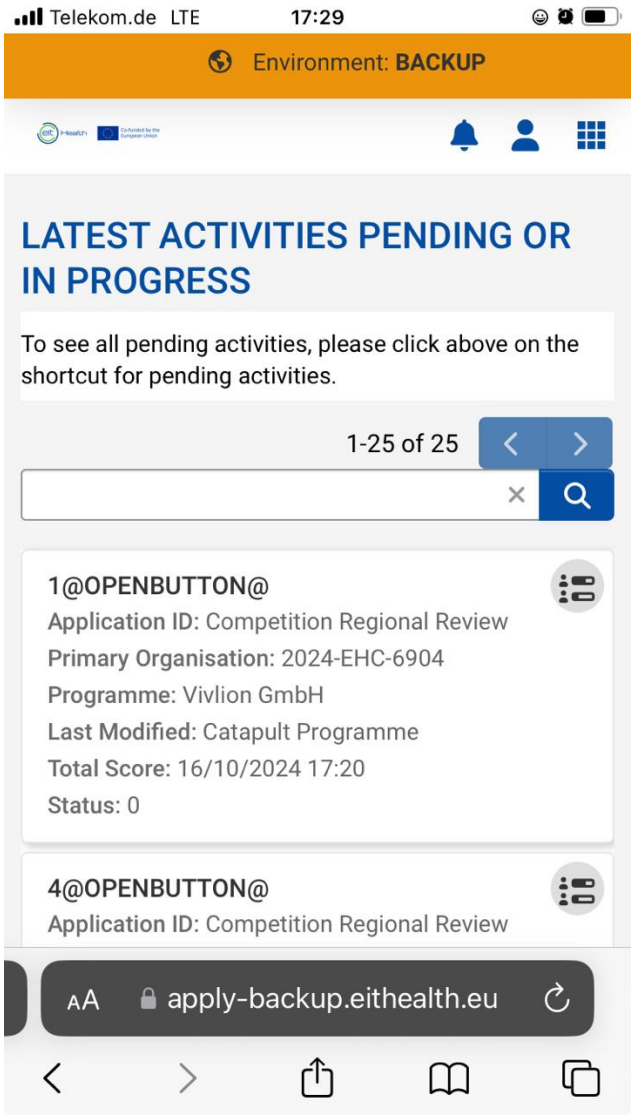
You will be notified via email when your payment request has been processed or if any revisions are needed by the Finance Team.

Annex: Our portal from a browser on the phone

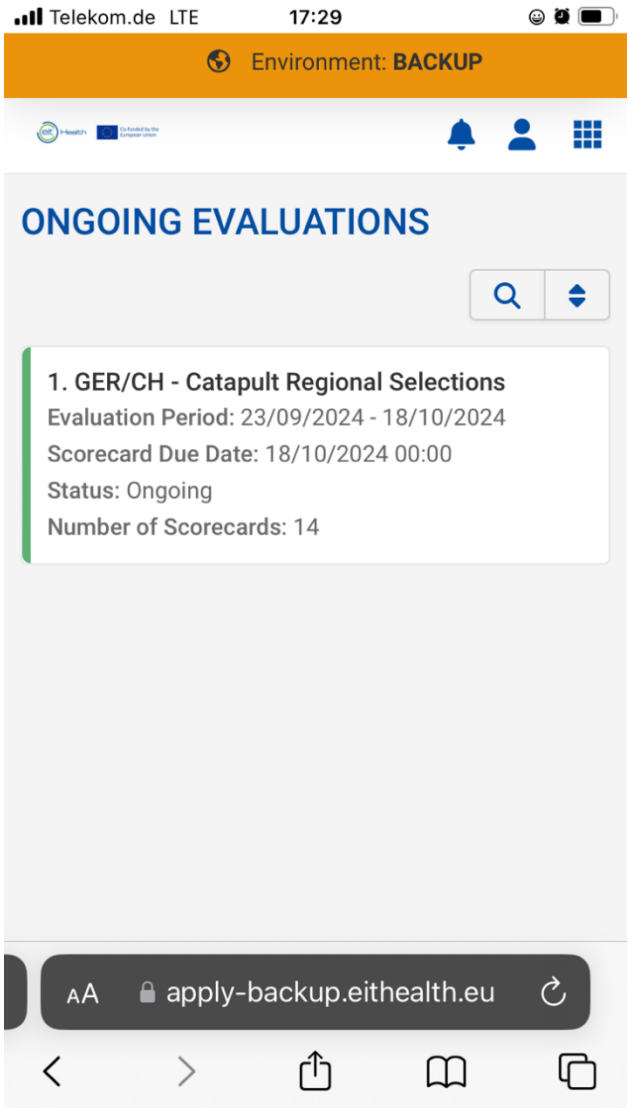
As stated above, if you can choose we always recommend using a laptop to score. Using the phone is only convenient when you need to view and score only without reviewing application data.
This is how to score:

Log into the system	and scroll down to see the actionable items
	

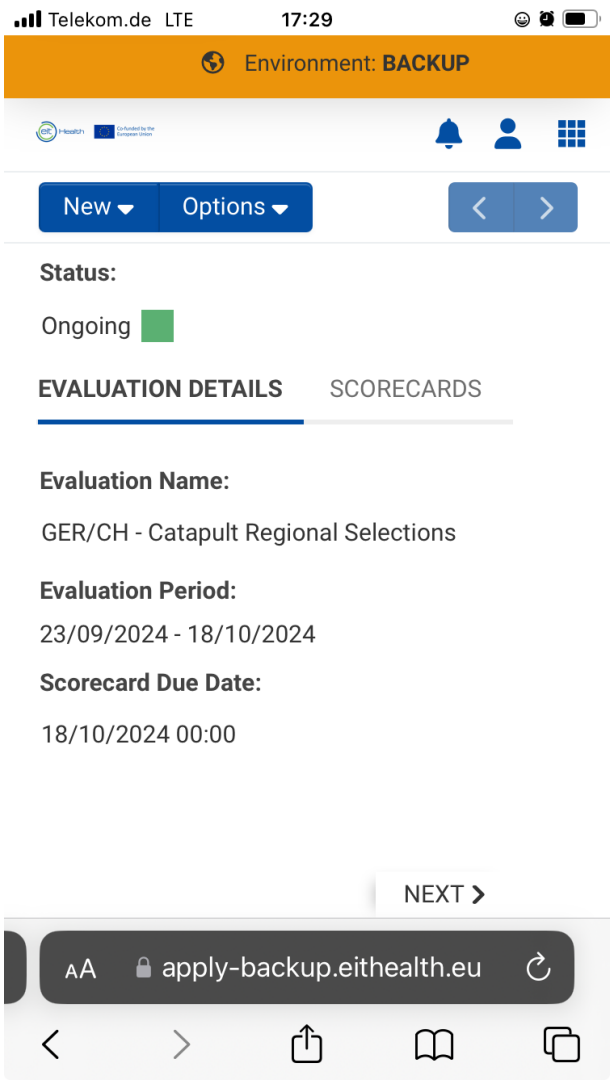
If you click on “pending activities”, you get a list of all open scorecards.



By clicking on “ongoing evaluations”, you can see the grouped overview

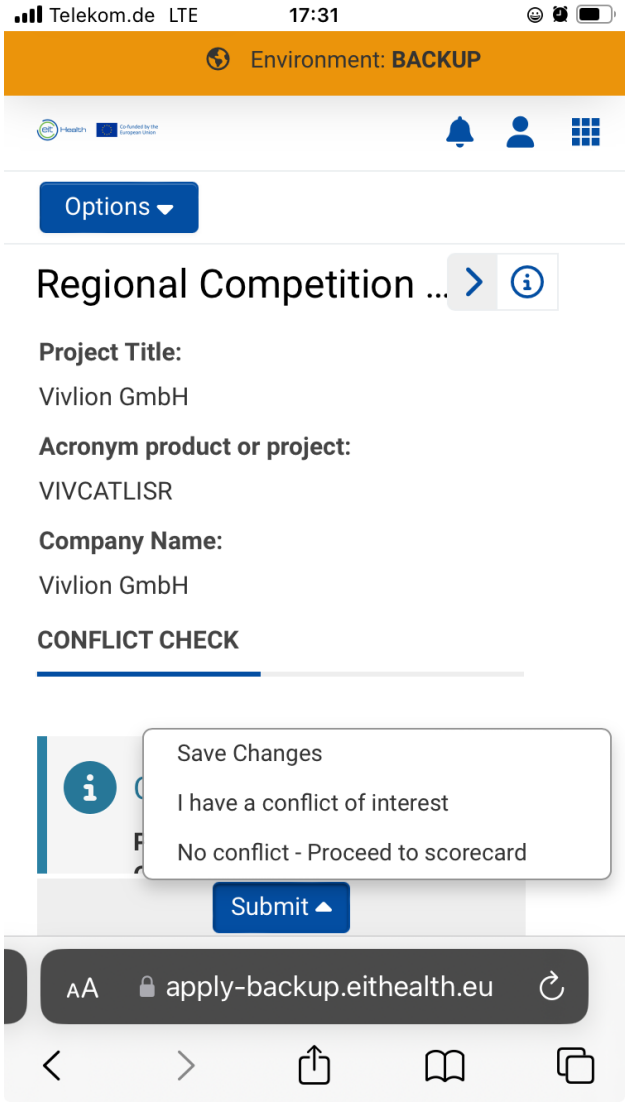


Open the evaluation by clicking on it

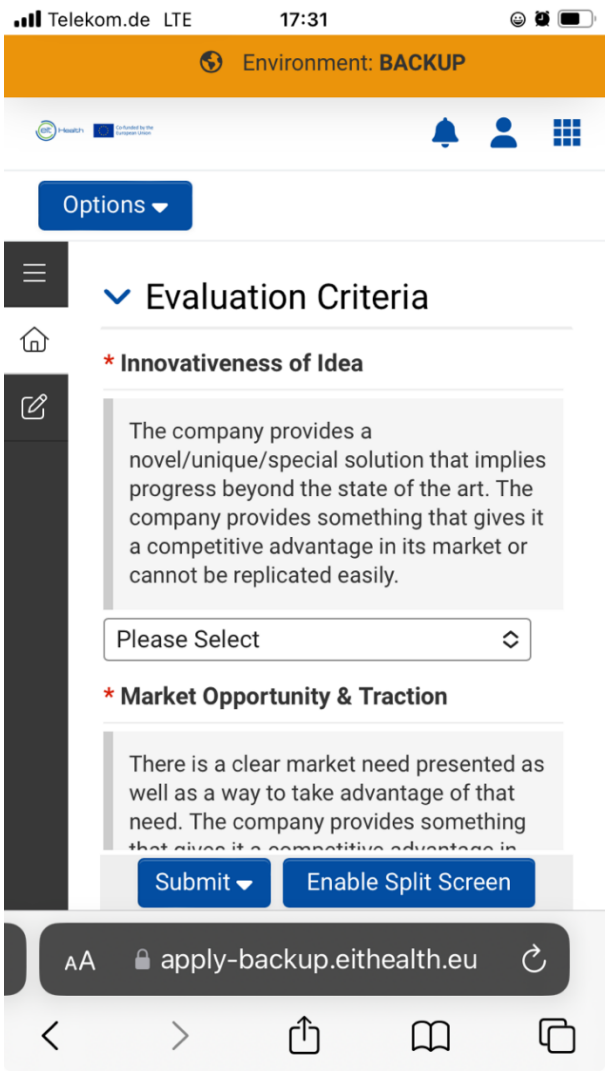


You can then either open scorecards from this view's scorecard tab or you open it directly from the list of all your scorecards

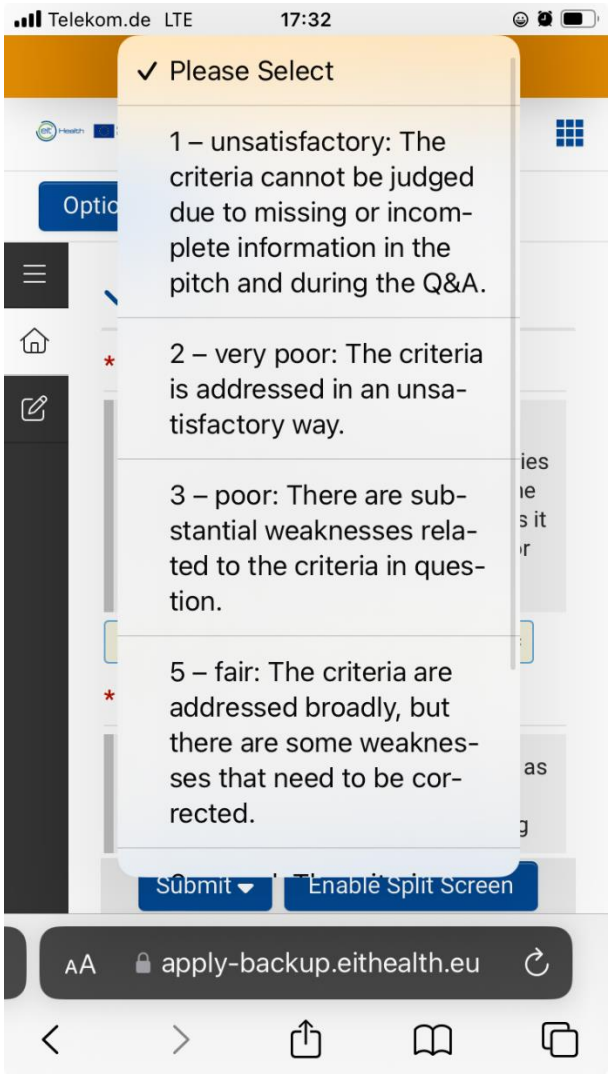
The scorecard will open in Conflict Check. Read the text and then confirm that you do not have a conflict of interest via the grouped "submit" button and then "No conflict – proceed to scorecard"



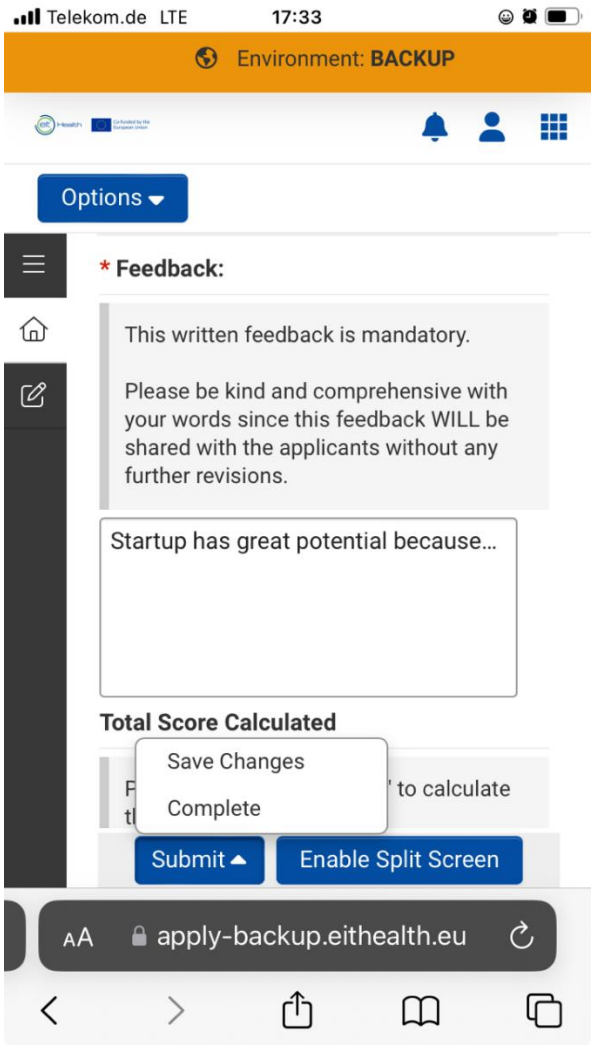
After the confirmation of no conflict of interest, you proceed to the scorecard. By scrolling up and down you can see all criteria:



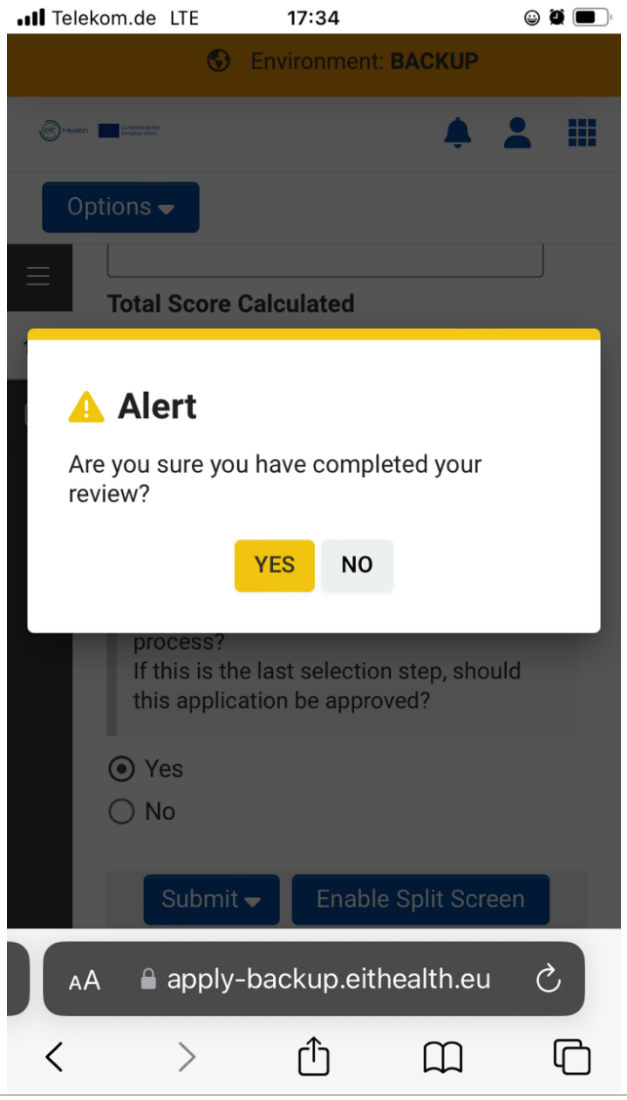
When you click on one of the dropdowns, the system will show you the scores you can select:



Please also provide your written feedback.
The submit button is grouping all the buttons – by clicking on “save changes” the system will autocalculate the total score you provided.



When clicking “complete” you will have to confirm that you are done. Then the system takes you back to the main page.



If needed, you can always return back to the home page by clicking the “waffle menu button” on the upper right corner which opens the quick menu from the left side. Click on expert home to come back to the home.

