# The Proposal Evaluation Interface

## Conflict Declaration and Category Change Requests

**Observing Programmes Office - European Southern Observatory - March 2024**

# General information

- For a general introduction on the conflict declaration and category change phase, please carefully read [these guidelines](#).

- Make sure you mark on your calendar the deadline for delivering the conflict declarations and category change requests. For this please check the [timeline](#).

- It is very important that your conflict declaration is <span style="color:red">as complete as possible</span> at this stage.

- If you have questions and/or doubts, please do not hesitate to contact us at [opo@eso.org](mailto:opo@eso.org).

# Accessing PEI

- Go to the User Portal and enter your credentials

- Select Proposal Evaluation Interface from the left menu

- Select the Current Review

- Click on the "Go to proposals icon"

# Proposal navigation



- Scroll the list of your assignments on the left

- Use Expand/Collapse to show/hide details

- Click on the proposal you wish to inspect
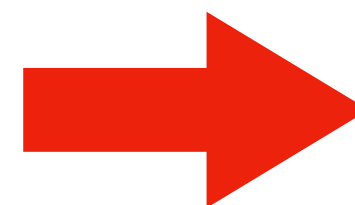
# Default conflicts

- During the initial proposal distribution, institutional and/or collaboration conflicts are automatically identified by the software.

- They are indicated by the flag

**Default conflict**

in the proposal list on the left.

- This is <u>only for your information</u>. No action is required on your side for the default conflicts.

Conflict/Category change

Conflicts declaration and category changes (please note

Download all proposals | Download all rationales

Done | Expand all Collapse all

110.23RN (0110.A-4219)

110.23SB (0110.A-4013)

110.23ST (0110.A-4085) | Default conflict

# No conflicts and no Category Change requests

- The procedure to inspect all assigned proposal is explained in the next slides.

- If, after completing the inspection, you conclude that you do not have any conflict to signal and no category change to request, you can proceed to the [last slide](#) of this presentation.

- This will explain how you complete this phase.

Done
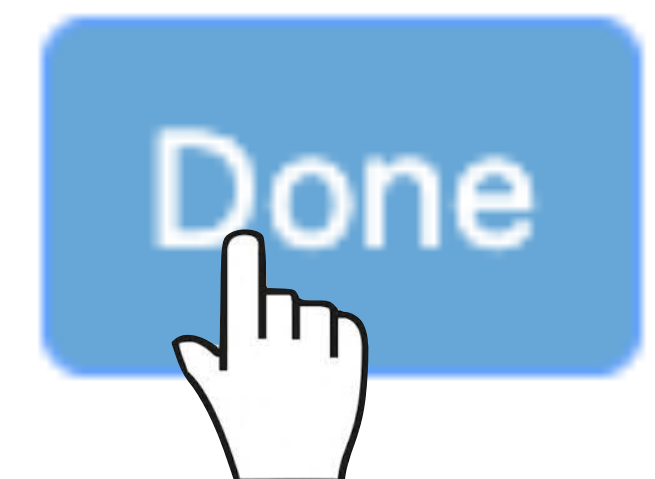
# Enter a conflict declaration/1

- Inspect the abstract first. <u>We strongly recommend you also check the Rationale</u>.

- In case vou believe you have a conflict, push the [Conflict/Category change] button.

- Tick the ⦿ **Conflict** option and select the appropriate conflict type from the pull-down menu.

**Proposal 110.23RN** (0110.A-4219)

Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text
Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text
Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text
Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text
Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text
Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text
Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text
Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text

[📄 Rationale] [📄 PDF] [Conflict/Category change] [Anonymization issues]

⚠ **Conflict declaration and/or category change**

Conflicts shall be declared before proposing any change of category

Proposal ID: **110.23RN**
Obfuscated Text Obfuscated Text

⦿ **Conflict**   ◯ **Category change**

**Type**

✓ – select type –
Conflict:Close collaborator or former advisor
Conflict:Strong competitor or involved competing proposal
Conflict:Close personal ties

7

# Enter a conflict/2

- You have the possibility to enter some text in the comment field, should you feel like giving more details. This is optional.

- When you are done, push ✓ Confirm to submit the conflict.

- You will get a green pop-up confirmation and the proposal will get a flag in the left list.

  110.23RN (0110.A-4219)  **C:Collaborator Pending**

- The status of the conflict report will change once OPO approves or rejects the conflict.

---

○ **Conflict**   ○ Category change     ✓ Successfully creating a conflict   ✕

**Type**

Conflict:Close collaborator or former advisor

**Comment (optional):**

From the very specific science case I realised that this proposal is submitted by a close collaborator.

✓ Confirm   ✕ Cancel

## Proposal 110.23RN (0110.A-4219)

Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated

**C:Collaborator Pending**

- While the conflict resolution by OPO is pending, the corresponding proposal will not be accessible.

# Enter a conflict/3

- Upon submitting a conflict, both you and OPO will be notified. OPO will review the conflict, which can be either approved or rejected.

- If the conflict is approved, the proposal will get a new flag in your list and you will have no access to it.

- If the conflict is rejected, you will get a notification and the proposal will be again accessible to you.

- Complete all conflict declarations before proceeding with the next step!

110.23RN (0110.A-4219)  **C:Collaborator Accepted**

Proposal 110.23RN (0110.A-4219)

Obfuscated Text Obfuscated Text Obfuscated Text

**C:Collaborator Accepted**

110.23SB (0110.A-4013)  **C:Personal Rejected**

# Category changes/1

Conflict/Wrong category

- **Category changes are strongly discouraged**. They are accepted only in well justified cases.

- Before submitting a request **you need to discuss it with (and have it approved by) your panel Chair**.

- The panel Chair should inform OPO with an [email](#).

- No category change requests are possible for proposals for which you have declared a conflict.

# Category changes/2

- The request is submitted using the same procedure as for the conflicts

Conflict/Category change

- but now selecting

Category change

⚠ **Conflict declaration and/or category change**

Conflicts shall be declared before proposing any change of category

Proposal ID: **110.23ST**

Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated

○ Conflict    ⊙ **Category change** ←

**Type**

Category change

**Comment : (min. 300 characters)**

This proposal was assigned to the B category, but there are many key aspects which fall under stellar evolution than galaxy structure. It would be better reviewed by a D panel. More specifically, it should be assigned to experts in the evolutionary aspects of the blue strugglers and the dependency on metallicity.

✔ Confirm    ✖ Cancel

- Note that you need to enter a **detailed scientific justification** for the request, including a suggestion for a new category.

# Category changes/3

- Upon submission of a category change request, the corresponding proposal will be properly flagged in the left list.

**110.23ST** (0110.A-4085) **Category change Pending**

- If the category change is approved by OPO, the proposal will simply disappear from the list of your assignments.

- If the category change is rejected by OPO, the corresponding proposal will be properly flagged in your list.

## Proposal 110.23T1 (0110.A-4038)
**Category change Rejected**

Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated

**110.23T1** (0110.A-4038) **Category change Rejected**

12

# Completing conflict declarations and category change requests

- Inspect **all proposals** in your list to detect possible conflicts. **This has top priority**, so that OPO can proceed with the next phase. Check the [deadline](#)!

- Category change requests must be submitted only in exceptional cases, which need to be justified on solid scientific grounds and approved by the Panel Chair.

- OPO will review all conflict declarations and possible category change requests. Approval or rejection should follow within a few days.

- You will always get an email notification informing you about the final decision on your requests.

- When you are done **push the button**