

The Proposal Evaluation Interface

Panel Meetings – For Panel Chairs

Observing Programmes Office - European Southern Observatory - May 2023



General information

- For a general introduction on the meeting phase, please carefully read [these guidelines](#).
- For general features of the PEI, please look at the presentation for the panel members.
- Make sure you have the link for connecting to the online Panel Meetings via the MS-Team platform. You should have received a message with the relevant information.
- If you have questions and/or doubts, please do not hesitate to contact us at opo@eso.org.

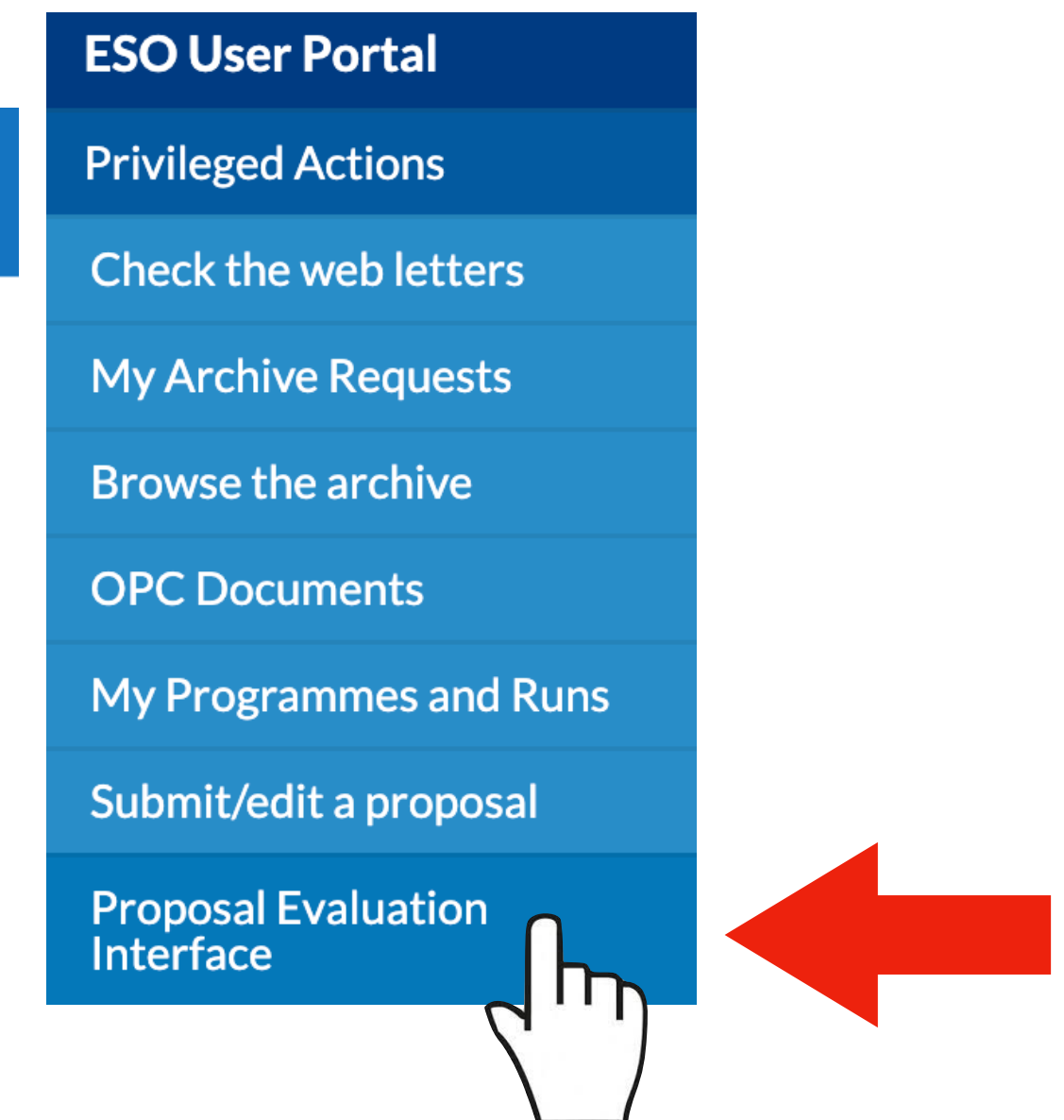
Accessing PEI

- Go to the [User Portal](#) and enter your credentials
- Select [Proposal Evaluation Interface](#) from the left menu
- Select the Current Review.

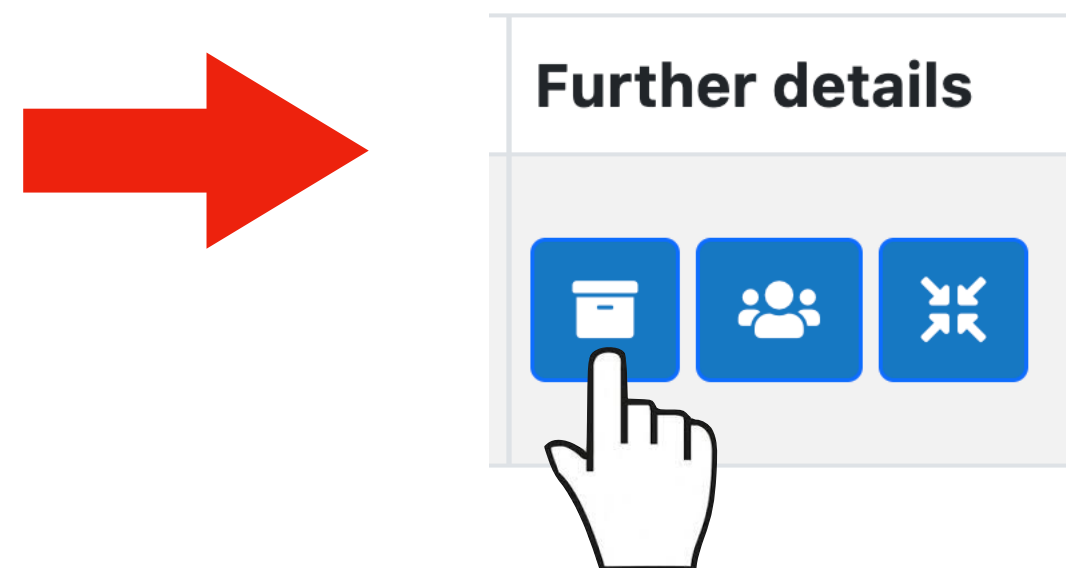


Panel review

Science category	Panel	Period	Review call	My role	Reference person	Review state	Further details
Cosmology and the intergalactic medium	A1	106	P106	Panel chair	OPC chair: G. Galilei	Proposals grading	



- Click on the “Go to proposals icon”



Proposal navigation/1

Review details

Science category	Panel	Period	Review call	My role	Reference person	Review state
Cosmology and the intergalactic medium	A1	106	Cycle P106	Panel chair OPC	OPC chair:	Proposals grading

PANEL **OPC**

[Proposals in my](#) [Conflicts and impediments](#) [My pre-grades](#) [Triaged proposals](#) **[Proposals grading](#)** [LPs panel discussion](#)

Use this tab for the OPC activities

Use this tab for the panel activities

Proposal navigation/2

Proposals in my panel

- This tab provides a detailed overview of the proposals assigned to your panel. The list can be refined using various filters
- At the start of the meetings, all programmes will be flagged **To be performed**

Proposals in my panel | Conflicts and impediments | My pre-grades | Triaged proposals | Proposals grading | LPs panel discussion



Panel proposals overview

Export csv

Export csv

You can use this to download the list in CSV format and navigate it with your preferred spreadsheet tool.

Proposal ID	Primary reviewer	My assignment	Conflicted	Proposal type	Scientific keywords	Title	Rationale	Proposal PDF	Instrument(s)	Grading status
112.25J1 (0112.A-0256)		Secondary	No	Normal	cosmology: dark ages, reionization, first stars galaxies: abundances galaxies: intergalactic medium galaxies: quasars	Assessing the isotopic ratio of C and Mg across cosmic time			• ESPRESSO	To be performed
112.25K9 (0112.A-0217)		Primary	No	Normal	galaxies: high-redshift galaxies: evolution galaxies: quasars galaxies: active galaxies: stellar content	HYPERIS: A study on z>6 hyper-luminous quasar hosts with ERIS/SPIFFIER sharp eyes			• ERIS	To be performed

Proposal navigation/3

⚠ Conflicts and impediments

- This tab allows you to check the existing conflicts, enter new conflicts and mark impediments (see below for more details)

Proposals in my panel **Conflicts and impediments** My pre-grades Triaged proposals Proposals grading LPs panel discussion

Conflicts overview

Proposal ID	Grading state	Panel chair	(Panelist)	(Panelist)	(Panelist)	(Panelist)
<input type="text" value="--Filter by text--"/>	<input type="text" value=""/>					
106.20WJ(0106.A-0540)	To be performed	S	P	G	G	S
106.20WQ(0106.A-0251)	To be performed	G	S	G	S	P
106.20X0(0106.A-0970)	To be performed	S	G	P	S	G
106.20XC(0106.A-0748)	To be performed	G	G	P	S	S
106.20XR(0106.A-0752)	To be performed	S	P	G	G	S
106.20ZH(0106.A-0760)	To be performed	G	G	S	Conflict	P
106.20ZY(0106.A-0786)	To be performed	S	P	G	Conflict	S

Proposal navigation/5

- This tab provides the list of proposals which were triaged based on the pre-meeting grades.
- Use this tab to rescue triaged proposals upon request by any of the panel members (see below for more details)

Proposals in my panel Conflicts and impediments My pre-grades **T Triaged proposals** Proposals grading LPs panel discussion

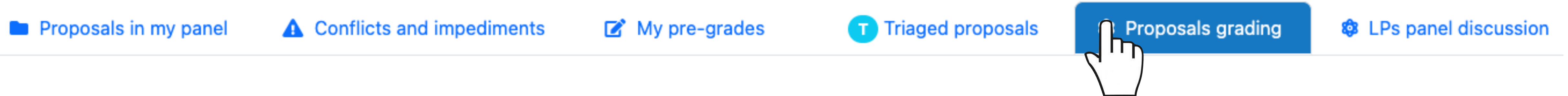
Triaged proposals

Clear filters Expand all Collapse all

Proposal ID	My assignment	Proposal type	Title	Rationale	Proposal PDF	Instrument(s)	My scientific evaluation	Average pre-grade	Standard deviation	Actions
<input type="text" value="--Filter by te:"/>	<input type="text" value="--Select assignmen!"/>	<input type="text" value="--Select type--"/>	<input type="text" value="--Filter by text--"/>			<input type="text" value="--Filter by text--"/>	<input type="text" value="--Filter by text--"/>			
+ 106.20WJ (0106.A-0540)	Secondary	Normal	Identification of new z>6.5 quasars in the Southern sky			<ul style="list-style-type: none">• EFOSC2• SOFI	This is an evaluation	2.1	0.4	

Proposal navigation/6

- This is the tab which you will be mostly using during the meetings



You are primary reviewer
106.20WJ (0106.A-0540)

You are secondary reviewer
106.20WQ (0106.A-0251)

- Scroll the list of your assignments on the left
- Use **Expand all** **Collapse all** to show/hide details
- Click on the proposal you wish to view

Grade proposals

Graded 0 out of 0. 0%

Go to grading

Expand all Collapse all

P	106.20WJ (0106.A-0540)	▼
S	106.20WQ (0106.A-0251)	▼



Proposal navigation/7

- This tab provides the list of Large Programmes submitted for your scientific category (C in the example)

Proposals in my panel Conflicts and impediments My pre-grades Triaged proposals Proposals grading **LPs panel discussion**

LPs panel discussion





Expand all Collapse all

P 112.25NZ (1112.C-0045)	▼	Proposal 112.25NZ (1112.C-0045) My assignment: Primary Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated
P 112.25U7 (1112.C-0361)		
S 112.25BG (1112.C-0055)		
S 112.25NS (1112.C-0043)	▼	Obfuscated text Obfuscated text Obfuscated text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated Text Obfuscated
S 112.25P3 (1112.C-0041)	▼	Rationale PDF Anonymization issues

You are primary reviewer of this LP.

You are secondary reviewer of this LP. The Primary reviewer is in another panel of the same category (C in this example).

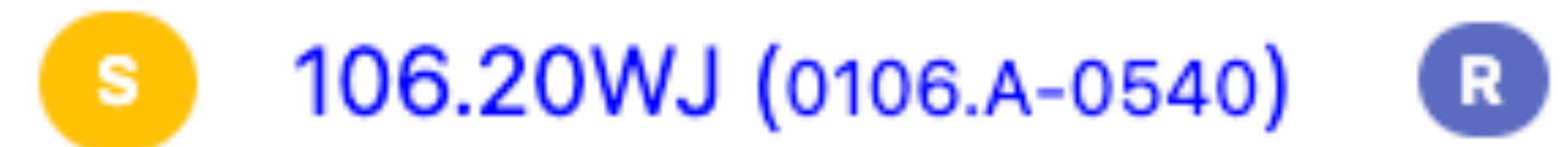
Rescue triaged proposals

- Select the  tab
- Locate the proposal you wish to rescue
- Push the  button
- Check that you have selected the proper proposal and confirm by pushing 
- A confirmation message will be displayed
- The programme will get a  flag





Rescue confirmation ×

After rescuing proposal **106.20WJ (0106.A-0540)** it will be gradable and cannot be set back to Triaged.



Mark a conflict-impediment/1



- Last minute conflicts/impediments may be signalled by the panel members during the meeting
- Locate the proposal/person you wish to flag
- Push the  button
- Select the conflict/impediment type
- If needed add a comment in the text box
- Push the  button

! Impediment/Conflict explanation

- select type -
Impediment:Technical
Impediment:Personal
✓ Conflict:Last minute

Reason

The panel member realised she is conflicted.

106.20X0
(0106.A-0970)

To be performed



New conflict



Mark a conflict-impediment/2

⚠ Conflicts and impediments



- In case a reviewer has multiple impediments, you can use the **bulk impediment** feature


- Scroll to the bottom of the tab
- Select the reviewer to be flagged

- Set bulk impediment Set bulk impediment

- Push **Apply bulk impediment**

The screenshot shows the bulk impediment feature interface. At the top, there is a blue button labeled "Apply bulk impediment". Below it, there are two radio buttons: "Set bulk impediment" (selected) and "Delete bulk impediment". A dropdown menu is open, showing a list of reviewers: "--Select reviewer--", "Kepler", and "Ty". A hand cursor is pointing to the "Kepler" option. Below the dropdown, there is a blue button labeled "Apply bulk impediment". A red circle highlights the "Set bulk impediment" radio button. A hand cursor is pointing to the "Apply bulk impediment" button at the bottom right.

Mark a conflict-impediment/3

- Select the proposal/s to be flagged
- Select the impediment type
- Add a comment if needed
- Push 

Impediment type

Impediment: Technical



Reason

Internet connection not working.







 

⚠ Set bulk impediment for Kepler

Select all Unselect all

	Proposal ID	Title
<input checked="" type="checkbox"/>	106.20XC 	The transition from star-forming galaxies to AGN at z=4
<input checked="" type="checkbox"/>	106.20XR 	NIR survey of MAGG fields: connecting gaseous halos to galaxies

Conflicts overview

Proposal ID	Grading state	Herschel (Panel chair)	Kepler (Panelist)
<input type="text" value="--Filter by text--"/>	<input type="text" value="--Select state--"/>		
106.21PA (0106.A-0612)	To be graded	 	Impediment
106.21PE (0106.A-0592)	To be graded	 	Impediment
106.21PK (0106.A-0834)	To be graded	 	Impediment



Large Programmes (LP)

- There is no grading/voting of LPs at the panel meetings.
- The LPs within the scientific category of the panel are discussed in preparation for the voting at the OPC meeting.
- A pre-selection of the LPs to be discussed and voted at the OPC (**promoted LPs**) has been prepared based on the pre-meeting grades.
- Non-promoted Large Programmes are marked as **NP**
- Based on the discussions you can propose the promotion of one or more non-promoted LPs. The request needs to be sent to the OPC Chair before the end of the panel meetings.

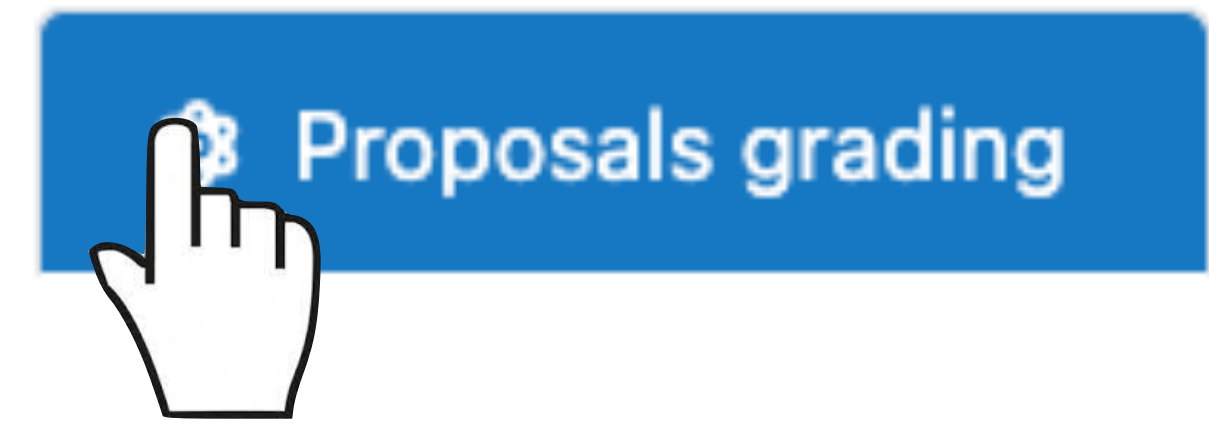
LPs panel discussion

- P** 105.ABCD (105.A-0123)
- S** 105.ABCE (105.A-0124)
- S** 105.ABCF (105.A-0143)
- S** 105.ABCG (105.A-0223) **NP**
- S** 105.ABCK (105.A-0923) **NP**
- S** 105.BACH (105.A-0104) **NP**

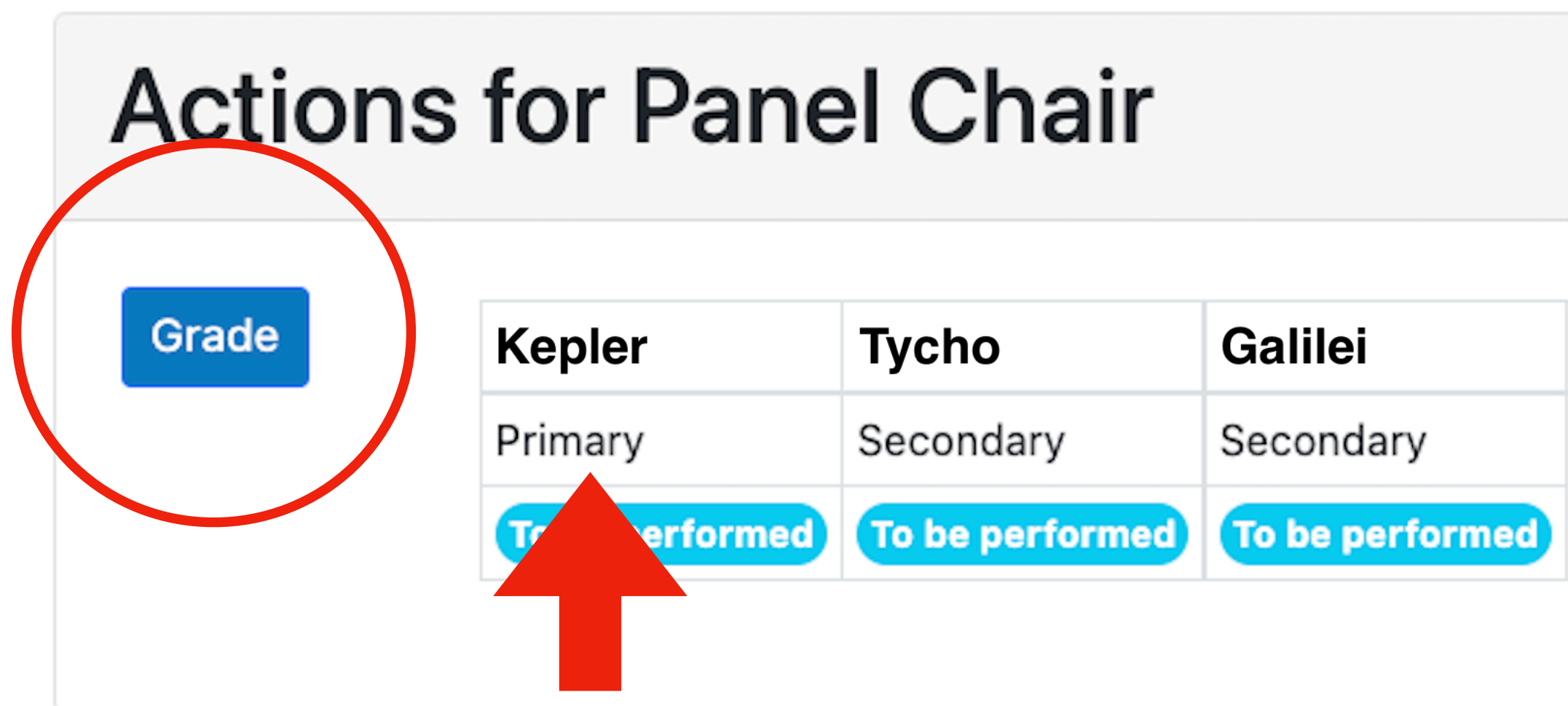
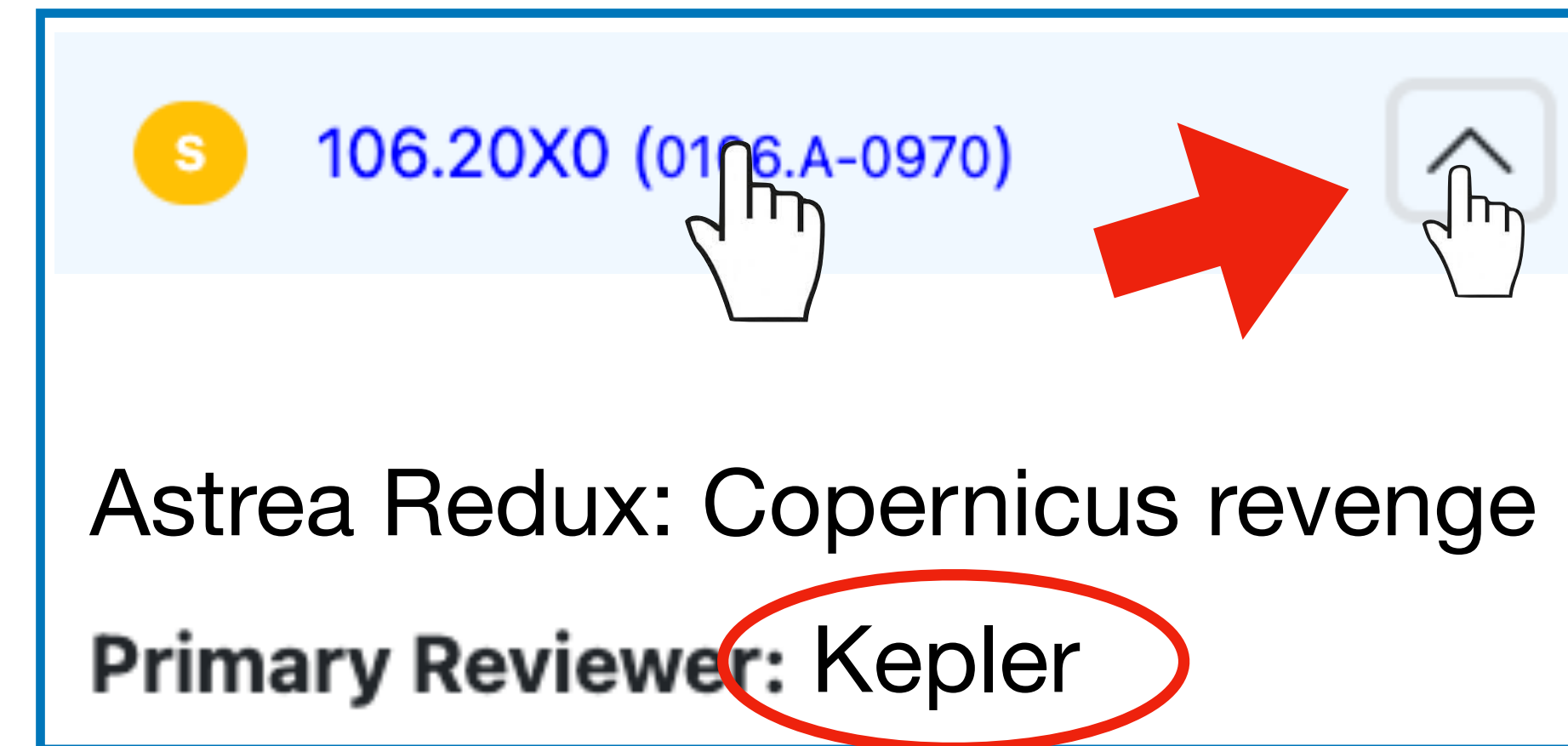
Proposal grading/1

- Select the  tab
- Select the proposal you wish to discussed
- Identify the primary reviewer and ask her/him to present the case
- Open the discussion
- Push the  button **to open the grading session**

- The proposal will be flagged and highlighted in light cyan in the list to the left



Expand the proposal view to show the Primary Reviewer



Proposal grading/2

Grade proposals

Graded 5 out of 25 20%

[Go to grading](#) [Expand all](#) [Collapse all](#)

- If you get lost, the button [Go to grading](#) will always bring you to the proposal being graded (the same applies to panelists)

Actions for Panel Chair

[Hold](#) [Cancel](#)

Kepler	Tycho	Galilei
Primary	Secondary	Secondary
Pending	Pending	Pending

[Close](#) [Cancel](#)

Kepler	Tycho	Galilei
Primary	Secondary	Secondary
Submitted	Submitted	Submitted
RE-OPEN	RE-OPEN	RE-OPEN

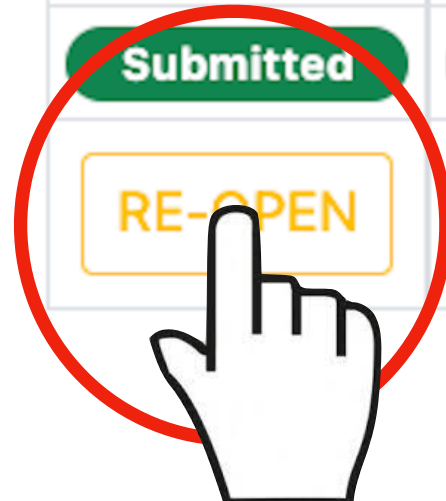
- When the grading [Pending](#) you can:
 - Enter your grade and wait for the others to complete
 - [Cancel](#) in case of problems
 - Put it on [Hold](#) and move to a different programme
- When all non conflicted members have [Submitted](#) the grades, you can [Close](#)

Proposal grading/3

- Closing the grading is a **non-reversible action**.
- Before closing and in case of problems, you can re-open the grading session for one or more reviewers.
- For this, click the **RE-OPEN** button for the given reviewer.
- The reviewer will be able to re-enter the grade/s.
- Once this is done, **Close** the grading.

Close **Cancel**

Kepler	Tycho	Galilei
Primary	Secondary	Secondary
Submitted	Submitted	Submitted
RE-OPEN	RE-OPEN	RE-OPEN



✓ Closed process successful. ✕

Proposal grading/4

- Proposals with **more than one run** can be graded

- By proposal

Actions for Panel Chair

- By run

Grade

Proposal Runs

- Discuss first with your panel how they wish to grade and select the appropriate option before opening the **Grade**

- Completed reviews are flagged **Done** in the list to the left

Grade proposals


Graded 2 out of 20 10%

Go to grading Export list Expand all Collapse all

G 106.20WQ (0106.A-0251) Done

Reporting anonymisation issues

Proposals grading

- Although anonymisation issues should be reported during the pre-meeting phase, it is possible to do that also during the meeting.
- This can be done by you or by any panel member via the proposal grading tab.
- After selecting the proposal on the left list, push  and proceed like in the pre-meeting phase.

Anonymization issue declaration

Proposal ID: 106.20WQ

Comment (cut-and-paste here the anonymization violations from the proposal)

✓ Reset

✓ Confirm

✗ Cancel

Closing the panel activities/1

Grade proposals

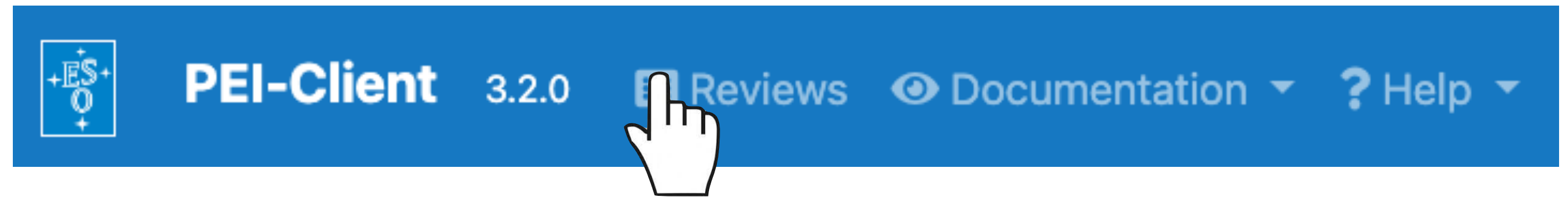
Graded 20 out of 20 | 100%

Go to grading Expand all Collapse all

S	106.20XR (0106.A-0752)	Done	▼
S	106.20ZH (0106.A-0760)	Done	▼
S	106.20ZY (0106.A-0786)	Done	▼
S	106.2109 (0106.A-0763)	Done	▼
S	106.210J (0106.A-0351)	Done	▼
S	106.210R (0106.A-0527)	Done	▼
S	106.211G (0106.A-0541)	Done	▼
P	106.211M (0106.A-0773)	Done	▼

- Once you have graded all proposals you can close the panel activities.

- Go to the top of the tab and select 



- Select the *show panel details* button of the current review



- Scroll to the bottom of the page

Closing the panel activities/2

Status

23 proposals assigned to this panel. 3 triaged proposals. 46 large proposals. Proposals grading will become possible at the start of your first panel meeting.

Grading progress

20 proposals to be graded. 20 proposals graded.


Close panel activities (grading completed).



- Click on the Close panel activities button.
- If the review is not complete, this button is disabled.

Close panel activities (grading completed).

Finalising your comments as Primary/1 (after the end of the panel meetings)

- You have some time after the end of the panel meetings to finalise your comments as primary reviewer (please, check the timeline!).
- For this enter the PEI and select the tab 
- This will produce the list of your primary assignments.
- Select the proposal and refine your comment in the PEI field “My final scientific evaluation”.

My final scientific evaluation

Approver: Galileo Galilei

My panel proposals as primary

Comments added to 0 proposals out of 5.

Submit all

111.24P2 (0111.C-0197)

111.24PJ (0111.C-0138)

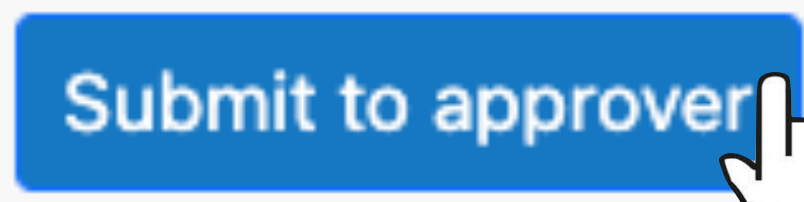


111.24YJ (0111.C-0203)

111.24Z3 (0111.C-0007)

111.252C (0111.C-0146)

Finalising your comments as Primary/2

(after the end of the panel meetings)




- To reflect the overall opinion of the panel and the discussion at the meetings, refer to the non-anonymised comments provided by the other members. They are reported below yours. It is a good habit to take notes during the meeting.
- In writing the comment, remember that this text is what will be passed to the PI. Use appropriate language and a constructive tone.
- Once you are done with your final scientific evaluation, push  
- This will pass your comment to the designated approver in your panel (your vice/co-chair).
- Do this for all your primary assignments. 111.254X (0111.C-0277) 

Approve the final feedback

 Proposals grading

 My Panel evaluations as Primary

 My Panel Feedback approvals 

- As panel chair or vice/co-chair you need to revise and approve the final feedback to be provided to the PIs.
- For this enter PEI and select the tab  
- You will be presented with the list of proposals for which you are the designated approver.
- A coloured label will indicate the status of the feedback.
- For the comments marked as  you will be able to edit (if needed) and finally approve them.
- Proceed until all comments are finalised.

Evaluations to be Finalized

Comments added to 0 proposals out of 24.

111.24GN (0111.C-0361) 

111.24GW (0111.D-0398) 

111.24HX (0111.C-0382) 

Final scientific evaluation  

In this window you can revise the text finalised by the Primary

The grading scale

The grade scale to be used is defined as follows:

1.0 – outstanding: breakthrough science

1.5 – excellent: definitely above average

2.0 – very good: no significant weaknesses

2.5 – good: minor deficiencies do not detract from strong scientific case

3.0 – fair: good scientific case, but with definite weaknesses

3.5 – rather weak: limited science return prospects

4.0 – weak: little scientific value and/or questionable scientific strategy

4.5 – very weak: deficiencies outweigh strengths

5.0 – unsuitable

Please make use of the full grade range. For more advices on how to run the review, [visit this page](#).