



Higher Education
Commission of Pakistan

Protocol for the Evaluation

PERIDOT Research Grant Program

**Proposal Submission
and**

Selection of PERIDOT Research Grant Proposals

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1. OBJECTIVE OF THE PROTOCOL

The Protocol for The Evaluation of Proposal Submissions serve as guidelines for evaluation of proposals submitted in response to the Call for Proposals. In addition, the protocol provides guidance and an assistive framework for selection of funded grant projects based upon the results of the evaluation process.

Proposals may be submitted jointly by qualified higher education institutions in Pakistan described in the Call for Proposals. Finance for the project is provided by the Higher Education Commission Pakistan and France on shared basis. Proposals will be submitted jointly by Pakistani and French Counterpart on web page of <http://www.campusfrance.org/fr/peridot> and a PDF will be submitted to HEC via research.gov.pk

The Higher Education Commission will select independent expert evaluators charged with objectively assessing proposals submitted in response to the Call for Proposals.

The Protocol will be used by the independent expert evaluators tasked with assessing the merits of the submitted proposals and recommending the projects to be supported following the independent evaluation process. In addition, the protocol will be available to institutions preparing proposals.

2. EVALUATION OVERVIEW

The Evaluation Process for the PERIDOT will be conducted in following phases.

- a) The first phase of the Evaluation Process is a screening of project proposals by the Higher Education Commission. The purpose of the screening is to ensure that submitted proposals: (i) are eligible for the competition; and (ii) respond to the Call for Proposals. Those proposals that do not meet the above criteria will be declined. Those

proposals that meet the above criteria will be forwarded for consideration in the Evaluation Process.

b) The second phase of the Evaluation Process may be termed a Desk Review. Each proposal submitted in response to the Call for Proposals will have a technical assessment by 02 independent expert evaluators, the technical assessment may be conducted by remote evaluators.

Based on the individual review of each proposal, results will be exchanged with the French counterpart and a joint meeting will be held to finalize the selected proposals.

DESK REVIEW

For Desk review the proposals received will be grouped by the thematic areas and assigned to two independent expert evaluators. The Desk Review by the independent expert evaluators will be guided by an Evaluation Rubric made available concurrently to the Call for Proposals. Therefore, institutions will be able to tailor proposals to the evaluation criteria.

The independent expert evaluators must (independently, and without consultation with any other member) evaluate each proposal assigned to them according to the criteria specified in the Evaluation Rubric. For the Desk Review, the evaluators must rely upon the information contained in the written proposal. In addition to a numerical score, evaluators must provide written justification for the score in each element of the Evaluation Rubric. The PERIDOT Programme Team may ask any evaluator to provide further written justification at any point in the Desk Review process.

3. SELECTION OF INDEPENDENT EXPERT EVALUATORS

The credibility of the independent expert evaluators is essential to the credibility of the evaluation process and the PERIDOT competition.

The core expectations and requirements for the independent expert evaluators are:

- Subject matter experts in one or more disciplines associated with the priority areas and the proposals submitted in response to the Call for Proposals
- Capable of effectively evaluating proposals related to their area of expertise
- Capable of evaluating research and mobility grant projects
- Independent of any institution submitting PERIDOT proposal

The Higher Education Commission will identify and invite the independent expert evaluators to participate in this evaluation process. The evaluators will be recruited from institutions in Pakistan.

The identities of the evaluators for each proposal will not be disclosed.

AVOIDANCE OF ANY REAL OR PERCEIVED CONFLICT OF INTEREST

The Higher Education Commission is committed to avoid any Conflict of Interest in the Evaluation and Selection of PERIDOT grantees.

Prior to participating in the Desk Review of any proposal, all independent expert evaluators must sign a Conflict of Interest declaration regarding any proposal they are evaluating.

The evaluators are prohibited from receiving any gifts or favors from the institution or any partners. Similarly, the institution and any partners may in no way offer gifts or favors. The evaluators are required to immediately report any offers of gifts and favors to the Higher Education Commission.

4. FINAL SELECTION

Following the submission of all of the assigned Evaluation Rubrics for each proposal, grading based on obtained scores will be done and shared with the French team. French side will also evaluate each proposal and assign scores & Grades and will share it with the HEC.

A joint meeting will be held between HEC and counterpart of French Embassy to further discuss and finalize the successful Proposals. In its final selection, the Committee may deviate from the recommendations of the independent evaluators, without, however, changing any evaluation marks of the individual proposals. It may do so based upon an objective and clearly stated rationale to ensure a reasonable geographical, priority and principal investigator representation in the final selection. In its Selection, the Joint Committee must ensure that the portfolio of PERIDOT grantees address the major priority areas described in the Call for Proposals and it will formulate its position regarding the evaluation outcomes in writing in the minutes of the final selection meeting.

All institutions/Principal Investigators that submitted proposals in response to the PERIDOT Call for Proposals will receive copies of all Evaluation Rubrics associated with the proposal in redacted form.

5. GRIEVANCE COMMITTEE

In exceptional circumstances, institutions/Principal Investigators submitting the Proposals may raise an objection or grievance regarding the Evaluation and selection process. The objection or grievance must be raised with the PERIDOT Programme Team in HEC within 7 working days of the selection results being announced. If the Programme Team decides to further the grievance, it will be forwarded to Ethical Appeal Review Board. The Committee may seek necessary clarification from independent expert evaluators, PERIDOT Programme Team or other relevant

entities to decide whether grievance or appeal should be accommodated and any proposed modified evaluation/ selection decision.